

USER SETUP / CHANGE

For any Accounts Payable roles, please submit a UDOC in AFIS for approval

*Indicates a required field

*Requestor's Name:				Date:	
*User's Name:		*User's Email:			
*User's EIN: <small>(User's EIN is set as Login ID)</small>		*User's Phone:			
*User's Job Title:		*Agency/Division:			
User Default Delivery Site:		User Default Bill to Site:			
*Indicate requested action:	<input type="checkbox"/> Add New	<input type="checkbox"/> Edit	<input type="checkbox"/> Inactivate	<input type="checkbox"/> Delete	
*User can act on behalf of:	<input type="checkbox"/> Agency	<input type="checkbox"/> Division	<input type="checkbox"/> Department	<input type="checkbox"/> Site	<input type="checkbox"/> Self Only
Copy roles from User/EIN:					
ROLE		EXPLANATION			
Arizona Procurement Portal Application Basics WBT is a prerequisite to obtaining a login ID and password		Each role has specific rights and abilities within the system. A user may have multiple roles assigned to them.			
Place an "X" below to assign a role to this user. You must select at least one role if you did not use "Copy roles from" option above.					
Procure to Pay:		Select one (1) of the following:			
<input type="checkbox"/>	Requester	Authorized to create requisitions within selected scope			
<input type="checkbox"/>	Requester (On Behalf Of)	Like the Requester but allows for the user to create requisitions on behalf of other users within their selected scope. (Please list users in Notes below)			
Select all that apply:					
<input type="checkbox"/>	Approver Role	User is eligible to be on approval paths to approve/disapprove documents.			
<input type="checkbox"/>	Receipts	User is able to create receipts as orders/services are received.			
<input type="checkbox"/>	Procurement 0 (Buyer)	Can issue POs directly to Suppliers for off-contract goods/services within your agency's delegated procurement authority.			
Source to Contract:					
<input type="checkbox"/>	Procurement 1 (Officer)	User has all the privileges of a Requester and Receiver , may also be an approver and has the ability to create and manage solicitations/bids .			
<input type="checkbox"/>	Procurement 2 (Manager)	User has all the privileges of a Procurement Officer , but can view/edit documents of selected PO users and includes a larger scope			
<input type="checkbox"/>	Procurement 3 (CPO)	User has all the privileges of a Procurement Manager , but can view/edit documents of their Division and includes a larger scope			
<input type="checkbox"/>	Inquiry	View only access			
<input type="checkbox"/>	Analyst	Report access – user can:		<input type="checkbox"/> View Reports	<input type="checkbox"/> Create Reports
<input type="checkbox"/>	Agency Administrator:	Create users, manage profiles and create & modify approvals for their Agency.			
NOTES:					
AGENCY SIGNATURE AUTHORIZATION SECTION					
Authorized Approver's Signature:			Date:		
Authorized Approver's Printed Name:					