Instructions for Delegators on Setting Up Authorizers in ASTRA/eProcurement

(step by step instructions on granting Authorizers three ASTRA/eProcurement roles of Preapproved Preparer, Approver, Watcher to let them manage eProcurement access for users in their units)

*Addition (4/11/11) - pages 6&7 of this document show step by step instructions on setting up Alcohol Authorizers

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Access ASTRA and click on Login Now To Manage Authorizations



Click on Create New Authorization.

Authorizers should be set up for all **three** eProcurement roles, such as **PreApproved Preparer**, **Approver** and **Watcher** with the access to **all dollar limit values** (unlimited amount). That way they will have authority to grant the roles of PreApproved Preparers, Approvers and Watchers to the eProcurement users in their organizations.



Identify Authorizer by Name, UWNetId or EID. Click on Find & Verify

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Choose the following for the PreApproved Preparer role (roles can be chosen in any order):

Application – eProcurement; Role – PreApproved Preparer; Action – PreAuthorize; Limit – Organization. Type the Org Code, click on Find & Verify. Click on Access to all dollar limit values. Under ASTRA Roles choose Authorizer. Click on OK add another. One item will be added to the Cart. **Repeat** the same procedure for **each organizational code** within the same role (for example, department can have the main organizational code and the summer quarter org. code).

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Choose the following for the Approver role:

Application – eProcurement; Role – Approver; Action – Approve; Limit – Organization.

Type the Org Code, click on Find & Verify. Click on Access to all dollar limit values.

Under **ASTRA Roles** choose **Authorizer**. Click on **OK add another**. **One** Item will be **added** to the **Cart**. **Repeat** the same procedure for **each organizational code** within the same role (for example, department can have the main organizational code and the summer quarter org. code).

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Choose the following for the Watcher role:

Application – eProcurement; Role – Watcher; Action – Watch; Limit – Organization. Type the Org Code, click on Find & Verify. Under ASTRA Roles choose Authorizer. Click on OK to proceed to cart. One more item will be added to the Cart. Repeat the same procedure for each organizational code within the same role.

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You have created all three Authorizer's roles. Click on **Cart/Checkout** (3 items).



To commit the 3 items in your cart, you must checkout. Click on **Checkout Now**.

Instructions for Delegators on Setting Up Authorizers for Alcohol in ASTRA/eProcurement

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Choose the following for setting the Alcohol Authorizer:

Application - eProcurement Role – PreApproved Preparer Action – PreAuthorize *Limit - Commodity |Organization or Commodity|Budget

*Alcohol Authorization now requires specifying a "limit" by budget(s) or organization code(s)

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In our example **Commodity**|**Organization** is chosen under '**limit**' Select **Alcohol** under '**commodity**' Enter **Organizational Code** Choose **Authorizer** under '**ASTRA Role**' Click on "**OK to proceed to cart**" Click on "**Checkout**" when in the cart