



Set up purchasing requestors

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District Administration > Maintenance > User Profiles > Purchasing Requestors

Use this tab to limit the requestors for whom the user (originator) can create or modify requisitions. The requestor must have a user profile that includes accounts he is authorized to expense against, as well as any approvers associated with the requestor.

If this option is not used, an originator can select the requestor for whom they are creating the requisition on the [Purchasing > Maintenance > Create/Modify Requisition](#) page.

Image

The screenshot shows the 'Maintenance > User Profiles' interface. At the top, there is a 'SessionTimer: 239 min and 02 sec' indicator. Below it, a 'Save' button is highlighted with a red arrow. A dropdown menu shows 'Moreno, Elizabeth (101146)'. To the right are buttons for 'Retrieve User', 'Lookup User', 'Add User', and 'Delete User'. Below these are tabs for 'Accounts', 'Permissions', 'Purchasing Permissions', 'Purchasing Addresses', 'Purchasing Requestors' (which is selected), and 'Purchasing Restrict Ca'. A 'Print' button is also visible. The main area contains a grid with a 'Requestor Name' header and one row with the value 'VERONICA VINGLASS (006960)'. A '+ Add' button at the bottom right of the grid is also highlighted with a red arrow.

Click **+Add** to add a new row to the grid.

Requestor Name	Click ▼ to select a requestor from the drop-down list of available requestors.
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Click **Save**.