

PROACTIS USER ACCESS FORM

Please complete **ALL** fields on this form and return to the Finance Office Systems Support Team, Aston Webb Building. Or fax to 44384

User Details:

User's ADF Logon	
College/Corporate Service	
Full Name	
Telephone No.	
Fax No.	
Email Address	
Budget Centre Codes (Element 2 codes)	
Existing User to copy	
Are you an existing Proactis user transferring from another department? <input type="checkbox"/> Yes <input type="checkbox"/> No	

User Roles:

User Roles E-marketplace:

Roles (Please Tick as appropriate)		Value (£)	Roles (Please Tick as appropriate) Please Note you will not be permitted to have all three roles	
Raise Purchase Order	<input type="checkbox"/>		Requisitioner	<input type="checkbox"/>
Authorise Purchase Orders	<input type="checkbox"/>		Buyer	<input type="checkbox"/>
Enter Goods Received	<input type="checkbox"/>		Authorise Requisitions	<input type="checkbox"/>
Invoice Matching	<input type="checkbox"/>		New Budget Authorising Pool required?	<input type="checkbox"/>
Expense Claims	<input type="checkbox"/>		If not, name of existing Pool(s) to be added to:	
If access is required to view/process Internal Orders, please email codateam@bham.ac.uk with your request.				

Authorised By (MUST be your School/Service Finance Manager):

Signature: Date:

Print Name:

For Finance Office Systems Support Team Use Only

Actioned By:		Date:	
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