

### Roles

Roles are how the system determines what functions a user can perform in the different modules within ARIBA. If you have a UW NetID you will have access to most features (some exceptions apply). These roles are set up in ASTRA by the Authorizer for each department. It is important to note that different modules in ARIBA offer different roles. Knowing what roles apply to which module will make for a smooth transaction when using the ARIBA functionality.

These roles are straightforward; however, they often do not provide enough review for departments who are cautious about how their funds are used. Additional roles are available for the different modules to facilitate extra review and restrictions.

Roles applicable to ARIBA modules that are not assigned by ASTRA:

- **Preparer\_** The person who initiates the transaction
- **Requester\_** A user that is entered in the "On Behalf Of" field (catalog or non-catalog) or "Contact" field (BPO)

\* If you don't have access to ARIBA (student or affiliate), please have your administrator email [eprocare@uw.edu](mailto:eprocare@uw.edu) to request access. Access will be granted for a period of one year.

### Central Office Roles

These are additional roles you may see in your Ariba approval flow. They are roles that might be added for compliance review or issues that central office must review.

To view the Central Office Roles table, click [here](#).

### Authorization

ARIBA authorization management occurs within the organizational units using ASTRA, allowing the most direct and efficient method for managing multiple roles. Authorization for each User is set up by the unit Authorizer in each department. Authorizers grant users access on either a budget, org code, or commodity level, depending on the ARIBA application.

These roles are designed to search for the closest user authorized for a particular application. Meaning, if there is no user in the desired role for a certain budget or org code, the system will roll up to the next levels of the org code structure to find a user. The system will only search up to the first three digits of the org code, i.e.: 123XXXXXXX. It will never search higher than those first three digits. This is true of all roles except for Funding Approver 1 and 2 in the Buying section above. These two roles will only apply to their designated budget or org code and will never look for a user outside of it.

Learn how to set up ARIBA authorizations in ASTRA:

- [How Delegators set up Authorizers](#)
- [How Authorizers set up ARIBA Users](#)