# Permissions for Sierra Acquisitions

The required authorizations for an average Acquisitions workflow are listed here. This is by no means an exhaustive list: it is meant simply as a resource for Site Coordinators and acquisitions staff members, to be used for troubleshooting and new staff setup.

70  Add orders to selected records

Modify location information for orders with a STATUS of 1

72  Send orders electronically

73  Create new records

75  Print purchase orders

76  Rapid Updating (ACQ)

Allows users to receive several items at once via Rapid Updating

78  Process invoices

84  Process Electronic Invoices

85  Fund file maintenance

121 View item records

122 Create item records

124 Update item records

127  Receive/add item

131  View order records

132  Create order records

134  Update order records

135  Delete order records

148  Claim/cancel orders

177  Invoice administrator

Allows the user to resume suspended invoices that he or she does not own.

178  Post invoices

191  Restrict user to status 1 order creation

If enacted, will only allow user to create order records with a STATUS(O) of 1 (ON HOLD), which does not encumber any funds.

411  View vendor records

412  Create vendor records

414  Edit vendor records

415  Delete vendor records

417  Delete cancelled orders

418  View invoice records

665  Edit Vendor SAN File

682  Edit Vendor Message