

WU-BUY ACCESS REQUEST FORM

ROLE REQUESTED

Please select the role you are requesting. one role can be assigned per user.

Browser

The Browser role in Wu-Buy is assigned to specific users who have the authority to shop and build a shopping cart. The Browser can **begin** the requisition process but must **reassign** the Incomplete Requisition to someone within their Organization Unit to complete the Checkout process and route it through Approvals. Browsers in the Wu-Buy system have the following permissions:

- Access suppliers in the online marketplace created specifically for WSU.
- Search and browse the pricing catalogs from the available suppliers.
- Fill an individual shopping cart for checkout.
- Begin the creation of requisitions for purchases.
- View the status and approval path of requisitions.
- View and export reports on purchase orders.
- Indicate that goods or services were received and are approved for payment.
- View and track invoices against related purchase orders.

Browser -

Organization Units in Wu-Buy are used to control the visibility of transactions and to group transactions for reporting purposes. This selection does not have any impact within Banner, nor does it impact the

The Buyer role in Wu-Buy is assigned to specific users who have the authority to **submit** requisitions for approval using the department's funds based on departmental approval and the Banner finance org access granted. Buyers in the Wu-Buy system have the following permissions:

- Access suppliers in the online marketplace created specifically for WSU.

- Search and browse the pricing catalogs from the available suppliers.

- Fill an individual shopping cart for checkout.

- Accept and process requests from other users (Buyers or Browsers) in the department that do not have authority to route requisitions for approval.

- Create requisitions for purchases using the