

# WU-BUY ACCESS REQUEST FORM

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## 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 -

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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