

## WU-BUY ACCESS REQUEST FORM

First Name \_\_\_\_\_  
MyWSU ID \_\_\_\_\_  
Department \_\_\_\_\_

Last Name \_\_\_\_\_  
Email \_\_\_\_\_  
Phone Number \_\_\_\_\_

## ROLE REQUESTED

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

### Browser

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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 Unit Request

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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 FOAP information entered on a requisition.

List all orgs to be assigned to the Browser.

## Buyer

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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 departments available funding.
- 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.

### Buyer – Organization Unit Request

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The Buyer role requires the user to have both query and posting authority in Banner on the User Profile Maintenance (FOMPROF) form. Users will get access to financial reports in finance Self-Service and Reporting Services (Financial Reports – Organization, Financial Reports – Division and College, and Research – Grant Reporting) for the requested orgs.

List all orgs the Buyer is authorized to post financial transactions against.

## REQUIRED APPROVAL – BUYER ONLY

The Budget Officer of each requested org must sign to authorize access. If multiple orgs are requested and a single Budget Review Officer (BRO) or Vice President (VP) oversees all the orgs, the BRO or VP signature can be accepted instead of individual BO signatures.

Budget Officer _____	Date _____
Budget Officer _____	Date _____
Budget Officer _____	Date _____
Budget Officer _____	Date _____