MacBuy   Available Roles

	Shopper: Shoppers have limited system permissions. • Search all supplier catalogues. • Create shopping carts, view and use forms, but cannot create the Requisition or approve their orders. • Add attachments, notes and view history. • View and edit personal favourites and profile. • Assign cart to a user with Requester permissions before the Purchase Order can be created.	An account or project owner can request supplies to be ordered by support staff, lab technician or student who has Mosaic access. Chart field data for one or more account/project owners can be included and named in the shopper's profile.
	Requester: All Shopper activities plus: • Review, validate, edit shopping carts submitted to them by others. • Edit defaults for their department's Shoppers and Approvers. • Assign or edit chart fields. • Enters tax treatment. • Submit requisition for approval or withdraw requisition. • Assigns/unassigns substitute Requester.	This individual **MUST** have knowledge of the chart field strings, appropriate accounts and familiarity that the purchase is for University or research business. Once submitted, the requisition routes automatically through workflow. Depending upon the purchasing requirements of the area, a Requester may also be a delegate approver.
	Approver: All Shopper activities plus: • Approve, hold or return requisition for correction. • Assign/unassign delegate approvers on a permanent or temporary basis in accordance with University policy. • Cannot edit tax, shipping/handling or withdraw a purchase requisition.	This individual is the Department and/or Project holder. The individual delegating their authority remains fully accountable for all transactions approved.