eSHOP Roles

**Shopper** – An employee that has been given permission in eSHOP to shop but is not required to complete funding or shipping information and cannot submit a cart for approval. Once a shopper has created a shopping cart, he or she will assign it to a Requestor for review and completion.

- A shopper is able to create a shopping cart in eSHOP.
- For a Shopper, entering a cost object (cost center or WBS element), G/L account and shipping address is OPTIONAL.
- A Shopper must assign their shopping cart to a Requestor.
- If the Shopper is also part of the Approver Pool, they will not be able to approve that shopping cart.

**Requestor** – An employee that has been given permission in eSHOP to shop and submit shopping carts (their own or others) for approval. In addition they can complete a cart for a shopper by adding shipping and/or funding information and submit it for approval.

- For a Requestor, entering a cost object (cost center or WBS element), G/L account and shipping address is REQUIRED.
- The Requestor can submit a shopping cart for approval.
- If the Requestor is also part of the Approver Pool, they will not be able to approve that shopping cart.

**Approver** – An employee that has been given permission in eSHOP to review and process order requests. By default, Approvers will also have the Requestor role, but they will not be able to approve a cart that they acted on as a Requestor.

- A pool of approvers (1-5 people) are assigned to a cost object (cost center or WBS element) by position number. All qualified Approvers receive the Approval notification, but only one needs to complete the approval process for the order to proceed.
- Approvers cannot approve a shopping cart that they acted on as a Shopper or Requestor. If the Shopper or Requestor is also part of the Approval Pool, they will not be able to approve that shopping cart.
- Approvers cannot edit a shopping cart, but can approve it or reject or return part or all of the shopping cart to the cart owner.
- Approvers can be associated with one or more cost objects (cost center or WBS element).
- Approvals on shopping carts with split funding (more than one cost object) require an approver for each cost object to authorize the purchase before it moves further in the workflow process.