Roles and Permissions

OWL Buy uses role-based security to ensure that users have access only to functions necessary to perform their job responsibilities.

Your assigned role determines what actions you can perform, the documents you can create or approve, and the information available to you within the system.

- **Shopper:** A Shopper can browse supplier catalogs, search for products and services, and create shopping carts. Shoppers may assign completed carts to a Requestor for review and submission.
- **Requestor:** A Requestor reviews shopping carts, enters required procurement information, attaches supporting documentation, and submits requisitions into the approval workflow.
- **Approver:** An Approver reviews requisitions for funding availability, business purpose, and policy compliance before approving or returning the requisition for correction.
- **Procurement Services:** Procurement Services personnel have additional permissions necessary to manage procurement activities and ensure compliance with CSCU policy and SCSU procedure requirements.

If you require additional access or believe your permissions need to be modified, contact Procurement Services.