



TBR
CENTRAL eSHOP

TRAINING PRESENTATION

EXPLANATION OF USERS AND ROLES

Users:

Each user in the TBR Central eSHOP is assigned a unique username and password to identify:

- ▶ Who They Are
- ▶ What Permissions They Have
- ▶ Other User-specific Information Such As Shipping And Billing Addresses,
- ▶ Custom Field Values, Etc.

Users may be assigned one or more roles.

Roles:

There are three roles within TBR Central eSHOP:

- ▶ Shopper,
- ▶ Requestor and
- ▶ Approver.

At a minimum each department making purchases needs a Requestor and an Approver. People are allowed to have multiple roles within the system, but each shopping cart needs to be “touched” by a requestor and approver.

TBR Purchasing and Contracts is here to help guide you through the process and form good business decisions for your department.

Shopper: A person who shops and selects items to purchase. This person may or may not know TBR accounting codes, but as a Shopper is not required to enter this information. Transactions are not required to have a shopper, making the role optional.

Requestor: Requestors are users who can shop for items and submit carts. Requestors can also submit carts that have been assigned to them by other Shoppers. Requestors are Users who have knowledge of TBR accounting codes and can input those codes when submitting the requisition.

Approver: Users who are Approvers have been designated by the Chancellor or Vice Chancellor to have approval authority over a particular department. Approvers can review, approve or return purchase requisitions. In order for Approvers to return a purchase requisition, Approvers must have assigned the cart to themselves. TBR Central eSHOP approvals are assigned based on the TBR organization code and the dollar amount of the order. Subsequent to organizational approval, each eProcurement order is subject to fiscal approval, final review and Banner budget authorization prior to the creation of a purchase order.

Prior to participating in the shopping experience or creating a shopping cart, please review the TBR Central eSHOP training presentation for creating shopping carts.

Thank You!

