**Marketplace Roles Training**

**Shopper:**

A shopper creates shopping carts to select goods and services. They must assign the cart to a Requestor for completion. They cannot place orders directly, and can view only their orders, invoices, and requisition history. A Shopper CANNOT also be a Requestor.

Information Security and Privacy Awareness: U00063

CU Marketplace – Shopper: U00080 (Recommended)

**Requestor:**

A Requestor creates shopping carts to select goods and services. They may place orders up to $10,000, and submit requisitions over $10,000 to an Approver. They do online receiving for POs. They can authorize payment for POs that are not SPOs, and can view all order, invoice and requisition history.

Information Security and Privacy Awareness: U00063

Procurement – Purchasing & Contract Management: A00109

Fiscal Code of Ethics: F00001 (Fiscal Code of Ethics- Officers: F00002)

CU Marketplace – Requestor: U00080

**Receiver:**

A receiver does online receiving for POs. They can authorize payment for POs that are not SPOs. (The ePro Approver Invoice role does SPO voucher approval, which authorizes payment for SPOs.)

Information Security and Privacy Awareness: U00063

Procurement – Purchasing & Contract Management: A00109

Fiscal Code of Ethics: F00001 (Fiscal Code of Ethics- Officers: F00002)

CU Marketplace – Receiver: U00090

CU Marketplace – Requestor: U00080

**Approver:**

An Approver approves or rejects/returns requisitions over $10,000 and Payment Vouchers in any dollar amount. Must also be designated as a Fiscal Staff Approver on relevant SpeedTypes. A Fiscal Approver CANNOT be a Requestor.​

Information Security and Privacy Awareness: U00063

Procurement – Purchasing & Contract Management: A00109

Fiscal Code of Ethics: F00001 (Fiscal Code of Ethics- Officers: F00002)

CU Marketplace – Approver: U00081

CU Marketplace – Invoice/Match Exception Approver: U00091

**Marketplace OIM Request Codes**

​MARKETPLACE : ePro Shopper (141~ePro Shopper)

MARKETPLACE : ePro Requestor (141~ePro Requestor)

MARKETPLACE : ePro Receiver (141~ePro Receiver)

MARKETPLACE : ePro Approver (141~ePro Approver)​