

# User Role Matrix

This document contains an overview of key functionality for user roles within the new USP Store. Users fall into one of two categories: **buyers**, and **administrators**. Each account can have one or more administrators.

Function	Administrator	Buyer
<b>Account Set Up</b>	Can create a new business account for the USP Store	Needs one time Administrator approval for Account Set Up
<b>User Configuration</b>	Can configure other users as Buyers or Administrators	Cannot configure other users.
<b>Initiating Orders</b>	Can add items to Cart and complete orders via the USP Store	Can add items to Cart. Can place orders after Account Set Up is completed
<b>Quotes</b>	Can create and edit quotes and convert quotes to a cart for purchase.	Can create and edit quotes and convert quotes to a cart for purchase after Account Set Up is completed
<b>Shipping &amp; Billing Info</b>	Can view and update shipping & billing information.	
<b>Contacts</b>	Can add new contacts and deactivate existing ones	
<b>Credit Cards</b>	Can add new credit cards and deactivate existing ones	
<b>Payments &amp; Invoices</b>	Can complete payments and view invoices	