

USP Store User Role Matrix

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

Function	Administrator	Buyer	Finance
Account Set Up	Can create a new business account for the USP Store	Needs one-time Administrator approval for Account Set Up	
User Configuration	Can configure other users as Administrators, Buyers, and Finance	Cannot configure other users	
Initiating Orders	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	
Quotes	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	
Shipping & Billing Info	Can view and update shipping & billing information		
Contacts	Can add new contacts and deactivate existing ones		
Credit Cards	Can add new credit cards and deactivate existing ones		
Payments & Invoices	Can complete cash or credit payments (IN FULL) and view invoices	Can complete payments on outstanding invoices using credit card or cash (IN FULL) and cash/credit on account (PARTIAL)	