**Information Needed to Request Access to iBuy**

**01/18/08**

Many departments across the three campuses are already benefiting from online purchasing with iBuy. As we continue working together, it’s important to clarify what information departmental users must provide to their [Unit Security Contacts (USC)](http://www.aits.uillinois.edu/access/find_my_usc/) when requesting access to the iBuy system.

A request for access to iBuy must meet the following minimum requirements:

* At least one Shopper -OR- one Requestor must be identified.
* At least one Department Account Coder must be identified.
* It is optional to identify approvers for the first two departmental approval queues in iBuy ($0-$4999 and $5000-$9999). All of the remaining departmental approval queues **must be populated** by at least one individual who is designated as either an Approver or Executive Approver. Wherever possible, it is recommended that at least two individuals be assigned to each approval queue.

Also, when a single individual within a department is assigned multiple roles, the following basic rules apply:

* A Shopper cannot also be a Departmental Account Coder or Requestor.
* A Requestor can be a Departmental Account Coder.
* Shoppers, Departmental Account Coders, and Requestors can also be Approvers or Executive Approvers.
* An Approver cannot also be an Executive Approver.

For additional information, please visit the [iBuy Web site](http://www.ibuy.uillinois.edu). The [Get Started](http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=913177) section is particularly helpful for identifying the most appropriate roles for departmental users.

### Contact

If you have questions, or if you would simply like to know more about iBuy, please call 312-996-4806 (UIC) / 217-333-3102 (UIS and UIUC) or e-mail [iBuyHelp@uillinois.edu](mailto:iBuyHelp@uillinois.edu) or [helpdesk2@uillinois.edu](mailto:helpdesk2@uillinois.edu).