



August 5, 2011

Register For Supplier Showcases

Online registration for upcoming Supplier Showcases is now available at www.cusys.edu/psc.

These events are a great way to learn about CU suppliers and their products and services. Our 2011 Showcases will include M@rketplace catalog suppliers and other new exhibitors...complete exhibitor list is on the PSC website. Make plans to attend and register now: we want to 'CU' there!

- Wed, Sept 7 – University of Colorado at Boulder, Glenn Miller Ballroom, UMC, 10 am – 2 pm
- Thu, Sept 15 – UCD/Anschutz Medical Campus Research Center 1 & 2, 2nd floor, 9:30 am – 2 pm
- Thu, Sept 21 – University of Colorado at Colorado Springs Berger Hall Ballroom, University Center, 10 am – 1 pm

Contact Penny.Davis@cu.edu for more information.

CU Marketplace: Top Questions to the Help Desk

Our new eProcurement (electronic procurement) system, CU Marketplace, was implemented University-wide on Monday, August 1...and the following topics generated the most calls to the FinPro Help Desk:

- **Access to the Marketplace.** In most cases, the caller had not completed the training required for their Marketplace role (see article, at right). Resolution = Complete the training.

In other cases, the caller's security had not been fully loaded yet. Resolution = You will receive a email confirmation once your access is set up.
- **Role in the Marketplace.** Many callers were unclear about their role in the Marketplace. The exact role for any individual depends on what the department needs and what the Org Fiscal Manager has requested for him or her. Resolution = Engage in departmental discussions to clarify who has been identified for each of the various roles.
- **Vendors.** A number of callers used the handy Marketplace supplier search function to look for vendors they'd worked with in the past...and didn't find those vendors in the new system. Resolution = Have the vendor submit our new CU W9 form (available on the [PSC forms page](#)).

Many callers have told us how much they appreciate being able to contact FinProHelp for assistance on the new system. You can be assured that Mary, Brian, and EJ are always happy to help. You can reach them at 303.837.2161 or FinProHelp@cu.edu.

Marketplace Training

Requester training: in-person only, and sessions continue to be scheduled at all campuses.

Shopper/Approver training: online courses available in SkillSoft.

Getting to the Marketplace: What Courses Do You Need?

To log in to CU Marketplace, you need to be on a list submitted to the PSC by your Org Fiscal Manager identifying your specific roles. You also need to complete any required training. Shoppers need 1 online course. Approvers need 4 courses (all of which may be taken online). Requesters need 3 online courses **AND** 1 in-person course. The relevant courses are:

Information Security & Privacy

A requirement for access to any University system...so you may have already taken it. In your training record, this online course appears as "IT Security." If you haven't taken it and you need to find it in SkillSoft, look for "Information Security & Privacy." *Required for Shoppers, Requesters, and Approvers.*

Fiscal Code of Ethics

This online course is required for many roles within CU, so you may have taken it. *Required for Requesters and Approvers.*

Procurement-Purchasing & Contract Mgmt.

This online course is required for access to several procurement-related processes, so you may already have taken it. *Required for Requesters and Approvers.*

CU Marketplace-Requester Training

This course is currently exclusively an in-person class. Register for it through the [PSC website](#). *Required for Requesters.*

CU Marketplace-Approver Training

This new course has been offered in-person over the past 4 weeks. It is also an online course in SkillSoft. Required for Approvers. Going forward take the online course.

Find Out What Training You Have Completed

- Log in to the myCU portal (my.CU.edu).
- Click on the MY.TRAINING tab.
- The section titled YOUR TRAINING SUMMARY presents a list of the courses you've completed.

To Take an Online Course in SkillSoft

- Log in to the myCU portal (my.CU.edu).
- Click on the MY.TRAINING tab.
- Under LEARNING RESOURCES, click the link to SkillSoft.
- Select the Catalog link, then open the University of Colorado-Courses folder.
- The relevant courses are in 2 folders: Budget and Finance, and Information Security.