

## **Procurement Courses** <sup>[1]</sup>

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Course	Audience	Description
CU: Concur - Booking Travel	Recommended for individuals who book university travel, on behalf of themselves or others, within the Concur Travel and Expense System.	<p>This 45-minute course covers how to book travel within the Concur Travel and Expense System, including reservations for airfare (domestic only), car rentals, and hotels.</p> <p>HCM Course Code: u00092 ?Skillsoft Library ID: _scorm12_cu_u00092_0001</p> <p><a href="#">Start Skillsoft</a> <sup>[3]</sup></p>

CU: Concur - Reconciling Procurement Card	Recommended for individuals who reconcile Procurement Card transactions, on behalf of themselves or others, within the Concur Travel and Expense System.	<p>This 30-minute course covers processing Procurement Card expenses within the Concur Travel and Expense System.</p> <p>HCM Course Code: u00093 ?Skillsoft Library ID: _scorm12_cu_u00093_0001</p> <p><a href="#">Start Skillsoft</a> <sup>[4]</sup></p>
CU: Concur - Reconciling Travel	Recommended for individuals who reconcile university travel (i.e., employees who process Travel Card transactions as well as CU employee reimbursements), on behalf of themselves or others, within the Concur Travel and Expense System.	<p>This 45-minute course covers processing CU employee Travel Card transactions and reimbursements using the Concur Travel and Expense System.</p> <p>HCM Course Code: u00094 ?Skillsoft Library ID: _scorm12_cu_u00094_0001</p> <p><a href="#">Start Skillsoft</a> <sup>[5]</sup></p>
CU: CU Marketplace Approver	Required for employees who need the Approver role within CU Marketplace to approve requisitions.	<p>This 35-minute course covers approving requisitions within CU Marketplace.</p> <p>HCM Course Code: u00081 ?Skillsoft Library ID: _scorm12_cu_u00081_0001</p> <p><a href="#">Start Skillsoft</a> <sup>[6]</sup></p>
CU: CU Marketplace - Receiver	Required for employees who need the Receiver role within CU Marketplace to approve requisitions.	<p>This 30-minute course covers receiving within CU Marketplace. It is not required if you have completed the CU Marketplace Requester online course and passed the quiz.</p> <p>HCM Course Code: u00090 ?Skillsoft Library ID: _scorm12_cu_u00090_0001</p> <p><a href="#">Start Skillsoft</a> <sup>[7]</sup></p>

CU: CU Marketplace - Invoice/Match Exception Approver	Required for employees who need the invoice/match exception approver role within CU Marketplace.	<p>This 30-minute course covers approving vouchers with match exceptions within CU Marketplace.</p> <p>HCM Course Code: u00091 ?Skillsoft Library ID: _scorm12_cu_u00091_0001</p> <p><u>Start Skillsoft</u> <sup>[8]</sup></p>
CU: CU Marketplace Requester	Required for employees who need the requestor role to shop and submit orders in CU Marketplace.	<p>This 45-minute course covers shopping and submitting orders within CU Marketplace. CU: Procurement-Purchasing and Contract Management (_scorm12_cu_a00109_0001) is the prerequisite for this course.</p> <p>HCM Course Code: u00084 ?Skillsoft Library ID: _scorm12_cu_u00084_0001</p> <p><u>Start Skillsoft</u> <sup>[9]</sup></p>
CU: CU Marketplace Shopper	Recommended for individuals who have, or who wish to have, the shopper role within CU Marketplace.	<p>This 35-minute course covers shopping within CU Marketplace.</p> <p>HCM Course Code: u00080 ?Skillsoft Library ID: _scorm12_cu_u00080_0001</p> <p><u>Start Skillsoft</u> <sup>[10]</sup></p>

<p><b>CU: Procurement Card Approving Official Training</b></p>	<p>Required for individuals designated to serve as approving officials in the departmental Procurement Card Program.</p>	<p>This 20-minute course covers the responsibilities of an approving official (AO) for the Procurement Card Program. You must complete the course and the accompanying quiz (including the agreement) to get complete credit for this training.</p> <p>HCM Course Code: a00025 ?Skillsoft Library ID: _scorm12_cu_a00025_0001</p> <p><a href="#"><u>Start Skillsoft</u></a> <sup>[11]</sup></p>
<p><b>CU: Procurement Card Cardholder Training</b></p>	<p>Required for individuals who request the Procurement Card (University of Colorado Visa) to make small-dollar purchases for their departments.</p>	<p>This 20-minute course covers the policies and procedures governing the use of a university Procurement Card, as well as about your individual responsibilities as a cardholder. You must complete the course and the accompanying quiz (including the agreement) to get complete credit for this training.</p> <p>HCM Course Code: u00053 ?Skillsoft Library ID: _scorm12_cu_u00053_0001</p> <p><a href="#"><u>Start Skillsoft</u></a> <sup>[12]</sup></p>

<p><b>CU: Procurement - Purchasing and Contract Management</b></p>	<p>Required for individuals who are involved in the departmental Procurement Card Program (as cardholders or approving officials) and individuals who need access to the university's Finance System to perform purchasing or payables-related updates.</p>	<p>This 20-minute course covers the policies and procedures related to purchasing or paying for goods and services on behalf of the university. Learn about documentation requirements, working with purchasing agents, and managing vendor performance.</p> <p>HCM Course Code: a00109 ?Skillsoft Library ID: _scorm12_cu_a00109_0001</p> <p><a href="#"><u>Start Skillsoft</u></a> <sup>[13]</sup></p>
<p><b>CU: Purchasing Goods and Services with CU Marketplace</b></p>	<p>This course is required for anyone requesting access to CU Marketplace.</p>	<p>This 45-minute course introduces new users of CU Marketplace to using the system for purchasing items for their departments. Covers the overall process of purchasing based on roles users have in CU Marketplace, including creating and submitting shopping carts, submitting requisitions, approving requisitions, and authorizing payment.</p> <p>HCM Course Code: u00220 ?Skillsoft Library ID: _scorm12_cu_u00220_0001</p> <p><a href="#"><u>Start Skillsoft</u></a> <sup>[14]</sup></p>
<p><b>CU: Travel and Travel Card Training</b></p>	<p>Required to obtain a Travel Card Recommended for those who travel, approve travel, and arrange travel for others.</p>	<p>This 30-minute course covers the policies and procedures related to official university business travel.</p> <p>HCM Course Code: u00078 ?Skillsoft Library ID: _scorm12_cu_u00078_0001</p> <p><a href="#"><u>Start Skillsoft</u></a> <sup>[15]</sup></p>

<p><b>CU: Procurement Fundamentals</b></p>	<p>This course is recommended for anyone requesting access to CU Marketplace or Concur and anyone requesting a university purchasing or travel card.</p>	<p>This 30-minute course provides an overview of procurement at the university, including terminology, services, processes, policies, and more. This course is also a pre-requisite for role-specific courses required for access. You must take the quiz and score 80% or higher to receive credit for the course.</p> <p>HCM Course Code: u00208 ?Skillsoft Library ID: _scorm12_cu_u00208_0001</p> <p><u>Start Skillsoft</u> <sup>[16]</sup></p>
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**Groups audience:**  
Employee Services

**Source URL:**<https://www.cu.edu/employee-services/professional-growth-training/training-services/course-catalog/procurement-courses>

**Links**

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