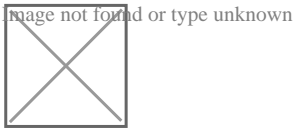


## CU Marketplace How-to: Reviewing Incompatible Access Purchases <sup>[1]</sup>

In CU Marketplace, users with Incompatible Access can enter requisitions over \$10,000, and then proceed to approve them.

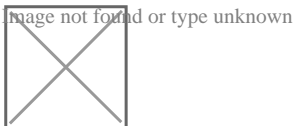
The inquiries described in these procedures cannot be performed by individuals with the Shopper role in CU Marketplace, as Shoppers can only view their own information.

To search for these orders, search on the side navigation bar for **Requisitions**:

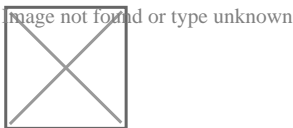


Use the **Add Filter** option to add the following filters:

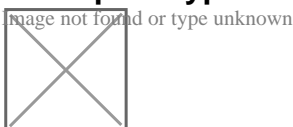
- Add **Prepared By** filter to search for and add the Requestor
- Add **Approved By** filter and search for and add the same individual(s) as the Requestor(s)
- Use the **Date** filters to enter the time period for which you want to review data
- Use the **Total Amount** filter to select *Is Greater Than* and enter "10000" in the next field



Click the **Export All** button located at the left side of the page:



The **Request Export** pop-up window will appear. Enter a **Title** and select *Screen Layout* as the **Export Type**. Click **Submit**, then close the pop-up window:



Dependent on Marketplace email preferences, an email notification may arrive when the export is ready:

Image not found or type unknown



To view exports and the status of exports, 1) click the action flag in the top right of Marketplace and 2) select **Manage Search Exports**:

Image not found or type unknown



If viewing the queue before the export is completed, it will provide a processing message similar to the one below in blue:

Image not found or type unknown



When the export is complete, there will be an option to download the export. Press the link to download the file:

Image not found or type unknown



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**Source URL:** <https://www.cu.edu/psc/cu-marketplace-how-reviewing-incompatible-access-purchases>

#### Links

[1] <https://www.cu.edu/psc/cu-marketplace-how-reviewing-incompatible-access-purchases>