CU Marketplace Resources for Approver Role [1]

Your action items and notifications (in the upper right corner of the screen) now appear as icons instead of text. The flag icon is for your action items and the bell icon is for your notifications.

The following information is for Approvers in CU Marketplace:

PSC Website

The PSC website [2] contains information on procurement policies, procedures, and instructions, including:

- PSC Procedural Statement Sensitive Expenses
- PSC Procedural Statement After-the-Fact Purchases

Access to CU Marketplace

You will receive email notification once you have access to CU Marketplace. This will come after your access has been requested by your department - using the Oracle Identity Manager (OIM) [3] - and the required training has been completed. Four online courses - through SkillSoft within your campus portal - are required:

- CU Marketplace Approver
- Fiscal Code of Ethics
- Procurement - Purchasing & Contract Management
- CU: Information Security and Privacy

Review the Quick Reference Guide


Refer to the Learning Resources

Step-by-Step Guides and other learning resources are available on the CU Marketplace Learning Resources [5] page, specifically:

- Navigating within CU Marketplace
- Approving Requisitions (which includes partially approving, returning, and rejecting requisitions)
Initiating Email Approvals within CU Marketplace
Assigning Substitute Approvers

PSC Newsletters

The Procurement Service Center (PSC) newsletter frequently provides information, tips, and tricks for CU Marketplace...and other procurement-related topics. Email uis@cu.edu to join the User Alert list and begin receiving email notifications when a new edition is available. (Note: This will also sign you up for email notifications of Office of University Controller news on a regular basis.)

Source URL: https://www.cu.edu/psc/cu-marketplace-resources-approver-role

Links
[1] https://www.cu.edu/psc/cu-marketplace-resources-approver-role
[2] https://www.cu.edu/node/379
[3] https://www.cu.edu/university-information-systems/access-it-security/request-access
[4] https://www.cu.edu/node/40637
[6] mailto:uis@cu.edu