CU Marketplace Resources for the Receiver Role [1]

The following information is supplemental to the CU Marketplace: Receiver Skillsoft course and will be helpful as you receive on purchase orders in the CU Marketplace.

**PSC Website**

The [PSC website][2] contains information on procurement policies, procedures, and learning resources.

**Take the courses and request access**

Several online courses are required for this role. For more information see [Access & Training Requirements][3].

The courses are delivered online in Skillsoft. Log in to your campus portal and on the [CU Resources Home][4] tab, click the [Skillsoft][4] tile.

**Launch the CU Marketplace - Receiver course.** [4]

When you’ve completed the required trainings, your department will request your access using the [CU Identity Manager (OIM)][5]. You’ll receive an email notification when you have access.

**Understanding your new Role**

Receiving is performed to acknowledge receipt of goods and services on a PO within CU Marketplace. It indicates how complete the order is. As a Receiver you’re authorized to receive on vouchers for POs over $10,000 that are not SPOs. You’re able to:

- Receive on Purchase Orders (POs) over $10,000 to release vouchers for payment; and
- Search all documents in the CU Marketplace.

Two roles have the ability to perform receiving within CU Marketplace: Requestors and Receivers. Receivers are only able to perform receiving whereas Requestors can also submit orders within CU Marketplace.

**Refer to the Learning Resources**


**Updating Your Profile**
When you have access, you should login and update your CU Marketplace profile. You can add frequently used SpeedTypes [7] and Ship To Locations [8] to make your shopping experience more convenient.

**Receiving**

Receiving is required when a PO total is over $10,000, regardless of the amount of each invoice. As a Receiver, you can enter Receiving for POs [9].

You'll find many more guides on CU Marketplace Training page [6], including:

- Documenting Returned Items & Fixing Receipts That Are Wrong [10]
- Searching for POs [11]
- Looking Up Invoices [12]
- Viewing Invoice Images [13]

**PSC COMMUNICATOR Newsletter**

The PSC newsletter [14] frequently includes information on procurement.

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

**Links**

[1] https://www.cu.edu/psc/cu-marketplace-resources-receiver-role
[2] https://www.cu.edu/psc
[3] https://www.cu.edu/controller/training/access-training-requirements
[10] https://www.cu.edu/psc/cu-marketplace-how-documenting-returned-items-fixing-receipts-are-wrong
[14] https://www.cu.edu/psc/newsletter