CU Marketplace Resources for the Receiver Role

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 Receivers in CU Marketplace.

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) - and the required training has been completed. Four online courses - through SkillSoft within your campus portal - are required:

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

Review the Quick Reference Guide

The Receiver Quick Reference Guide provides quick instructions for many Receiver processes.

Refer to the Learning Resources

Detailed Step-by-Step Guides and video demonstrations are available on the CU Marketplace Learning Resources page, specifically:

- Entering Receiving (Creating Quantity Receipts) for POs
- Documenting Returned Items (& Fixing Receipts That Are Wrong)

PSC Newsletters

The Procurement Service Center (PSC) newsletter frequently provides information, tips, and tricks for CU Marketplace and Concur...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.)