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.

**Take the courses and request access**

Several online courses are required for this role. For more information see Access & Training Requirements [2].

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

Launch the CU Marketplace - Receiver course. [3]

When you’ve completed the required trainings, your department will request your access using the CU Identity Manager (OIM) [4]. 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 [6] and Ship To Locations [7] 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 [8].

You’ll find many more guides on CU Marketplace Training page [5], including:

- Documenting Returned Items & Fixing Receipts That Are Wrong [9]
- Searching for POs [10]
- Viewing Invoice Images [12]

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/controller/training/access-training-requirements