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](https://www.cu.edu) 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](https://www.cu.edu). The courses are delivered online in Skillsoft. Log in to your campus portal and on the [CU Resources Home](https://www.cu.edu) tab, click the [Skillsoft](https://www.cu.edu) tile.

When you’ve completed the required trainings, your department will request your access using the [CU Identity Manager (OIM)](https://www.cu.edu). 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**

The [CU Marketplace Training page](https://www.cu.edu) on the PSC website has step-by-step instructions to help you shop.

**Updating Your Profile**

When you have access, you should login and update your CU Marketplace profile. You can add frequently used [SpeedTypes](https://www.cu.edu) and [Ship To Locations](https://www.cu.edu) to make your shopping
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]

PSC COMMUNICATOR Newsletter

The PSC newsletter [13] frequently includes information on procurement.

To receive the newsletter: email your Employee ID # to FinProHelp@cu.edu [14] and ask to be added to the PSC newsletter list.

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
[13] https://www.cu.edu/psc/newsletter
[14] mailto:FinProHelp@cu.edu