The following information is supplemental to the CU Marketplace: Requestor Skillsoft course and may be helpful as you shop in the CU Marketplace.

**PSC Website**

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

- [PSC Procedural Statement Sensitive Expenses][3]
- [PSC Procedural Statement After-the-Fact Purchases][4]

**Take the courses and request access**

Several online courses are required for this role. For more information see [Access & Training Requirements][5].

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 - Requestor course. [6]

When you’ve completed the required trainings, your department will request your access using the [CU Identity Manager (OIM)][7]. You’ll receive an email notification when you have access.

**Commodity Listing**

The [Commodity Listing][8] is a good starting place for any purchase. Several commodities link to How to Buys, that outline procurement options and procedures.

**Understanding your new Role**

As a Requestor you’re authorized to submit requisitions within CU Marketplace, and responsible for ensuring that requisitions $10,000 and under are accurate, appropriate, and reasonable. You’re able to:

- Create shopping carts to select goods and services;
- Submit orders;
- Receive on Purchase Orders (POs) over $10,000 to release vouchers for payment; and
- Search all documents in the CU Marketplace.

**Refer to the Learning Resources**
The CU Marketplace Training page 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 and Ship To Locations to make your shopping experience more convenient.

**Shopping**

When shopping in the CU Marketplace, you’ll use a catalog or a form to add goods and services to your shopping cart.

- Whenever a catalog is available, you’ll find CU-specific items and prices from contracted suppliers. You’ll find shopping by catalog similar to online shopping.
- If the good or service is not available from a catalog supplier, you’ll need to use a form within the CU Marketplace. This guide will help determine which form is appropriate.

**Processing Shopping Carts**

Since Shoppers in the CU Marketplace are unable to submit shopping carts, a Shopper may assign a shopping cart to you to process. See Processing Assigned Shopping Carts.

**Receiving**

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

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

- Assigning Substitute Requestors
- Determining When Vouchers (Invoices) Will Pay
- Searching for POs
- Looking Up Invoices
- Viewing Invoice Images

**PSC COMMUNICATOR Newsletter**

The PSC newsletter frequently includes information on procurement.

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

**Links**

[2] https://www.cu.edu/psc
[5] https://www.cu.edu/controller/training/access-training-requirements
[6]
[8] https://www.cu.edu/psc/commodity-listing
[21] https://www.cu.edu/psc/newsletter