CU Marketplace Resources for Requestor Role [1]

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]

**Take the courses and request access**

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

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**

**Updating Your Profile**

When you have access, you should login and update your CU Marketplace profile. You can add frequently used SpeedTypes [10] and Ship To Locations [11] 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 [12] 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 [13] 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 [14].

**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 [15].

You’ll find many more guides on CU Marketplace Training page [9], including:

- Assigning Substitute Requestors [16]
- Determining When Vouchers (Invoices) Will Pay [17]
- Searching for POs [18]
- Looking Up Invoices [19]
- Viewing Invoice Images [20]

**PSC COMMUNICATOR Newsletter**

The PSC newsletter [21] frequently includes information on procurement.

To receive the newsletter: email your Employee ID # to FinProHelp@cu.edu [22] and ask to be added to the PSC newsletter list.

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

**Links**

[2] https://www.cu.edu/psc