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 Requestors in CU Marketplace:

**PSC Website**

The PSC website contains information on procurement policies, procedures, and instructions, including:

- PSC Procedural Statement Sensitive Expenses
- PSC Procedural Statement After-the-Fact Purchases

**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 Requestor
- Fiscal Code of Ethics
- Procurement - Purchasing & Contract Management
- CU: Information Security and Privacy

**Update Your Profile**

You should set your CU Marketplace profile - including SpeedTypes and shipping locations - to submit shopping carts quicker and limit searching for repetitive information. Step-by-Step Guides and other learning resources are available on the CU Marketplace Learning Resources page, under Updating Your Profile.

**Review the Quick Reference Guide**

The Requestor Quick Reference Guide provides quick instructions for many Requestor processes.
Refer to the Learning Resources

Step-by-Step Guides and other learning resources are available on the CU Marketplace Learning Resources page, specifically:

- Navigating within CU Marketplace
- Using Punch-out Catalogs to Shop
- Using Non-Catalog Forms to Shop
- Creating (or Renewing) SPOs
- Creating Payment Vouchers in CU Marketplace
- Adding Details to Shopping Carts (such as SpeedTypes and Shipping)
- Entering Receiving (Creating Quantity Receipts) for POs
- Searching for POs
- Determining When Vouchers (Invoices) Will Pay

Supplier Set-up for CU Marketplace Orders

Can't find your supplier when filling out a form? The supplier must be set up before you can continue. Refer to the CU Supplier Portal web page for guidance.

Catalog Supplier Information

Want to know whether a specific catalog supplier will charge for shipping and handling? Or the deadline for a specific catalog supplier to ship orders same day? Or how to check the status of your order? The CU Marketplace Catalog Supplier Information Matrix has the answers. It is available at the bottom of the CU Marketplace Learning Resources page.

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.)

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

Links
[2] https://www.cu.edu/node/379
[3] https://www.cu.edu/university-information-systems/access-it-security/request-access
[5] https://www.cu.edu/node/40636
[7] mailto:uis@cu.edu