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 contains information on procurement policies, procedures, and learning resources, including:

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

**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.

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

**Commodity Listing**

The Commodity Listing 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]

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**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
[8] https://www.cu.edu/psc/commodity-listing