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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]
- 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 [9] 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 [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]

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

Links
[1] https://www.cu.edu/psc/cu-marketplace-resources-requestor-role [2] https://www.cu.edu/psc
[3] https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses
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[11] https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile
[12] https://www.cu.edu/psc/cu-marketplace-how-using-punch-out-catalogs-shop

[13] https://www.cu.edu/psc/training/quick-reference-guide-forms [14] https://www.cu.edu/psc/cu-marketplace-how-processing-assigned-shopping-carts [15] https://www.cu.edu/psc/cu-marketplace-how-entering-receiving-creating-quantity-receipts-pos [16] https://www.cu.edu/psc/cu-marketplace-how-assigning-substitute-requestors [17] https://www.cu.edu/psc/cu-marketplace-how-determining-when-vouchers-invoices-will-pay-cu-marketplace [18] https://www.cu.edu/psc/cu-marketplace-how-searching-pos-within-cu-marketplace [19] https://www.cu.edu/psc/cu-marketplace-how-looking-invoices [20] https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images