

## **CU Marketplace Resources for Requestor Role** <sup>[1]</sup>

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](#) <sup>[2]</sup> contains information on procurement policies, procedures, and learning resources, including:

- [PSC Procedural Statement Sensitive Expenses](#) <sup>[3]</sup>
- [PSC Procedural Statement After-the-Fact Purchases](#) <sup>[4]</sup>

### **Take the courses and request access**

Several online courses are required for this role. For more information see [Access & Training Requirements](#) <sup>[5]</sup>.

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.](#) <sup>[6]</sup>

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

### **Commodity Listing**

The [Commodity Listing](#) <sup>[8]</sup> 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]

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**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>

[4] <https://www.cu.edu/psc/procedures/after-fact-purchases> [5]

<https://www.cu.edu/controller/training/access-training-requirements>

[6]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid>

[7] <https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager>

[8] <https://www.cu.edu/psc/commodity-listing> [9] <https://www.cu.edu/psc/training/cu-marketplace-training>

[10] <https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile>

[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>