Published on *University of Colorado* (https://www.cu.edu)

CU Marketplace Resources for Shopper Role [1]

The following information is supplemental to the CU Marketplace: Shopper 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

The Information Security and Privacy Awareness online course is required for this role. For more information see Access & Training Requirements [5].

This course is 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 - Shopper 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 outlines procurement options and procedures.

Understanding your new Role

As a Shopper you're authorized to create shopping carts to select goods and services. You must assign shopping carts to a Requestor for completion. You're able to:

- Create shopping carts to select goods and services; and
- View your own orders, invoices, and requisition history 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. You'll find step-by-step instructions for completing each form on the CU Marketplace Training page.

Assigning Shopping Carts

Since Shoppers in the CU Marketplace are unable to submit shopping carts, a Shopper may assign a shopping cart to a Requestor [14] to process.

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

- Searching for POs [15]
- Viewing Invoice Images [16]

Source URL:https://www.cu.edu/psc/cu-marketplace-resources-shopper-role-1

Links
[1] https://www.cu.edu/psc/cu-marketplace-resources-shopper-role-1 [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&asseti
[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-assigningunassigning-shopping-carts-requestors [15] https://www.cu.edu/psc/cu-marketplace-how-searching-pos-within-cu-marketplace [16] https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images