

CU Marketplace Resources for Shopper Role ^[1]

The following information is supplemental to the CU Marketplace: Shopper Skillssoft 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 Skillssoft. Log in to your campus portal and on the **CU Resources Home** tab, click the **Skillssoft** tile.

When you've completed the required trainings, your department will request your access using the [CU Identity Manager \(OIM\)](#) ^[6]. You'll receive an email notification when you have access.

Commodity Listing

The [Commodity Listing](#) ^[7] 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](#) ^[8] 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](#) [9] and [Ship To Locations](#) [10] 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](#) [11] 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](#) [12] 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](#) [13] to process.

You'll find many more guides on [CU Marketplace Training page](#) [8], including:

- [Searching for POs](#) [14]
- [Viewing Invoice Images](#) [15]

PSC COMMUNICATOR Newsletter

The [PSC newsletter](#) [16] frequently includes information on procurement.

To receive the newsletter: email your Employee ID # to FinProHelp@cu.edu [17] and ask to be added to the PSC newsletter list.

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://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager>

[7] <https://www.cu.edu/psc/commodity-listing>

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

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

[10] <https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile>

[11] <https://www.cu.edu/psc/cu-marketplace-how-using-punch-out-catalogs-shop>

[12] <https://www.cu.edu/psc/training/quick-reference-guide-forms>

- [13] <https://www.cu.edu/psc/cu-marketplace-how-assigningunassigning-shopping-carts-requestors>
- [14] <https://www.cu.edu/psc/cu-marketplace-how-searching-pos-within-cu-marketplace>
- [15] <https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images>
- [16] <https://www.cu.edu/psc/newsletter>
- [17] <mailto:FinProHelp@cu.edu>