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]

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](https://www.cu.edu/psc/training/cu-marketplace-training) 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](https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile) and [Ship To Locations](https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile) 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](https://www.cu.edu/psc/commodity-listing) 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](https://www.cu.edu/psc/policies/after-fact-purchases) 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](https://www.cu.edu/psc/training/access-training-requirements) to process.

You’ll find many more guides on [CU Marketplace Training page](https://www.cu.edu/psc/training/cu-marketplace-training), including:

- [Searching for POs](https://www.cu.edu/psc/commodity-listing)
- [Viewing Invoice Images](https://www.cu.edu/psc/policies/policies-psc-procedural-statement-sensitive-expenses)

### PSC COMMUNICATOR Newsletter

The [PSC newsletter](https://www.cu.edu/psc/commodity-listing) frequently includes information on procurement.

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**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](https://www.cu.edu/psc/cu-marketplace-resources-shopper-role-1)
[2] [https://www.cu.edu/psc](https://www.cu.edu/psc)
[3] [https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses](https://www.cu.edu/psc/policies/psc-procedural-statement-sensitive-expenses)
[4] [https://www.cu.edu/psc/procedures/after-fact-purchases](https://www.cu.edu/psc/procedures/after-fact-purchases)
[5] [https://www.cu.edu/controller/training/access-training-requirements](https://www.cu.edu/controller/training/access-training-requirements)
[7] [https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager](https://www.cu.edu/university-information-systems/access-it-security/request-access/oracle-identity-manager)
[8] [https://www.cu.edu/psc/commodity-listing](https://www.cu.edu/psc/commodity-listing)
[9] [https://www.cu.edu/psc/training/cu-marketplace-training](https://www.cu.edu/psc/training/cu-marketplace-training)
[10] [https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile](https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile)
[17] https://www.cu.edu/psc/newsletter