CU Marketplace Resources for Shopper Role

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 contains information on procurement policies, procedures, and learning resources, including:

- PSC Procedural Statement Sensitive Expenses
- PSC Procedural Statement After-the-Fact Purchases

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.

This course is delivered online in Skillsoft. Log in to your campus portal and on the CU Resources Home tab, click the Skillsoft tile.

When you’ve completed the required trainings, your department will request your access using the CU Identity Manager (OIM). You’ll receive an email notification when you have access.

Commodity Listing

The Commodity Listing 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 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
[5] https://www.cu.edu/controller/training/access-training-requirements
[12] https://www.cu.edu/psc/training/quick-reference-guide-forms