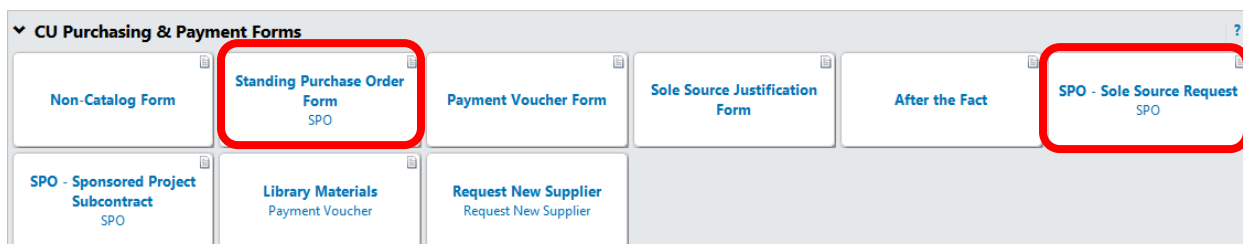


Creating (or Renewing) SPOs in CU Marketplace

Standing Purchase Orders (SPOs) are for repetitive purchases or for services provided by a non-catalog supplier over a specific period of time (e.g., personal services contracts). SPOs must be submitted with a grand total of at least \$10,000.

1. From the **CU Purchasing & Payment Forms** section of the Shopping Home page, select the **Standing Purchase Order Form**. If there is only one supplier who can provide the goods or services being requested, select the **SPO – Sole Source Request** form. The form will appear in a separate window.



2. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier from the list of results.

Can't find your supplier?

A supplier must be set up in CU Marketplace before you can enter a form. Refer to the [CU Supplier Portal web page](#) for guidance.

3. Verify that supplier information is correct. Note that the **Fulfillment Address** is the address to which the SPO will be issued. A fulfillment address specified by the supplier as preferred will default.

Supplier and Item Information	
Supplier	Airgas USA LLC more info... select different supplier
Fulfillment Address	000001: (preferred) 4810 Vasquez Blvd Denver, CO 80216-3008 US select different fulfillment center
Supplier Phone	+1 (303) 321-5440
Distribution	
The system will distribute purchase orders using the method(s) indicated below:	
Email (HTML Body)	imt.denver.customer.service@airgas.com
Email (HTML Attachment)	imt.denver.customer.service@airgas.com
Manual	

4. Enter the required information, indicated by the boldfaced fields.
 - a. Enter the **SPO Description**.
 - b. The **Unit Price** defaults to "1.00" and cannot be changed.
 - c. Enter the full amount of the SPO as the **SPO Encumbrance**, or if you want to encumber less than the full amount, enter the specific amount that you want to encumber. You'll see this encumbrance on your financial reports.

Creating (or Renewing) SPOs in CU Marketplace

- d. Enter the **SPO Grand Total** amount. This is the full amount that you expect to pay over the course of this SPO.

- e. Select a **Commodity Code**.

- f. Enter the **Begin Date** of your SPO. This is a date in the future when you expect work to begin.

- g. Enter the **End Date** of the SPO. This is a date in the future when you expect to get your last invoice.

- h. If renewing an existing SPO, enter the **Standing Order PO # being replaced**.

- i. List the **Authorized Users** for your SPO.

- j. If needed, enter **Additional Notes**. These notes will be communicated to the supplier with your SPO.

- k. Click the **add attachments...** link to attach **Internal** and/or **External Attachments**, if applicable. External attachments will be dispatched to the supplier with your SPO.

- l. If completing the Standing Purchase Order – Sole Source Request Form, you will also see the **Sole Source Justification** section. Provide details regarding your purchase need, required features, and investigation of competing brands.

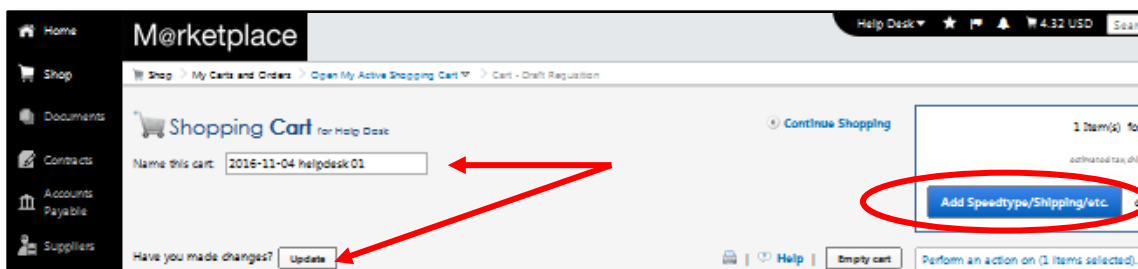
SPO Description	Unit Price	SPO Encumbrance
Industrial Gases, Supplies as needed and ordered by 185 characters remaining expand clear	1.00	10000.00
SPO Grand Total <input type="text" value="30,000.00"/>		
Commodity Code <input type="text" value="15 - Scientific / Laboratory / M..."/>		
Standing Order Term		
Begin Date <input type="text" value="07/01/2017"/> mm/dd/yyyy		
End Date <input type="text" value="06/30/2020"/> mm/dd/yyyy		
Additional SPO Details		
Standing Order PO # being replaced <input type="text" value="1000063052"/>		
Please list the authorized users for this Standing Order <input type="text" value="Jessica Velez"/> 487 characters remaining expand clear		
Notes and Attachments		
Additional Notes <input type="text" value="Please see attachments"/> 1978 characters remaining expand clear		
Internal Attachments <input type="button" value="Add Attachments"/>		Attached on
External Attachments <input type="button" value="Add Attachments"/>		Attached on

Justification	
Needs Statement - Describe in detail the good or service to be procured and how it meets your needs.	<input type="text"/> 2000 characters remaining expand clear
Features Requirement - List the major features/capabilities that are required.	<input type="text"/> 2000 characters remaining expand clear
Competing Brands Investigated - Did you consider other goods or providers of services.	<input type="text"/> 300 characters remaining expand clear

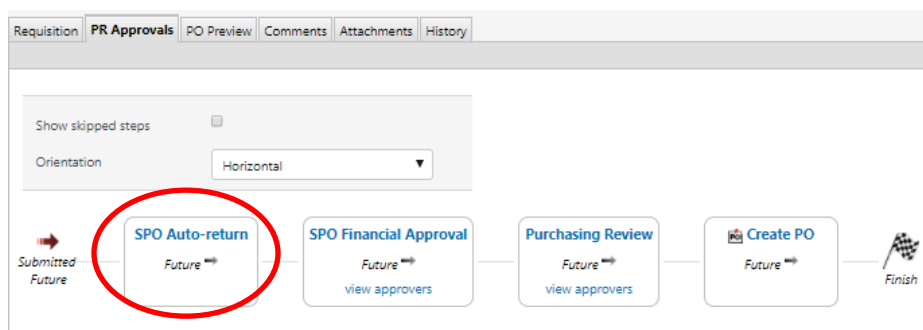
5. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click **Go**.

Creating (or Renewing) SPOs in CU Marketplace

6. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click **Update** to save your shopping cart's new name.



7. To verify your SPO is in the workflow, select the **PR Approvals** tab. If the **Grand Total** of your SPO is less than \$10,000, you'll see a step called **SPO Auto-return**.



If your requisition is less than \$10,000, it will be automatically returned to you. You'll receive an email from CU Marketplace telling you that you must increase the grand total on your SPO form before resubmitting the requisition.

To increase the total, select **Action Items > Carts Assigned To Me** and select your requisition from the **Returned Requisitions** section. Update your **SPO Grand Total** amount and click **Go**. Resubmit the requisition.