

## Guided Buying Q&A May 2022

**Q: Are we able to organize (customize) how the information is laid out on the different pages?**

**A:** The dashboard content is static and is not customizable.

**Q: Is there a way to print out the furniture options for faculty to review?**

**A:** You can find that information on our website:

<https://www.cu.edu/psc/procurement/how-buy-furniture/learn-about-suppliers%E2%80%99-offerings>

**Q: I can't seem to access the payment voucher form from the form process page. When I click on the link it sends me to the policy page. I don't see where to submit the payment voucher form.**

**A:** For the payment voucher form, you will access all forms from the commodity-specific dashboards.

**Q: Is there a category for lab supplies?**

**A:** Yes, you can find lab supplies under the "Scientific" tab.

**Q: Our labs use a variety of vendors that we don't have a catalog for, is there still a supplier search in forms, specifically for scientific vendors?**

**A:** The supplier search functionality remains the same and has not changed in guided buying.

**Q: Where do we find the forms?**

**A:** Where to find the forms, such as Non-Catalog Form or Payment Voucher, was the #1 question we received when rolling out Guided Buying. All the forms are listed on each commodity dashboard page under a section called *Showcases*. The *Showcases* section will also feature any applicable catalogs for the commodity.

Showcases

IT Software

- CDWG Government Inc.
- Connection
- Dell

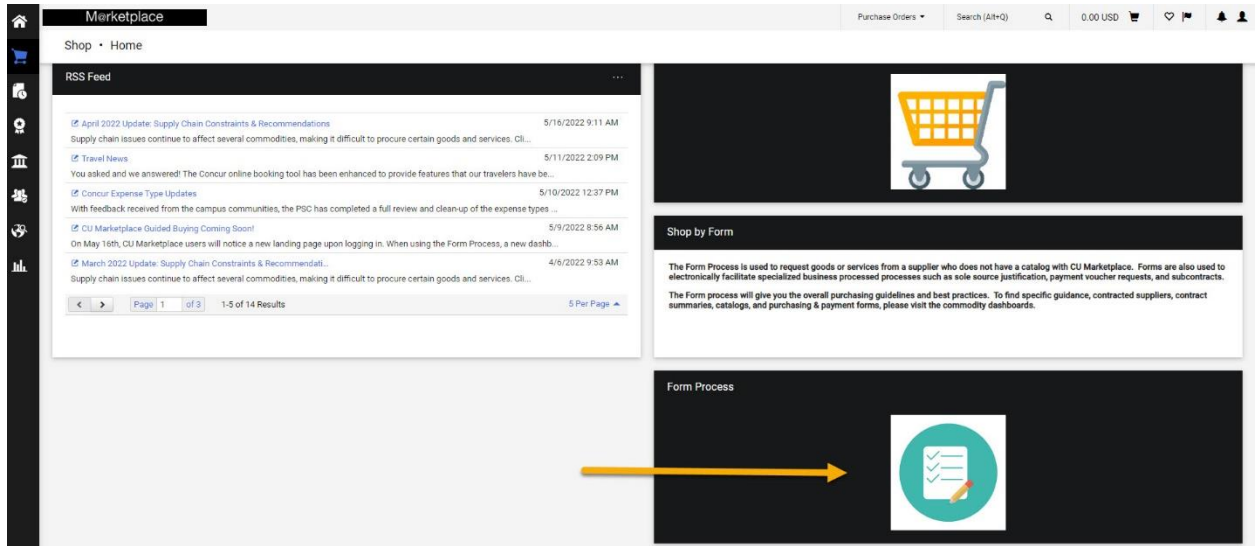
CU Purchasing & Payment Forms

- Non-Catalog Form
- Standing Purchase Order Form (SPO)
- Payment Voucher Form
- Sole Source Justification Form
- After the Fact
- SPO - Sole Source Request (SPO)
- SPO - Sponsored Project Subcontract (SPO)
- AMC On-Campus Vendors PO Freezer...
- Library Materials Payment Voucher
- SPO - Construction Form (SPO)
- Request New Supplier (Request New Supplier)

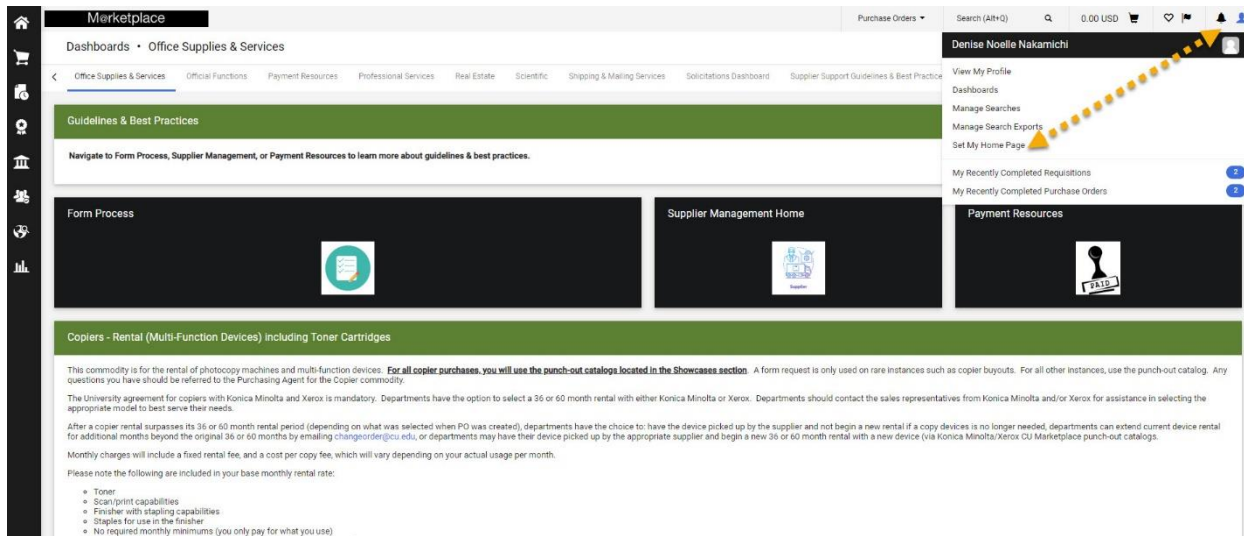
# Guided Buying Q&A

## May 2022

**Helpful Hint:** The best way to navigate to the forms is to first set your home page. Click on the “Form Process” tile to go to the Guided Buying pages.

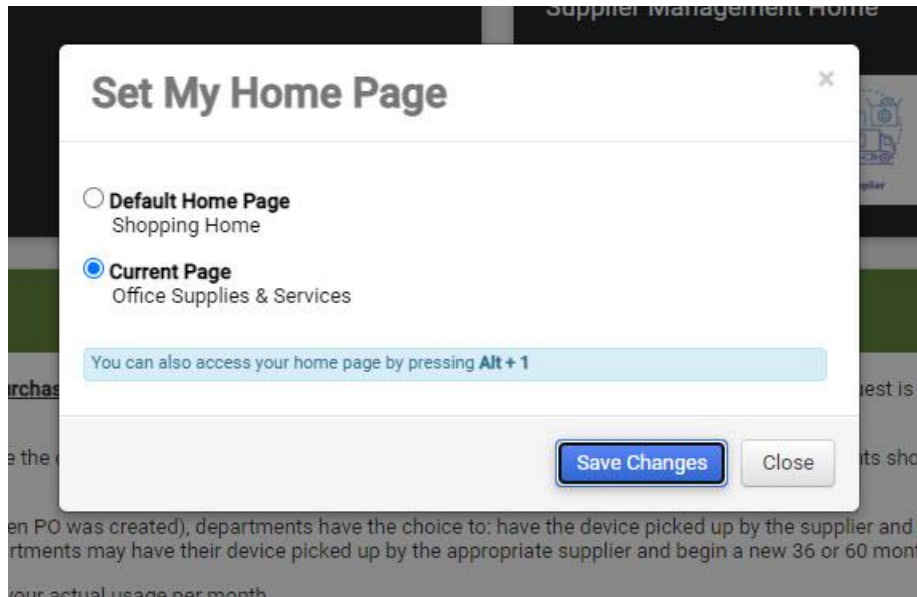


- At the top of the page, click on the commodity you would like to set as your new home page.
- In the top, right-hand corner of Marketplace, click on the silhouette to expand the menu. Select “Set My Home Page” from the list.

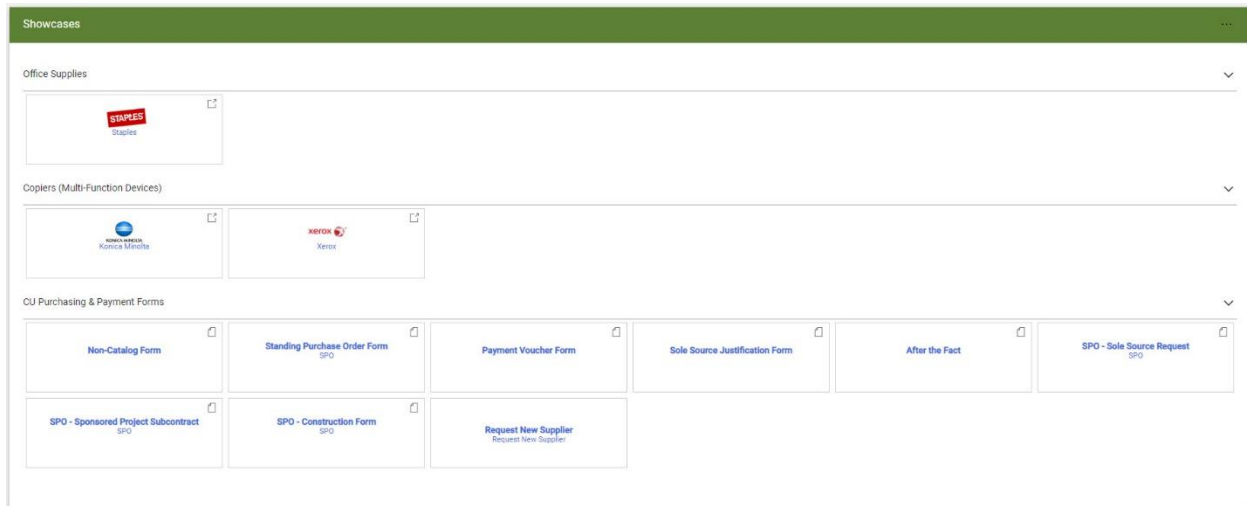


- Select “Current Page” and click “Save Changes” to set a new home page (In this example, Office Supplies & Services will be the new home page.)

## Guided Buying Q&A May 2022



- Once your new home page is set, whenever you open Marketplace, it will take you directly to this page.
- Scroll down to the “Showcases” section where you will find any available catalogs and all purchasing and payment forms.



**Q: Is there a difference in clicking non-catalog form from one dashboard versus another?**

**A:** There are no differences. The forms across all dashboards will work the same way as it did previously.

**Q: Are the forms on each commodity page the same or do you need to be sure you are on the correct commodity page to ensure you are using the correct SPO for example?**

**A:** All forms will be on all commodity pages.

**Q: Under what tab is Staples located?**

## Guided Buying Q&A

### May 2022

**A:** You can find all catalogs in the catalog dashboard or you can find Staples in multiple commodity-specific dashboards such as facilities or office supplies and services.

**Q:** **Can you rearrange the commodity tabs so that we don't have to scroll all the way to the end for most used tables?**

**A:** Unfortunately, we cannot. The commodities default by alphabetical order.

**Q:** **Is there a way to quick link to a non-catalog form? It seems inconvenient to have to switch from catalogs to any other tab for the non-cat form to complete our weekly shopping routine.**

**A:** Since all of the forms are on all of the commodity pages, you can reset your home page to one of the commodity pages by clicking on the person icon in the upper right-hand corner.

**Q:** **How do we get to the service desk and do we get a live person?**

**A:** Yes, you get a live person Monday – Friday from 8 am – 5 pm, closed for lunch from noon – 1 pm. You can either email them at [PSC@cu.edu](mailto:PSC@cu.edu) or call 303.837.2161.