

April 5, 2011

Get Ready for the Marketplace! Demos This Month

CU Marketplace – the University’s new eProcurement system – will be implemented in 2 phases during spring/summer 2011. Pilot departments from across CU will be part of the May 16 implementation; the rest of the University will go live on August 1.

To help you get ready, the PSC is offering a series of CU Marketplace demonstrations. Sessions begin April 19 and run through April 28.

At a demo, you can:

- Get familiar with new terms and their definitions (hosted catalogs, punchouts, carts);
- Learn about CU Marketplace roles (Shopper, Requester, Approver) and what they do;
- Begin to determine who will have these roles in your department
- Understand order and payment workflow in the Marketplace; and,
- Consider how your department’s business processes will be accommodated in the Marketplace.

So get ready. Get ahead. [Get signed up for a CU Marketplace demo now!](#)

Questions? Email CUMarketplace@cu.edu.

2011 Open House Wrap-Up

What a great turnout: 322 faculty and staff attended PSC Open Houses last month in order to meet with our staff and strategic suppliers.

The PSC continued its tradition of celebrating Procurement Month by holding an Open House on each campus in March. This year, we were joined by 7 strategic suppliers: Fisher Scientific, Dell, Xerox, Konica Minolta, Colorado Correctional Industries, Staples Advantage, and Christopherson Business Travel. You can enjoy [photos from the different campus events](#) by checking out the PSC website.

Travel Training is Popular

Travel training sessions – which run from April 18 to May 5 – are filling up rapidly at all campuses.

If you arrange or approve travel for others – or if you travel yourself – we encourage you to review the [list of available sessions](#) and sign up soon.

Questions? Email CUTravel@cu.edu.

FY11 Procurement Cutoff Dates

As you prepare to close out Fiscal Year (FY) 2011, you may realize that you need to obtain large-dollar goods or services with FY11 funds. In these cases, your requisition comments must state that the procurement needs to be received by June 30, 2011, **and** the requisition must be approved (and all necessary documentation provided to the PSC) according to the following schedule:

Fri, April 29

Last day to submit PO/SPO Requisitions for purchases requiring **formal bids** (purchases of goods or services over \$500,000).

Fri, May 13

Last day to submit PO/SPO Requisitions for purchases requiring **documented quotes** (purchases of goods over \$5,000 up to \$500,000 using federal funds, or over \$10,000 up to \$500,000 using nonfederal funds; purchases of services over \$5,000 up to \$500,000 using federal funds, or over \$25,000 up to \$500,000 using non-federal funds).

Fri, May 27

Last day to submit any additional PO Requisitions that will use FY11 funds

Questions? Contact the [appropriate purchasing agent](#) for the specific commodity.

Save the Date: Supplier Showcases

Enjoy meeting key vendors and PSC staff? Then you won’t want to miss the 2011 Supplier Showcases. Mark your calendars now for:

- Wed, Sept 7: UCB (UMC Glenn Miller Ballroom)
- Thurs, Sept 15: AMC (Research Center 2)
- Wed, Sept 21: UCCS (Univ Center Berger Hall)