

July 25, 2011

Tips from the M@rketplace

Next week we'll be implementing the University's new eProcurement system, CU Marketplace. The Marketplace will be the preferred method of procurement for 2 main reasons: it assures access to University price agreements (contracts) with catalog vendors, and it automates a number of processes, including approval workflow routing, order transmission to vendor, and several previously paper-based business processes.

To help you prepare, please note the following:

Access to the Marketplace must be requested – and training is typically required. All departments should ensure that the appropriate individuals have access to the new system. For all roles except shoppers, training is required for system access. Your Org Fiscal Manager is currently working with the PSC to identify who needs access, and which role they should have. Contact your Org Fiscal Manager with questions.

The PeopleSoft Finance System will not be used for new purchases beginning August 1. Purchase orders and requisitions initiated in the Finance System will complete their life cycle there. Standing Purchase Orders (SPOs) may continue through 1/31/12 – after that date there will be no active SPOs in the Finance System. You should evaluate your need for SPOS and, if appropriate, create them in the Marketplace. Contact your purchasing agent with questions.

Some PSC paper forms are being replaced with Marketplace forms. Creating electronic forms in the Marketplace allows us to leverage the efficiencies of the new system. Among the new electronic forms: Payment Voucher, Sole Source Justification, SPO Request, SPO Subcontract Request, and After-the-Fact Purchases documentation.

Vendor Enablement Request Form

CU Marketplace provides an online shopping experience by offering you the ability to search electronic catalogs for many vendors with whom we have price agreements. On August 1 (our University-wide implementation date), we will have 20 such catalogs in place. Many departments have asked us how to add more.

There are 2 different processes, depending on who is initiating the request for a new catalog:

Catalog Requests from Faculty/Staff

Use the new Vendor Enablement Request form on the [PSC Forms page](#). (Note that submitting a request does not guarantee that the vendor will be selected for enablement.)

Catalog Requests from Vendors

Tell the vendor to email Michael.Fox@cu.edu.

Questions on enabling vendor catalogs? Contact Michael (the PSC's Strategic Sourcing Manager) at the email address above.

Subcontract SPOs: Take to the Marketplace

Does your department have a Standing Purchase Order (SPO) for a subcontract? If yes, you may need to create that SPO in the new CU Marketplace.

We are allowing a six month transition period to convert the existing subcontract SPOs into the CU Marketplace. After January 2012, all subcontract SPOs must be converted into the CU Marketplace. If you have subcontracts that last past that date, please take the following steps:

- Beginning August 1, you can use the SPO Subcontract form (an electronic form in the Marketplace) to request that a new subcontract SPO be created.
- Your new SPO should be for the remaining balance for the budget period (not for the total of the original subcontract).

We'll use your current (PeopleSoft Finance System) SPO to cover invoices until the new SPOs are established. Please work with your campus Subcontract office with any questions.

Questions? Contact FinProHelp@cu.edu.

Roles in the Marketplace: Who Does What?

There are 5 departmental roles in CU Marketplace. Your Org Fiscal Manager has been working with the PSC to identify individuals for them:

Shoppers create shopping carts of requested goods and services and assign them to Requesters.

Requesters create and finalize shopping carts and submit them as requisitions. Requisitions up to \$5,000 are generally submitted as orders; other requisitions require approval. Requesters can also do online Receiving.

Approvers review and approve (or return) requisitions over \$5,000, as well as Payment Voucher requests in any dollar amount.

Receivers acknowledge receipt of goods and services on Purchase Orders (including Standing Purchase Orders). Receiving is authorization to pay.

Invoice Exception Approvers are notified by the Marketplace when an invoice can't pay. They ensure appropriate action is taken (receiving, change order email, vendor credit, etc.) and then approve the invoice for resubmission to workflow.

Got Training?

Over 1,300 future Marketplace users have signed up for classroom sessions and dozens more have already completed the online courses.

[More info on CU Marketplace training >](#)