

August 12, 2011

CU Marketplace Town Hall Meetings

Want to learn more about how to run reports and inquire on information in the Marketplace? Curious to learn effective tips and tricks for the Marketplace?

If you answered Yes to any of the above, you'll want to [sign up for a CU Marketplace Town Hall meeting](#). There you can learn these and other interesting aspects of our new Marketplace.

Town Hall meetings are scheduled on all campuses as follows:

- Tue, Aug 30, 1:30-3:00 p.m.-Boulder (UMC Room 235)
- Wed, Aug 31, 1:30-3:00 p.m.-AMC (Research 1 Hensel Phelps Lecture Hall)
- Thu, Sep 1, 9:00-10:30 a.m.-Denver (Lawrence Street Center, 2nd Floor Terrace Room)
- Wed, Sep 7, 3:00-4:30 p.m.-Boulder (UMC Aspen Room)
- Thu, Sep 15, 2:00-3:30 p.m.-AMC (Research 1 Hensel Phelps Lecture Hall)
- Wed, Sep 21, 1:30-3:00 p.m.-UCCS (Theater Room 302)

We look forward to seeing you there!

Requester Training Continues

In-person (classroom) requester training continues to be presented at all campuses.

Shopper and Approver training is available online through SkillSoft.

Supplier Showcases Reminder

September also brings our popular Supplier Showcases. Don't miss out! [Sign up now](#).

1-2-3 Things to Do in the Marketplace

If you have access to the Marketplace, there are 3 things you can (should) do right away.

1. In your Profile, check the ROLES tab. Be sure that the role or roles you see there match up with your expectations. If not – work with your department to resolve.

2. Also in your Profile, add SHIP TO information. Under your Profile, select Purchasing-Addresses. Use the teal action boxes to search for values and add them to your profile. Mark a value (Ship To) as your default value, if appropriate.

Note: Ship To codes begin with your campus number (1 = Boulder, 2 = AMC, 3 = Denver, 4 = Colorado Springs, 5 = System). The best way to search for your Ship To code is to enter the campus number in the Ship To Code field, and then enter limited text (e.g., your street number) in the Description field. Note: You must provide information in the Room/Floor/Suite field...or the Ship To address will be considered invalid on the requisition.

3. Check out the vendors you used to work with in the PeopleSoft Finance System. Not in the Marketplace? Then help us get the fax and email information we need to send orders to vendors from the Marketplace-. See article below.

These 3 simple steps can make a world of difference in your shopping experience...

CU @ the Marketplace!

New Form: Vendor Update for Marketplace

Vendor in PeopleSoft Finance...but not in the Marketplace? We typically just need a few pieces of information to fix this situation.

You can help. Simply ask the vendor for the fax, email, and other details and submit the new Vendor Update for Marketplace form on the [PSC Forms page](#).