

October 28, 2011

## Travel Card Cancellations - Reminder

The old State of Colorado personal liability Travel Card will no longer be valid for CU travelers as of Nov 16. All remaining cards will be cancelled by Tues Nov 15.

For those of you who need new Travel Cards – the University's new corporate liability Travel Cards are just an application form (and 2 online courses) away...look for the Cardholder Application – Travel Card on the [PSC Forms site](#) and look for the SkillSoft courses in your new campus portal or in the old myCU portal (look under Training).

Remember: It doesn't matter what the expiration date says on your old State of Colorado Travel Card. It will not be valid for use after Nov 15.

To ensure timely receipt of the card, travelers are encouraged to apply at least 30 days prior to the trip (earlier – if a card is needed to reserve a hotel room).

**Questions?** Contact [procurement.card@cu.edu](mailto:procurement.card@cu.edu).

## Online Receiving...and the Marketplace

We've "received" a number of questions from departments on how online receiving works in the Marketplace. Let's recap the process:

**Requisition total is \$5,000 or less** – Receiving is not required.

The Marketplace will perform a 2-way match between the Purchase Order and the invoice. If the information matches, then the invoice will be marked Payable and will interface to the PeopleSoft Finance System and pay according to the vendor's payment terms.

**Requisition total is over \$5,000** – Receiving is required on every invoice regardless of the dollar amount of any individual invoice.

If receiving is not entered, the invoice will create a match exception and will route to the designated Invoice Approver for the SpeedType.

**Invoice Approvers, note:** To resolve the match exception caused by no receipt, you should do online receiving...and then OK/submit the voucher to move forward. As long as the exception (in this case, receiving) has been resolved before the voucher is returned to processing, the voucher will be able to match and will be marked as Payable.

**Questions?** Contact your FinPro Help Desk at 303.837.2161.

## Who You Gonna Email? Marketplace Go-To Addresses

A quick review of the email addresses you want to keep handy as you manage your shopping carts, requisitions, and purchase orders:

[APIInvoice@cu.edu](mailto:APIInvoice@cu.edu) – This email address is for one thing only: sending individual invoices to PSC Payable Services for processing. You can email a PO invoice, an SPO invoice, a Payment Authorization (PA) form and attachments – or a Non-Employee Reimbursement (NR) form and attachments.

Send invoices one at a time (don't send a group of 10 separate invoices in a single email).

Write the PO or SPO # (if relevant) on the invoice. If you need to change the accounting information on the SPO invoice, include the SPO Invoice Allocation form.

If you're scanning an invoice – be sure that the scanned copy is legible!

If you prefer, you can send the invoice via campus mail (Box 005 UCA) or via fax (303.764.3434).

**Do not attach** an invoice to a requisition or purchase order in Marketplace. Requisitions and orders route to Purchasing. You need to route invoices directly to Payables.

[changeorder@cu.edu](mailto:changeorder@cu.edu) – This address is for changes to any PO or SPO. For example: you want to change the Quantity or the Price of an item.

However – What if all you want is to order **more** from a catalog vendor? Let's say you ordered paper from Staples and now you want to add on some boxes of pens. In this case, you don't want to change the original order. You just want to create a new order...so all you need to do is go back to the Marketplace and punch-out to the Staples catalog to request the additional items in a new shopping cart.

[FinProHelp@cu.edu](mailto:FinProHelp@cu.edu) – This is the address (and 303.837.2161 is the phone number) for your questions about the Marketplace. How do I set my Profile? What's a shopping cart? How do I submit my order? And so forth...

Keep these email addresses – and their purpose – handy! You may want to clip this portion of the newsletter and retain it on your desk.