



July 24, 2012

## Supplier Showcases: Registration Open

You can now register for the PSC's 2012 Supplier Showcases. These are a great way for CU faculty and staff to discover new goods and services from potential suppliers ... and to discuss current business with established suppliers.

Our Showcase sponsors – **Staples, Dell, The Parking Spot, and Xerox** – will be featured at each event as will Christopherson Business Travel (CBT) and a number of other suppliers, new and old.

PSC staff will be present to answer your questions on travel, Marketplace, strategic sourcing, and other topics of interest. You'll also have the chance to speak with staff from Finance & Procurement Business Services (about training and support); your campus finance office (about campus-specific procedures); and internal audit (about ethics and reporting).

The Showcase schedule is as follows:

Fri, Sep 14: UCD-AMC

Wed, Sep 19: UCCS

Wed, Sep 26: UCB

For time/room details and a list of participating suppliers (and to register!), please see the [Supplier Showcase website](#).

## SpeedTypes and SPOs

We are frequently asked these questions about Standing Purchase Orders (SPOs):

### How do I change the SpeedType on my SPO invoice?

To change the SpeedType (ST) on an SPO invoice, the following 2 conditions must apply:

1. The SPO must have been set up with only one ST at the header level, and,
2. The invoice (voucher) cannot already have a status of Payable.

If both conditions are true, then you can change the ST for an individual invoice by filling out the SPO Invoice Allocation form (on the [PSC Forms page](#)) and submitting the form and the invoice to [APinvoice@cu.edu](mailto:APinvoice@cu.edu).

The PSC Payables staff will then change the ST when paying that invoice. (The SPO's ST will stay the same.)

**NOTE:** If the 2 conditions above are not true, you will need to create a Journal Entry.

## CU Marketplace Improvements

You'll notice a few enhancements to the Marketplace beginning this week. These are the result of a system upgrade by the vendor and include the following:

### 7-Day AutoMatch now = Hold Until Matched

The 7-day auto match step is now called Hold Until Matched; the process itself remains the same. The invoice remains in this step for up to 7 days, with hourly checks to see if it can match and release. When a receipt is entered, the status changes to Matched and the invoice is released in the next 1-hour cycle.



If you had an invoice in the 7day Auto Match folder as of Fri, July 20, that invoice was moved directly to Invoice Match Exception status. This is a one-time issue associated with the upgrade.

### Faster Approval Processing

An approver can now navigate directly to the next document pending approval without having to go back to the folder. Look for **Approve/Complete & Show Next** in the dropdown options for Available Actions on a document. The document must be assigned in order for the approver to use this new functionality.

### Document Attachment Icon

Document Search results now present a paperclip icon next to the document # if attachments are present. Click the icon to see the attachment(s).

### Document Search offers New Date Options

You now have more options to search by date criteria, e.g., "before such-and-such date" or "within the last so many days."

### Improving Empty Searches

If a search turns up empty (no results found), the system now provides tips and looks more broadly at keywords. If a search by part number produces no results, the system looks at items from previous orders.

### Preventing Mixed Forms in a Cart

This update will save time and effort by preventing incorrect combinations of online Marketplace forms in a single cart. So, for example, the system now provides a message if a Payment Voucher Form is combined with a Non-Catalog Form, or if a Non-Catalog Form is combined with an ATF Form, in the same cart.