

September 7, 2012

Supplier Showcase: It's Showtime, Folks!

September is here and September is Supplier Showcase time. If you haven't yet registered ... now is the time to check out the PSC website and do so.

We have a stellar array of exhibitors for the 2012 event. Come talk with representatives from our sponsors: Staples, Dell, The Parking Spot, and Xerox. Mingle with perennial favorites: CCI, Airgas, Fisher Scientific, and Christopherson Business Travel. Get to know our new exhibitors: they're identified on the [PSC website](#).

Showcases offer CU faculty and staff unparalleled opportunities to meet with existing suppliers and to discover goods and services from potential new suppliers. Also at the Showcases are a number of campus and System departments, including the campus finance office, Office of University Controller-Finance & Procurement Business Services, Ethics, and Sustainability. And, of course, you'll have the opportunity to talk to PSC staff members about Travel, the Marketplace, and other procurement-related topics.

Your [registration](#) is important for planning purposes and it only takes a minute.

Need more info? Contact Penny Davis at penny.davis@cu.edu.

Focus on Instructions: CU Marketplace & Financial Reports

This begins a new series in the PSC Communicator newsletter: a focus on online documentation for departments about our purchasing, payables, and travel systems. Today, let's consider this handy quick reference, [Marketplace Transactions on Your Financial Statements](#).

The easy-view guide shows how Marketplace encumbrances and actual expenses appear on the m-Fin Financial Detail Report. Check it out. For questions, contact the FinPro Help Desk at 303.837.2161.

There's more help available online! Look on the PSC website (www.cu.edu/psc) under Training & Help, Online Learning Resources, CU Marketplace. Happy reading!

CCI – Our Mandatory Furniture Supplier

Please note that CCI (Colorado Correctional Industries) remains the University's mandatory supplier for office, conference room, and reception area furniture. Purchases of office furniture from other suppliers will require a furniture waiver approved by the PSC.

Earlier this year (in May 2012), the University of Colorado and CCI signed a strategic supplier contract that provides enhanced benefits to the University, among them:

Additional Discounts

Market research shows that standard CCI pricing is already significantly discounted. Our new strategic supplier contract, however, provides an additional 8% discount to CU.

Coordinated Delivery

CCI deliveries will be scheduled 72 hours in advance, with a 24-hour notice if there is a need to reschedule. Furthermore, CCI will provide a 4-hour window for each delivery.

Customer Service

CCI will respond to all customer inquiries within 24 hours and will provide sales quotes within 5 days. In addition, CCI will provide regular status updates on projects.

You can easily order furniture from CCI through the CU Marketplace. On the Marketplace home page, simply click the CCI icon. Note: CCI's catalog also accommodates e-quotes for large or custom orders.

Want more information? Read the [How to Buy Furniture procedures](#) or contact Mary.Martin@cu.edu.

Online Courses Make it Easy to Learn

Coming this month ... new online (SkillSoft) courses focusing on the Concur Travel & Expense System:

- Booking Travel
- Reconciling Travel
- Reconciling Procurement Card

The courses are not required in order to use Concur – but they are strongly recommended!

Of course, we'll tell you when they're available.