

October 10, 2014

PSC Organizational Changes

Congratulations to Director of Procurement Systems and Payable Services **Amy Gannon** as she moves on to the role of Director of Grants and Contracts on the Denver/Anschutz Medical Campus.

Amy has done a great job at the PSC with her dual responsibilities and we wish her well in her future endeavors. Her last day at the PSC is Oct 17.

Congratulations also to **Mary Martin**, who will soon expand her current commercial card/travel management role at the PSC to include payables activities. Mary's new title, effective with Amy's departure, is Director of Payment Services and Travel.

The position of Director of Procurement Systems will be filled by **Sarah Rowe** starting November 3. Sarah comes to us from University of Nebraska where she implemented their SciQuest system. She has served as the Manager of Procurement Systems for the last three years.

Best wishes to all three in their new roles!

Supplier Showcase Season Closes

The 2014 Supplier Showcase series has ended with record attendance at all campus locations. Participating this year were almost 1,200 CU faculty and staff from close to 400 departments!

Another highlight this year was our new Boulder Campus venue, the Coors Event Center, which received stellar reviews from attendees there.

A brief recap of Showcase attractions reveals:

- At Boulder: 63 exhibit tables, including 9 new suppliers and 2 new University participants, in the new location.
- At Colorado Springs: 39 exhibit tables in a cheerful, music-filled hall at the University Center.
- At Anschutz Medical Campus: 63 exhibit tables, including 5 new suppliers and 2 new University participants, in an expansive and well-organized space in the RC2 building.

We've posted the 2014 Supplier Directory on the PSC website: www.cu.edu/psc/psc-supplier-showcase-directories. Coming soon: photos from the events!

Comments? Email Supplier.Showcase@cu.edu.

NEW: CU Supplier Registration Portal

The University of Colorado has a new portal in the Marketplace that allows online registration to become a supplier with CU. In addition to replacing the paper CU W9 process, this online process enables suppliers to view/respond to solicitations (bids) for goods and services, and view the status of their invoices. (Note: Submitting the paper W9 form is still OK.)

Exceptions - The following will not use the portal:

- International entities/individuals (use appropriate W8)
- Study subject/stipend/award recipients (use W9; Study Subjects must send W9 with the Study Subject Payment form to ensure the individual is set up correctly under the Clinical Trial supplier)
- Universities, state/city/local government (use W9)
- Hospitals/healthcare providers (use CU W9)

What do departments do now?

If the supplier you want to work with exists in CU Marketplace, you don't need to do anything.

- Use Vendor Inquiry in the PeopleSoft Finance System: if you find the supplier and the "eProcurement Vendor" box is checked, the supplier is in Marketplace.)

If the supplier is not in CU Marketplace (not in PeopleSoft, or in PeopleSoft but the eProcurement box is not checked), then you can invite the supplier to register directly in the portal.

- [See the step-by-step guide online](#). (Note processing change: In the case of a PeopleSoft-only vendor (not eProcurement Vendor), a new vendor ID must now be created. Do not submit the Vendor Update for Marketplace form for this!)

Questions? Contact FinProHelp@cu.edu.

NEW: State Separated by Agency

The State of Colorado has long been established as a single vendor in the system (Vendor ID 0000023780). This has created complexity with finding/maintaining addresses for over 900 distinct state addresses.

Good news: We recently created new, separate vendors for all agencies within the State of Colorado, updated their addresses to ensure accuracy, and made them available in CU Marketplace. The supplier's Name 1 is the agency name and Name 2 is State of Colorado.

Note: PSC staff will be working with campus departments to transition out of current use of the existing State of Colorado supplier.