

February 27, 2015

## Learning Bites

Heather says:

Did you like the Concur-themed crossword puzzle in the last Learning Bites article? If so, there's now one to [test your CU Marketplace knowledge](#).

Note: All answers can be found in the [CU Marketplace learning resources](#). The passcode for the answer key is 'cumarketplace'.

As always, let me know what you think: [Heather.hoyer@cu.edu](mailto:Heather.hoyer@cu.edu).



## Tips on Processing Payments

The Payable Services team offers the following important instructions to facilitate your invoice processing:

- **Processing:** Scan and email your invoices and payment forms – Payment Authorization (PA), Non-Employee Reimbursement (NR), Study Subject Payment (SSP) – to [APIInvoice@cu.edu](mailto:APIInvoice@cu.edu). Include each invoice/form as a separate attachment. Do not scan multiple invoices/forms into a single attachment.
- **Purchase Order Number:** Be sure the PO # is referenced on the invoice.
- **Standing Purchase Orders:** Verify that your SPOs have sufficient funds to cover purchases.
- **Processing time:** Allow 2-5 days for processing. Invoices are received and sorted daily to various queues according to alpha assignment. They are processed on a first-in/first-out basis.
- **Document quality:** Check to make sure each invoice/form is legible. Print quality often degrades when a document is faxed multiple times and then scanned.
- **Paper Vouchers (forms):** Complete all fields on the form. Obtain all needed approvals. Attach required supporting documentation.
- **International Payee:** PA, NR, and SSP form requests for international payees require review/approval from an International Tax Specialist prior to submitting to the PSC.
- **Study Subject Payment Form:** The SSP form requires a W9/W8 if it is a first-time payment or if there are changes to the payee name.

PSC Payables staff strives to process all payments accurately and efficiently. You can help us do this by following the above guidelines.

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

## Heads Up! Parallel Processing for W9s Ends on May 1

As you know, the PSC has allowed parallel processing of supplier registrations since October 2014. Parallel processing means that suppliers could either register via the new Supplier Portal in the CU Marketplace ... or continue to submit paper W9s.

The Supplier Portal offers many benefits outside of W9 registration, e.g., it enables suppliers to view and respond to solicitations for goods and services, as well as to view the status of their invoices. Because of its many advantages, the Supplier Portal will soon be required.

**Beginning May 1, 2015, suppliers who are eligible to use the portal must follow that process.** As of that date, the PSC will only accept paper forms from suppliers who cannot use the portal. These include:

- International entities/individuals, who need to use the appropriate paper W8;
- Study subject/stipend/award recipients, who need to use the paper W9 (note: the Study Subject Payment forms must be accompanied by the paper W9 to ensure the individual is set up correctly under the Clinical Trial supplier);
- Universities and state/city/local governments, who need to use the paper W9; and,
- Hospitals and healthcare providers, who need to use the paper CU W9.

For information on the CU Supplier Portal, please refer to the October 10, 2014 issue of the PSC Communicator newsletter: <https://www.cu.edu/psc/policies/psc-communicator-10102014>.

For questions, contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu).

## They're Almost Here: PSC Open Houses

The first Open House is on March 3 ... and you can still register!

- Boulder Campus: Tue March 3 (9 am-12 noon, UMC, Room 235)
- Anschutz Medical Campus: Tue March 10 (9 am-12 noon, Research Center 2, Trivisible Room)
- UCCS: Thu March 19 (10 am-12 noon, University Center, Berger Hall)
- CU Denver/CU System: Tue March 24 (2-4 pm, PSC Offices, 1800 Grant Street, 5th floor)

Go to [www.surveymonkey.com/s/2015OpenHouses](http://www.surveymonkey.com/s/2015OpenHouses).

**Questions?** Contact [Denise.Nakamichi@cu.edu](mailto:Denise.Nakamichi@cu.edu).