

April 24, 2015

Hospitality Expo 2015

Mark your calendars and sign up today! The Hospitality Expo (also known as THEXPO) is back for a fourth year to connect CU employees with the hospitality industry.

If you arrange catering, meetings, or official functions for the University, THEXPO is an essential event. All CU faculty and staff – as well as affiliate staff from the Anschutz Medical Campus – are invited to attend:

■ Tuesday, May 5 (10:00 a.m. – 1:00 p.m.)

CU Denver Anschutz Medical Campus - Research Center 2, Krugman Conference Hall (formerly, the Trivisible Room)

This is your chance to compare products and services from caterers, event service providers, and hotel/conference centers. You can try out free samples and enter drawings to win door prizes (bring your business cards!). For a continuously updated list of all exhibitors, visit our [hospitality website](#).

Note: You will have additional opportunities to meet with hospitality exhibitors at the annual PSC Supplier Showcases in Boulder and Colorado Springs this September.

Questions? Contact THEXPO@cu.edu.

One More Town Hall: Tue, April 28

Our final PSC Town Hall this spring is on Tue, April 28 at CU-Boulder.

Get up-to-date on PSC happenings. Come hear about:

- Utilizing Supplier Portal
- Marketplace Survey Results & New Features
- CU Forms Overview
- Travel Survey Results
- Travel Program Changes
- Commercial Card Updates
- Go Mobile Tools
- Contract Updates
- Important Fiscal Year-End Dates

To register, visit:

www.surveymonkey.com/s/2015PSCTownhall.

Supplier Portal Registration Reminder

No More Paper W-9s as of May 1

For the past six months, suppliers of goods and services to the University have had the choice of either registering in CU's Supplier Portal or submitting paper W-9 forms. This parallel approach is about to end.

As of May 1, 2015, all new suppliers will register with the Supplier Portal.

Why the Supplier Portal?

The Supplier Portal allows CU to capture important information about suppliers before issuing purchase orders or processing payments. This ensures that we get all the right information the first time.

Furthermore, the Supplier Portal enables suppliers to view/respond to solicitations for goods and services and to view the status of their invoices.

How does it work?

Instead of asking a new supplier to complete a paper W-9 (or W-8) form, you will invite the supplier to register through the Supplier Portal.

[Detailed instructions](#) to do this are available on the PSC website.

Who is a supplier?

Any external entity or individual paid by CU is considered a supplier.

CU employees and students are not considered suppliers.

Any exceptions?

Study subjects will continue to submit the paper W-9.

The Study Subject Payment (SSP) form must be accompanied by the paper W-9 to ensure the individual is set up correctly under the Clinical Trial supplier.

Questions?

Contact FinProHelp@cu.edu.