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PSC COMMUNICATOR

News from the Procurement Service Center

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Email uis@cu.edu and
ask to be added to the User Alert list.

February 28, 2019

Supplier Registration Tips

We often field inquiries from departments on supplier registration.
Following are a few tips that address some of our most frequently asked questions on this process.

I'm using a paper form to pay a supplier – do I need them to register?

No.
Suppliers who are paid on Payment Authorization (PA), Study Subject Payment (SSP), or Non-Employee Reimbursement-International (NRI) forms do not register in the Marketplace. For suppliers who are paid on paper forms (PA, SSP, NRI), the PSC enters their invoices directly into the Finance System.
This makes registration through the Marketplace unnecessary.

- *Remember*: You may need to provide W-9/W-8 information along with the SSP or PA form.

I just heard of an address change for a supplier – do I need to ask them to re-register?

No.
Suppliers who are already active in our system do not need to re-register to identify a new address.
Instead, you should simply email CUSupplier@cu.edu and inform us of the new/updated address.

A supplier told me they didn't receive the invitation – do I need to submit a new supplier request for them?

No.
If you want an invitation resent to a supplier, simply email CUSupplier@cu.edu and ask us to resend.
For additional details and instructions on the supplier registration process – and a list of exceptions – check out the PSC website.

Introducing Chris Kline

We're pleased to welcome Chris Kline to the PSC Procurement Systems team. Chris supports CU Marketplace primarily in the area of purchase order revisions (via the ChangeOrder@cu.edu process). He reports to the team's director, Kara Finch.
Chris's prior background includes working as a buyer at Kaiser Permanente, owning a gym in Arvada, and teaching math to middle school students.

He has a bachelor's degree in Mathematics from the University of Colorado Denver and is a Colorado native – born and raised in Arvada.
Outside of work, Chris enjoys spending time with his incredible wife and two amazing children. And – whenever possible – woodworking and working out.
You can reach him at Chris.Kline@cu.edu or 303.764.3451.

Introducing Paul Wennerstrom

Welcome, also, to new Contracts Administrator Paul Wennerstrom. Paul helps the PSC's purchasing agents complete timely contract review prior to signature and issuance of purchase orders.
Prior to joining the PSC, Paul worked for several years as a grants and contracts administrator for the University of Denver.

A native of Utah, Paul has an honors bachelor's degree in Political Science, a bachelor's in Economics, a Master's of Public Policy, and a Juris Doctor.
During non-work time, Paul enjoys spending time with his wife and teaching his four kids to love learning, reading, gardening, and snowboarding.
You can reach him at Paul.Wennerstrom@cu.edu or 303.764.3418.