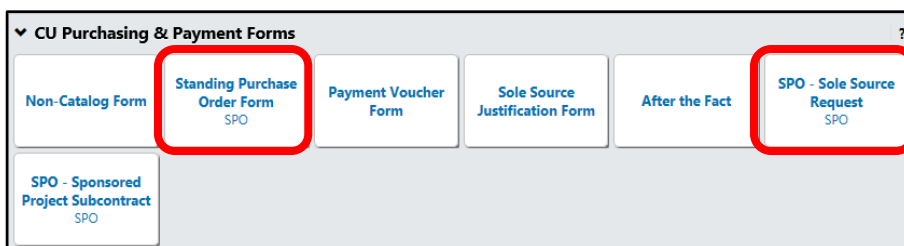


### Creating (or Renewing) SPOs in CU Marketplace

The entire Standing Purchase Order (SPO) procedure is discussed in the Step-by-Step Guide [Creating \(or Renewing\) SPOs in CU Marketplace](#).

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
2. From the **CU Purchasing & Payment Forms** section of the CU Marketplace home page, select the **Standing Purchase Order Form...** or **Standing Purchase Order – Sole Source Request Form** where there is only one supplier who can provide the goods or service being requested. The form will appear in a separate window.



3. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier from the list of results.

#### Can't find your supplier?

A supplier must be set up in CU Marketplace before you can enter a form. Refer to the [CU Supplier Portal web page](#) for guidance.

4. Verify that supplier information is correct. Note that the **Fulfillment Address** is the address to which the SPO will be issued. A fulfillment address specified by the supplier as preferred will default.

Supplier and Item Information	
<b>Supplier</b>	Airgas Intermountain Inc <a href="#">more info...</a> select different supplier
<b>Fulfillment Address</b>	4810 Vasquez Blvd: (preferred) 4810 Vasquez Blvd Denver, CO 80216-3008 US
Supplier Phone	+1 (303) 321-5440
<b>Distribution</b>	
The system will distribute purchase orders using the method(s) indicated below:	
Email (HTML Body)	imt.denver.customer.service@airgas.com

5. Enter the required information, indicated by the boldfaced fields.
  - a. Enter the **SPO Description**.
  - b. The **Unit Price** defaults to "1.00" and cannot be changed.
  - c. Enter the amount to be encumbered for the current time period, fiscal year, and/or budget period as the **SPO Encumbrance**. This is the amount that will be

encumbered on your financial reports. For example, if your SPO is for 2 years and your budget in the financial system is for only one year, then the SPO encumbrance amount should be entered for the first year. After one year, a change order can be processed to increase the amount and extend the SPO end date.

- d. Enter the **SPO Grand Total** amount. This is the amount over the entire term of your SPO. For example, if your SPO is for 2 years with \$10,000 each year, then the SPO Grand Total Amount is \$20,000.
- e. Select a **Commodity Code**.
- f. Enter the **Begin Date** of your SPO.

- g. Enter the **End Date** of the current one year time period or contract period for the SPO Encumbrance.

For example, if your SPO is for a five-year lease, then the end date should reflect the current time period.

If your SPO is for multiple years, a change order can be processed to extend the end date for each time period.

SPO Description	Unit Price	SPO Encumbrance
Industrial Gasses, Supplies as needed and ordered by authorized	1.00	10000.00
37 characters remaining    expand   clear		
<b>SPO Grand Total</b>	30,000.00	
<b>Commodity Code</b>	15 - Scientific / Laboratory / Medi...	
<b>Standing Order Term</b>		
<b>Begin Date</b>	6/1/2010 mm/dd/yyyy	
<b>End Date</b>	5/31/2012 mm/dd/yyyy	
<b>Additional SPO Details</b>		
Standing Order PO # being replaced		0000063052
Please list the authorized users for this Standing Order		Nichola McIntosh
484 characters remaining    expand   clear		
<b>Notes and Attachments</b>		
Additional Notes		Please see attachments
1978 characters remaining    expand   clear		
Internal Attachments add attachment...		
External Attachments add attachment...		

- h. If renewing an existing SPO, enter the **Standing Order PO # being replaced**.
- i. List the **Authorized Users** for your SPO.
- j. If needed, enter **Additional Notes**. These notes will be communicated to the supplier with your SPO. The ability to add notes to someone other than the supplier is discussed later in this guide.

- k. Click the **add attachments...** link to attach **Internal** and/or **External Attachments**, if applicable. External attachments will be dispatched to the supplier with your SPO.

- l. If completing the Standing Purchase Order – Sole Source Request Form, you will also see the **Sole Source Justification** section. Provide details regarding your purchase need, required features, and investigation of competing brands.

The screenshot shows a form titled "Sole Source Justification" with three text input areas. The first area is labeled "Needs Statement - Describe in detail the good or service to be procured and how it meets your needs." and has a "2000 characters remaining" indicator. The second area is labeled "Features Requirement - List the major features/capabilities that are required." and also has a "2000 characters remaining" indicator. The third area is labeled "Competing Brands Investigated - Did you consider other goods or providers of services." and has a "2000 characters remaining" indicator. Each area has an "expand" and "clear" link to its right.

6. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click the **Go** button.
7. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click the **Update** button to save your shopping cart's new name.

The screenshot shows the "Shopping Cart" page for Heather Hoyer. The page has a navigation bar at the top with "Marketplace" and user information. Below the navigation bar, there's a breadcrumb trail: "Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - 67767738 - Draft Requisition". The main content area shows "Shopping Cart for Heather Hoyer" with a "Continue Shopping" link. There's a text input field for "Name this cart:" with the value "stapler". Below this field is an "Update" button. To the right of the "Name this cart:" field is a red arrow pointing to the "Add Speedtype/Shipping/etc." button, which is circled in red. At the bottom of the page, there's a "Have you made changes?" section with an "Update" button and a "Perform an action on (0 items selected)..." dropdown menu.

*If you are a Shopper:* You **must** [assign your shopping cart](#) to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can [enter SpeedType and/or shipping information](#).)

*If you are a Requestor:* It is now time to [add details to the shopping cart](#) and submit the shopping cart as a requisition.