Creating Payment Vouchers in CU Marketplace

The entire Payment Voucher (PV) procedure is discussed in the Step-by-Step Guide Creating Payment Vouchers 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 **Payment Voucher Form**. 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.

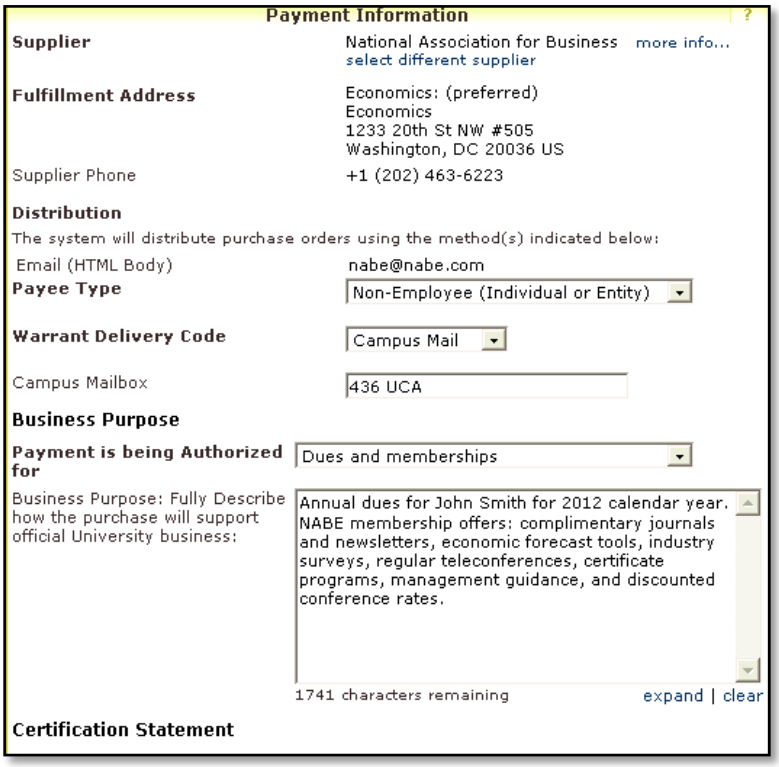
4. Enter the required information, indicated by the boldfaced fields.

   A. Select the **Payee Type**.

   B. Select the **Warrant Delivery Code**, which indicates how you want the payment (warrant) delivered.

   Note: **Regular Mail** delivers the warrant to the supplier. **Campus Mail** sends the warrant back to your department. **Enclosure** mails the warrant to the supplier along with a copy of the attachment (below).

   C. If Warrant Delivery Code (above) = Campus Mail,



enter the **Warrant Delivery Campus Mailbox**. For example: 436 UCA.

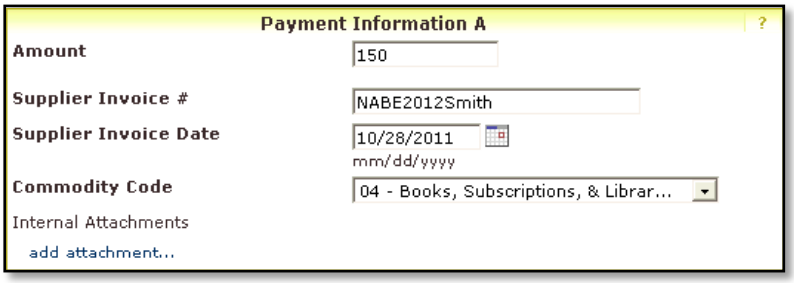
D. Select reason the **Payment is being Authorized for** (list corresponds to the PSC Procedural Statement Payment Voucher/Authorization, mentioned above) and fully describe the **Business Purpose**.

5. Read the Certification Statement to verify this purchase is in compliance.

6. Enter the required **Payment Information**, indicated by the boldfaced fields.

A. Enter the **Amount** and the Supplier **Invoice Number** and **Date**.

Note: If an invoice number is not provided by the supplier, create a unique value.



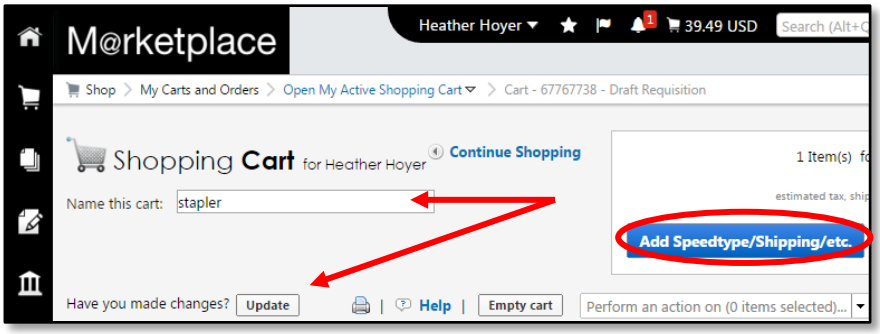
B. Use the dropdown menu to select the **Commodity Code**.

C. Click the **add attachments** link to attach **Internal Documents**. Refer to the PSC Procedural Statement Payment Voucher/Authorization to determine what documentation is required. The documentation must be in an electronic format such as .pdf, .jpg, or .jpeg to be attached.

> Only one invoice should be attached per Payment Voucher Form… and only one Payment Voucher Form should be added to your shopping cart (see below).

7. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click the **Go** button.

8. 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.



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 finalize the shopping cart and submit the shopping cart.