Step-by-Step Guide
Identifying Requestors of POs within CU Marketplace

In This Guide

According to CU Marketplace procedures, Requestors can submit Purchase Orders (POs) for $5,000 or less directly to the suppliers without additional review or approval. Each Monday, Marketplace Approvers receive an emailed list of any such small-dollar orders that use the Approver's SpeedType and that were placed during the previous week. Questions or concerns about these orders should be directed to the Requestor of the specific PO.

This guide discusses:

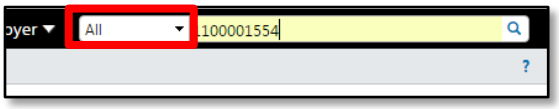
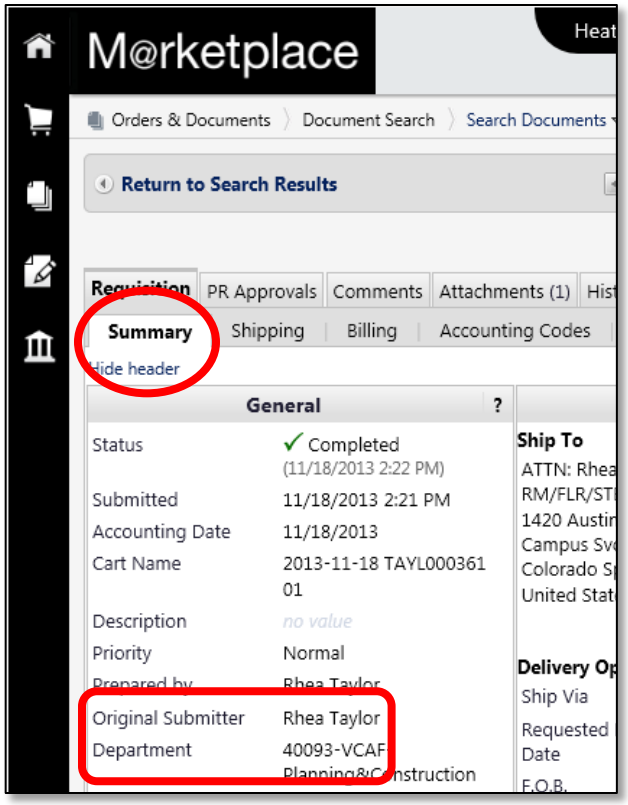
- ✓ Identifying a PO's Requestor using the PO number

Procedure

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. Click in the Search box, located in the upper right corner of your screen.
3. Use the dropdown to select *All* and enter the PO in the next field.
4. Click the **Search** button (magnifying glass).
5. Select the requisition from the resulting list.
6. On the **Requisition – Summary** page, under the **General** section:

   Prepared by =

   Requestor of the PO

   Original Submitter =

   Shopper, if different than Prepared by