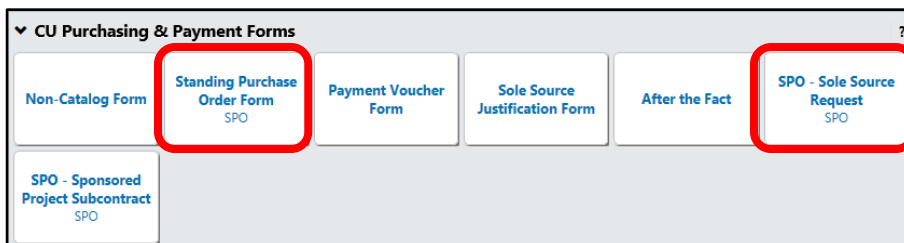


Creating (or Renewing) SPOs in CU Marketplace

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](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
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.



CU Purchasing & Payment Forms	
Non-Catalog Form	Standing Purchase Order Form SPO
SPO - Sponsored Project Subcontract SPO	Payment Voucher Form
	Sole Source Justification Form
	After the Fact
	SPO - Sole Source Request SPO

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.
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.

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

- 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.

- 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.

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

- 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 input 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 "Marketplace" header with a user profile "Heather Hoyer" and notification counts. The breadcrumb trail is "Shop > My Carts and Orders > Open My Active Shopping Cart > Cart - Draft Requisition". The main section is titled "Shopping Cart for Heather Hoyer" with a "Continue Shopping" link. Below this is a text input field "Name this cart:" with the value "WOW pens". To the right of this field is a red arrow pointing to the "Add Speedtype/Shipping/etc." button, which is circled in red. Below the name field is an "Update" button. At the bottom, there is a "Have you made changes?" section with an "Update" button, a "Help" link, an "Empty cart" button, and a "Perform an action on (0 items select)" button.

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 as a requisition.