Creating (or Renewing) Subcontract SPOs in CU Marketplace

### In This Guide

This guide discusses the Standing Purchase Order (SPO) process for subcontracts, including how to create new Subcontract SPOs and how to renew Subcontract SPOs. Topics covered are:

- ✓ Subcontract SPO definition
- ✓ <u>Procedure to create/renew Subcontract</u> <u>SPOs</u>
- ✓ Subcontract SPO process cycles
- ✓ <u>Procedure to pay SPO invoices</u>

**Note on SPOs:** There is a separate Step-by-Step Guide for <u>Creating (or</u> <u>Renewing) SPOs</u>. Use this guide to create/renew an SPO that is **not** a subcontract.

#### What is a Subcontract SPO?

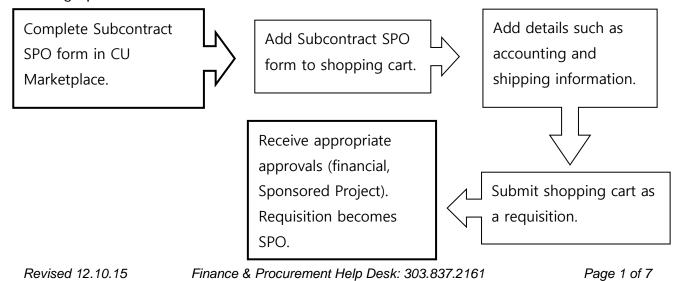
The SPO is a method of procurement used for repetitive purchases from non-catalog suppliers over a period of time, with a total anticipated cost greater than \$5,000. A subcontract is involved when the University plans to purchase services from an external supplier (e.g., another university) with funds from an external sponsor (e.g., the National Institutes of Health).

For specific subcontract questions, contact your campus:

Boulder – <u>ocgsubcontracts@colorado.edu</u> Colorado Springs – <u>ggennaro@uccs.edu</u> Denver – <u>ogc.subcontracts@ucdenver.edu</u>

### SPO Process Cycles in CU Marketplace

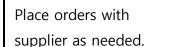
Setting up Subcontract SPOs:



For additional learning resources, visit www.cu.edu/psc.

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### Payment Process for Subcontract SPOs:



Supplier submits invoices for payment.

Invoice/Match

Exception Approver

approves voucher for

payment.

## Subcontract SPO Creation/Renewal Procedure

Begin by accessing CU Marketplace via <u>your campus portal</u>. Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.

### Step #1: Enter Subcontract SPO form in CU Marketplace

 From the CU Purchasing & Payment Forms section of the CU Marketplace home page, select the SPO – Sponsored Project Subcontract form. The form will appear in a separate window.

✓ CU Purchasing & Payment Forms					
Non-Catalog Form	Standing Purchase Order Form SPO	Payment Voucher Form			
SPO - Sponsored Project Subcontract SPO					

2. 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 <u>CU Supplier Portal web page</u> for guidance.

 Verify that supplier information is correct. Note that the Fulfillment Address is the address to which the Subcontract SPO will be issued. The preferred fulfillment address specified by the supplier will default.

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					

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

### A. Enter the SPO Description.

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Revised 12.10.15
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- 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.
- D. Select a Commodity Code.
- E. Enter the **Begin Date** of your Subcontract SPO.
- F. Enter the **End Date** of the contract/budget period for the SPO Encumbrance.

If your Subcontract SPO is for multiple years but the budget is only awarded in one-year periods, a change order can be processed to extend the end date for each time period.

Standin	g Order Details		?
Please provide a brief description (100 characte	rs or less) of this blanke	t order request.	
SPO Description		Unit Price	SPO Encumbrance
100 characters remaining expand   clear		1.00	
Commodity Code		V	
Standing Order Term			
Begin Date	mm/dd/yyyy		
End Date	mm/dd/yyyy		
Additional SPO Details			
Subcontract Grand Total (Multi-Year Only)			
Standing Order PO # being replaced			

- G. Enter the **Subcontract Grand Total** amount. This is the amount over the entire term of your subcontract. For example, if your SPO is for 2 years with \$10,000 each year, then the Subcontract Grand Total amount is \$20,000.
- H. If renewing an existing Subcontract SPO, enter the **Standing Order PO # being replaced**.

#### Step #2: Add form to your shopping cart

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

	M@rketplace	Heather Hoyer 🔻   ★   Actio	n Items 6   Notifications 5
ļ	📜 Shop 👌 My Carts and Orders 👌 Open My Active Sho	opping Cart - Draft Requisition	
	Shopping Cart for Heather Ha	• Continue Shopping	4 Item(s) for
4	Name this cart: WOW pens		estimated tax, shipp
1			dd Speedtype/Shipping/etc.
	Have you made changes? Update	🚔   🍳 Help   Empty cart Pe	erform an action on (0 items select

#### Step #3: Add details to shopping cart

1. Click the Add Speedtype/Shipping/etc. button located in the upper right corner.

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2. Navigation tabs appear at the top of the page and the error icon *highlights* where your attention is needed. You can click on the tab to navigate to the section and provide information.

General Shipping Silling Accounting	Internal Notes	External Notes	Final
	and Attachments	and Attachments	Review

An error message also displays next to the field missing required information.

Ship To	? 🗙					
shipping addres	elds below to enter your s for this order. If you need to select a different address le options.					
Shipping address	select from your addresses					
To choose a diff	ferent address, click here					
Address Det	aile					
ATTN:	Heather Hoyer					
RM/FLR/STE	600					
Address Line 1	1800 Grant Street					
Building	Office of the President					
City	Denver					
State	CO					
Zip Code	80203					
Country	United States					
	Save Cancel					

SHIPPING INFORMATION

If you have set a Ship To default in your profile, you only need to come here if you want to change your default shipping address for this SPO.

- 3. Click the Shipping tab.
- 4. Click the **edit** button to the right of the **Ship To** field.
- 5. Use the dropdown to select from addresses in your profile.

Or, search for a different shipping address by clicking the **click here** link. Then, click the **select from org addresses** link and enter part of your address in the **Nickname/ Address Text** field. Select the appropriate address from the resulting list.

6. Enter the attention (ATTN) and room/floor/suite (RM/FL/STE) information and click the **Save** button.

Due to space limitations on the supplier's side, enter the **ATTN** and **RM/FL/STE** information as concisely as possible.

These fields can be used to enter other pertinent delivery information but keep in mind that the field truncates differently for different suppliers. Be brief!

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ACCOUNTING INFORMATION

- 7. Click the **Accounting Codes** tab.
- Click on the Required field link or the edit button to enter or search for the SpeedType and Account.

🧭 General	🧭 Shipping 📀 E	illin I 🔺 Coc	les 🖸	and Attachment	and Atta	achments	Review	Assign Cart
				④ Go to Exp	ress Checkout	) Return to	shopping cart 🔳 Co	ontinue Shopping
	<ul> <li>Almost ready 1</li> <li>Required field:</li> <li>Required field:</li> </ul>	Account	below needs	to be address	ed before the r	equest can	be submitted.	
Requisition <b>p</b>	PR Approvals PO Pre	view Comment	Attachment	s History				
Summary	Shipping   Billing	Accountin	g Codes Su	upplier Info 🔰 S	hipping and Hand	dling		2
							Hide	value descriptions
			Acc	ounting Codes				?
		The	ese values apply t	to all lines unless sp	ecified by line item	1		
Business Ur	it Speedtype	Fund	Org	Program	Project_code	Subclass	Account	edit
UCOLO The University Colorado	r of Or Required field	no value	no value	no value	no value	no value	no value Sequired field	

- 9. Enter the appropriate SpeedType using one of the following methods:
  - If you have set your SpeedType Profile, click the Select from profile values link to access your SpeedType list.
  - Type the **SpeedType** and click the **recalculate/validate values** link to return the corresponding Fund, Org, Program or Project values.

Accounting Co	des							? )
Business Unit	Speedtype	Fund	Org	Program	Project_code	Subclass	Account	ado spl
Sel	019448 ect from profile values ect from all values Required neid	10	50027	46291		ICCA	Select from all values	]
		Decel	culate and		ve Cancel		recalculate / validate value	es

 If needed, click the Select from all values.... link to search for the SpeedType using the Custom Field Search.

You can search by all or part of the SpeedType number (value) or description.

- Custom Field Search		3		
Value	5101			
Description				
	Search			
Results per page 20 💌	Values Found 5		🗸 Page 1 💌	of 1 🕨
Value 🛎	Descri	ption 🗠		
51013624	Regents General			select
51014397	SA ICCA Recharge			select
51017868	Pres Funds			select
51018505	Sa System Administration			select
51019448	Operations			select

- 10. Type the **Account**, or click the **Select from all values...** link to search for the account using the **Custom Field Search**.
- 11. To enter another distribution line, click the **add split** link located in the upper right corner of the Accounting Codes pop-up box.
- Revised 12.10.15 Finance & Procurement Help Desk: 303.837.2161 For additional learning resources, visit <u>www.cu.edu/psc</u>.

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Each invoice will be charged according to this accounting information. The accounting distribution should not be changed for individual invoices since your campus sponsored project office approves the accounting distribution for subcontracts.

- 12. Click the **Save** button.
- 13. Click the **Internal Notes and Attachments** tab, if needed, to add notes to someone other than the supplier, such as the PSC purchasing agent or your financial approver.
- 14. Click the **Final Review** tab to complete your review. If needed, click the **edit** button to make additional updates.

#### Step #4: Submit shopping cart as a requisition

(You must have Requestor access in order to perform this step.)

- 1. Click the **Submit Order** button located in the upper right corner.
- 2. A congratulatory message will appear, along with a summary of your requisition. CU Marketplace will send an email notification to the Approver(s).

#### Step #5: Receive appropriate approvals

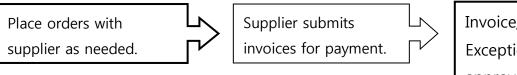
After the Requestor submits your shopping cart as a requisition, CU Marketplace routes your requisition for financial approval. Financial approval is given by an individual with a fiscal role on the SpeedType (except Officer or Fiscal Staff – Report Recipient) who is also a CU Marketplace Approver.

After financial approval is obtained, CU Marketplace routes your requisition for approval by your campus sponsored project office. Once approved by your campus sponsored project office, your requisition will convert into an SPO. The Requestor will receive an email notification from CU Marketplace. Your SPO is communicated to the supplier (subcontractor) in preparation for your upcoming orders.

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#### **SPO Payment Procedure**

First, let's begin by reviewing the SPO payment cycle illustrated on page 2:



Invoice/Match Exception Approver approves voucher for payment.

Once an order is placed with a supplier, referencing your SPO number, the supplier must submit an invoice to receive payment.

If the SPO total amount is over \$5,000, the Invoice/Match Exception Approver(s) must approve each invoice to pay – regardless of the dollar amount of the individual invoice.

If you receive the invoice prior to the PSC, email the invoice to <u>APInvoice@cu.edu</u>.

An email notification is sent to the Requestor and any Invoice/Match Exception Approvers once the invoice is entered as a voucher into CU Marketplace.

The Invoice/Match Exception Approver(s) must review and, if appropriate, approve the voucher for payment to be made.