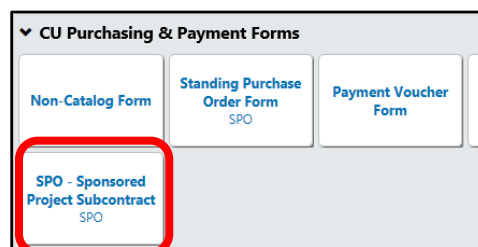


### Creating (or Renewing) Subcontract SPOs in CU Marketplace

The entire Subcontract Standing Purchase Order (SPO) procedure is discussed in the Step-by-Step Guide [Creating \(or Renewing\) Subcontract 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 **SPO – Sponsored Project Subcontract** 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. 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	
<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.

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.

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**.

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.

*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.