Quick Step Guide CU Marketplace

Creating (or Renewing) Subcontract SPOs in CU Marketplace

The entire Subcontract Standing Purchase Order (SPO) procedure is discussed in the Step-by-Step Guide <u>Creating (or Renewing) Subcontract SPOs in CU Marketplace</u>.

- 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.
- 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 <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					

- 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.

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- 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.

Stand	ling Order Deta	nils		3		
Please provide a brief description (100 characters or less) of this blanket order request.						
SPO Description			Unit Price	SPO Encumbrance		
×			1.00			
100 characters remaining expand cle	ar					
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			7			

- 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.
- 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.

ñ	M@rketplace Action Items 6	Notifications 5
	🐂 Shop 👌 My Carts and Orders 👌 Open My Active Shopping Cart 🗢 🍐 Cart - Draft Requisition	
	Shopping Cart for Heather Hoyer	4 Item(s) for
4	Name this cart: WOW pens	estimated tax, shipp
血	Add Speedtyp	e/Shipping/etc.
	Have you made changes? Update 🔒 🖲 Help Empty cart Perform an acti	on on (0 items select

If you are a Shopper: You **must** <u>assign your shopping cart</u> to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can <u>enter</u> <u>SpeedType and/or shipping information</u>.)

If you are a Requestor: It is now time to <u>add details to the shopping cart</u> and submit the shopping cart as a requisition.

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