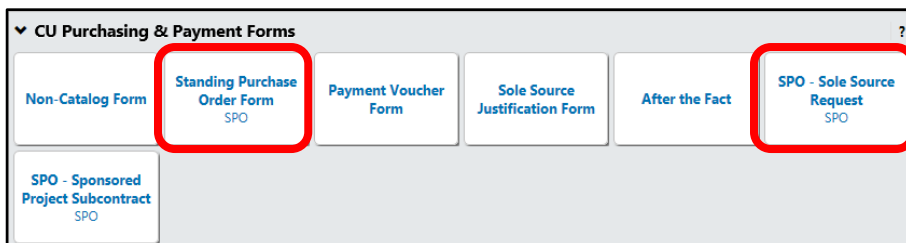


### Creating (or Renewing) SPOs in CU Marketplace

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](#). 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 **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.



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	
<b>Supplier</b>	Airgas Intermountain Inc <a href="#">more info...</a> <a href="#">select different supplier</a>
<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

- 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.

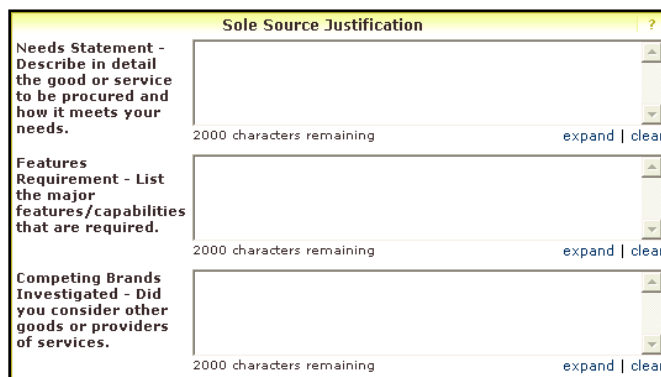
If your SPO is for multiple years, a change order can be processed to extend the end date for each time period.

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

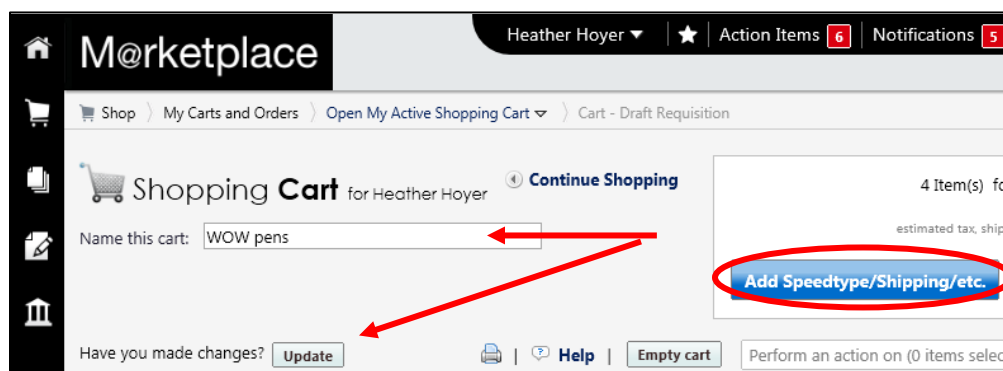
- h. If renewing an existing SPO, enter the **Standing Order PO # being replaced**.
- i. List the **Authorized Users** for your SPO.
- j. If needed, enter **Additional Notes**. These notes will be communicated to the supplier with your SPO. The ability to add notes to someone other than the supplier is discussed later in this guide.

- 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.



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.