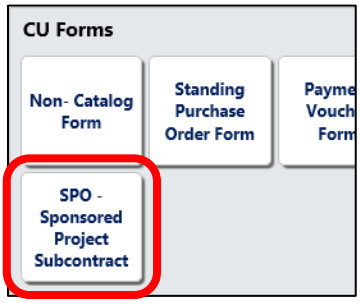
Creating (or Renewing) Subcontract SPOs in CU Marketplace

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



2. From the **CU 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.



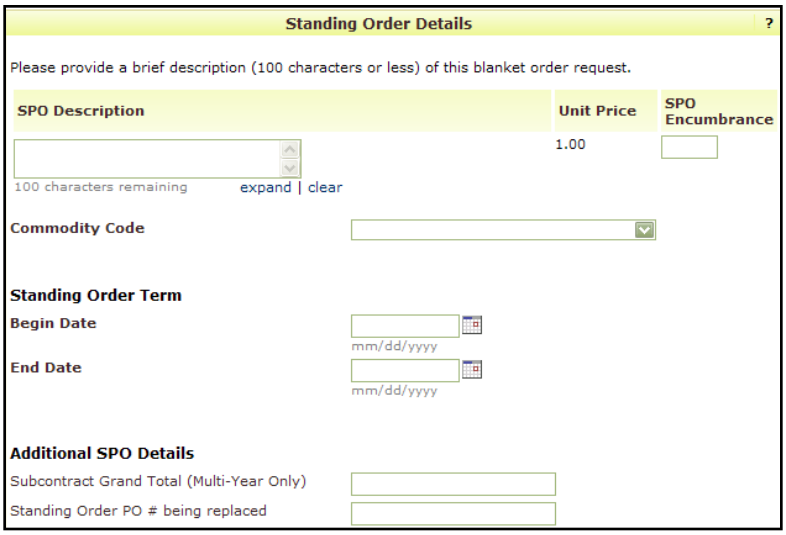
5. Enter the required information, indicated by the boldfaced fields.
   a. Enter the **SPO Description**.
   b. The **Unit Price** defaults to "1.00" and cannot be changed.
   c. Enter the amount to be encumbered for the current time period, fiscal year, and/or budget period as the **SPO Encumbrance**. 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.

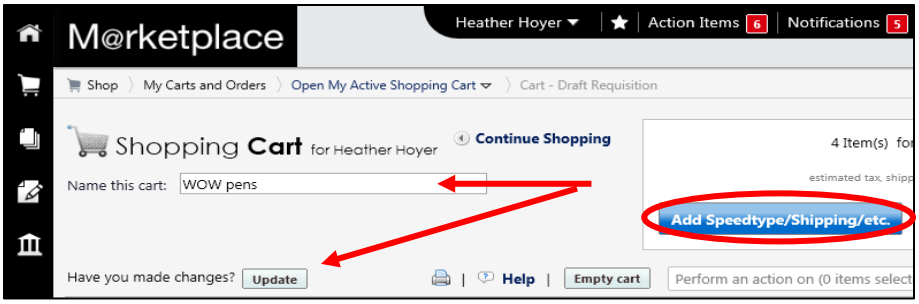


g. Enter the **Subcontract Grand Total** amount. This is the amount over the entire term of your subcontract. For example, if your SPO is for 2 years with $10,000 each year, then the Subcontract Grand Total amount is $20,000.

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 finalize the shopping cart and submit the shopping cart as a requisition.