Creating Payment Vouchers in CU Marketplace

The entire Payment Voucher (PV) procedure is discussed in the Step-by-Step Guide [Creating Payment Vouchers 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 **Payment Voucher Form**. The form will appear in a separate window.

3. Enter the **Supplier** or click the **supplier search** link. Select the appropriate supplier (vendor) 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 the supplier's remittance address, listed as the **Fulfillment Address**, is correct. Use the **select different fulfillment center** link – it appears when a supplier has multiple addresses in CU Marketplace – to select a different address. If the correct address isn't listed, use the Vendor Update form on the PSC website (www.cu.edu/psc) to have it added. Wait to complete the Payment Voucher Form until the correct address appears in CU Marketplace.

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

A. Select the **Payee Type**.

B. Select the **Warrant Delivery Code**, which indicates how you want the payment (warrant) delivered.

  Note: **Regular Mail** delivers the warrant to the supplier. **Campus Mail** sends the warrant back to your department. **Enclosure** mails the warrant to the supplier along with a copy of the attachment (below).

 C. If Warrant Delivery Code (above) = Campus Mail, enter the **Warrant Delivery Campus Mailbox**.
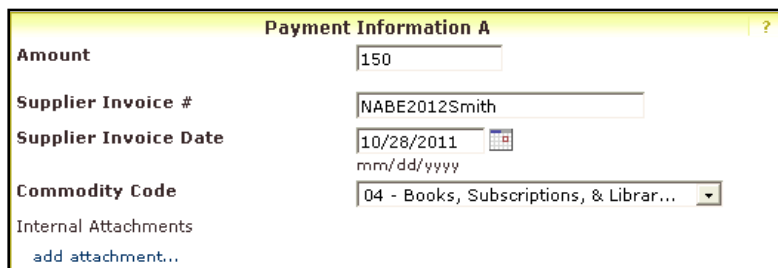
  For example: 436 UCA.

 D. Select reason the **Payment is being Authorized for** (list corresponds to the PSC Procedural Statement Payment Voucher/Authorization, mentioned above) and fully describe the **Business Purpose**.

6. Read the Certification Statement to verify this purchase is in compliance.

7. Enter the required **Payment Information**, indicated by the boldfaced fields.

 A. Enter the **Amount** and the Supplier **Invoice Number** and **Date**.

  Note: If an invoice number is not provided by the supplier, create a unique value.

| Payment Information A	?
Amount	150
Supplier Invoice #	NABE2012Smith
Supplier Invoice Date	10/28/2011 mm/dd/yyyy
Commodity Code	04 - Books, Subscriptions, & Librar...
Internal Attachments	
add attachment...	

 B. Use the dropdown menu to select the **Commodity Code**.

 C. Click the **add attachments** link to attach **Internal Documents**. Refer to the PSC Procedural Statement Payment Voucher/Authorization to determine what documentation is required. The documentation must be in an electronic format such as .pdf, .jpg, or .jpeg to be attached.

> Only one invoice should be attached per Payment Voucher Form... and only one Payment Voucher Form should be added to your shopping cart (see below).

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

9. 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.
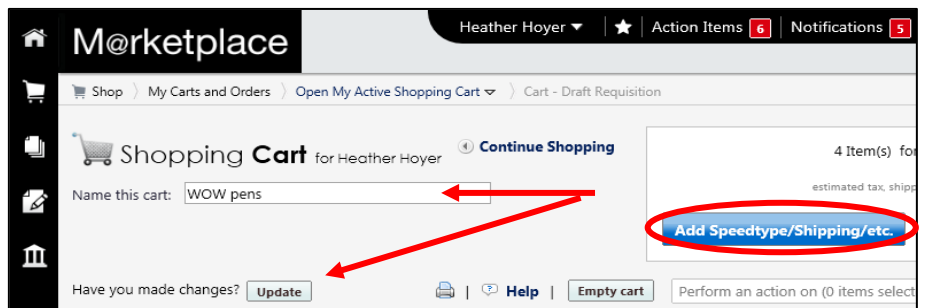
If you are a Shopper: You **must** assign your shopping cart to a Requestor for processing. (Before assigning your shopping cart, if appropriate, you can enter SpeedType and/or shipping information.)

If you are a Requestor: It is now time to finalize the shopping cart and submit the shopping cart.