<div style="border:1px solid black; padding:10px;">

Step-by-Step Guide
Creating Payment Vouchers in CU Marketplace
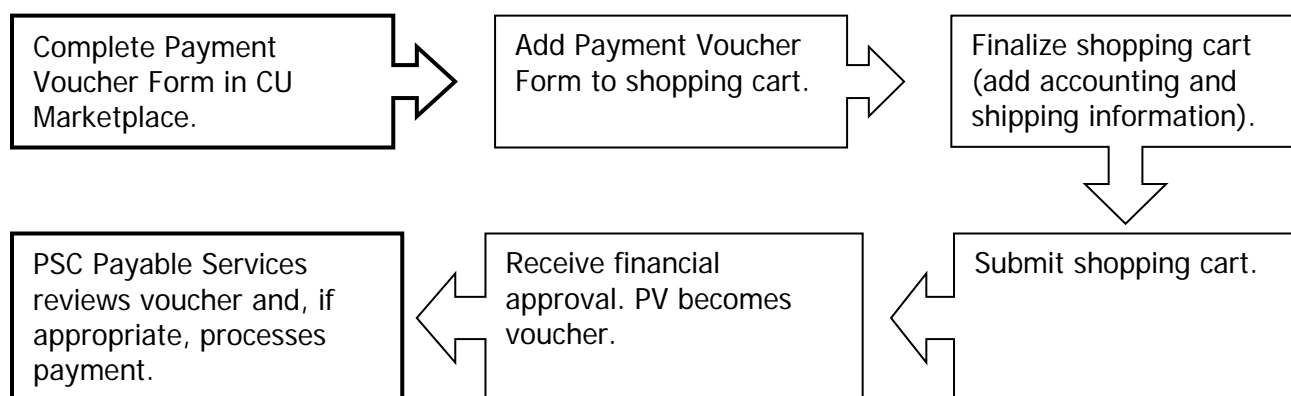
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In This Guide

This guide discusses the Payment Voucher (PV) creation process, including:

- ✓ PV guidance
- ✓ Completing the Payment Voucher form

- ✓ PV process cycle
- ✓ Submitting your PV for processing

What is the PV and when can it be used?

The PV is a highly-restricted method of procurement used to process invoices when a purchase order or other commitment voucher is not applicable. The PSC Procedural Statement Payment Voucher/Authorization details allowable PV goods and services, including documentation requirements and allowability conditions.

PV Process Cycle in CU Marketplace

Complete Payment Voucher Form in CU Marketplace.	→	Add Payment Voucher Form to shopping cart.	→	Finalize shopping cart (add accounting and shipping information).

↓

PSC Payable Services reviews voucher and, if appropriate, processes payment.	←	Receive financial approval. PV becomes voucher.	←	Submit shopping cart.

Procedure

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.

Step #1: Enter Payment Voucher Form in CU Marketplace

1. From the **CU Forms** section of the CU Marketplace home page, select the **Payment Voucher Form**. The form will appear in a separate window.

2. 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.

3. 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, email PSC-Vendoring@cu.edu to have it added as an "ordering" address. Wait to complete the Payment Voucher Form until the correct address appears in CU Marketplace.

4. 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**.

Payment Information	?
Supplier	National Association for Business more info... select different supplier
Fulfillment Address	Economics: (preferred) Economics 1233 20th St NW #505 Washington, DC 20036 US
Supplier Phone	+1 (202) 463-6223
Distribution	
The system will distribute purchase orders using the method(s) indicated below:	
Email (HTML Body)	nabe@nabe.com
Payee Type	Non-Employee (Individual or Entity)
Warrant Delivery Code	Campus Mail
Campus Mailbox	436 UCA
Business Purpose	
Payment is being Authorized for	Dues and memberships
Business Purpose: Fully Describe how the purchase will support official University business:	Annual dues for John Smith for 2012 calendar year. NABE membership offers: complimentary journals and newsletters, economic forecast tools, industry surveys, regular teleconferences, certificate programs, management guidance, and discounted conference rates.
	1741 characters remaining expand | clear

Certification Statement

I certify that the items described above were for official university business and that the information contained in purpose and description is true and correct.

If being charged to sponsored projects (Fund 30/31 FOPPS), I certify that: all expenses are appropriate to be charged to the sponsored projects receiving the charge, meet the direct cost and other costing criteria, and are within the allowable timeframe.

If being charged to gifts (Fund 34 FOPPS), I certify that all expenses are appropriate and consistent with donor restrictions.

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

6. 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).

Step #2: Add Payment Voucher Form to shopping cart

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

2. 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.

Step #3: Finalize shopping cart

1. Click the **Add Speedtype/Shipping/etc.** button located in the upper right corner.

2. Navigation tabs appear at the top of the page and the error icon ⚠ highlights where your attention is needed. You can click on the tab to navigate to the section and provide information.

| ✓ General | ✓ Shipping | ✓ Billing | ⚠ Accounting Codes | ✓ Internal Notes and Attachments | ✓ External Notes and Attachments | ⚠ Final Review |

An error message also displays next to the field missing required information.

SHIPPING INFORMATION

If you have set a Ship To default in your profile, you only need to come here if you want to change your default shipping address for this PV.

3. Click the **Shipping** tab.

4. Click the **edit** button to the right of the **Ship To** field.

5. Use the dropdown to select from addresses in your profile.

   Or, search for a different shipping address by clicking the **click here** link. Then, click the **select from org addresses** link and enter part of your address in the **Nickname/ Address Text** field. Select the appropriate address from the resulting list.

Ship To   ? X

Complete the fields below to enter your shipping address for this order. If you need to make a change, select a different address from the available options.

Shipping address   select from your addresses
[dropdown]

To choose a different address, click here

Address Details
ATTN: Heather Hoyer
RM/FLR/STE   600
Address Line 1 1800 Grant Street
Building   Office of the President
City   Denver
State   CO
Zip Code   80203
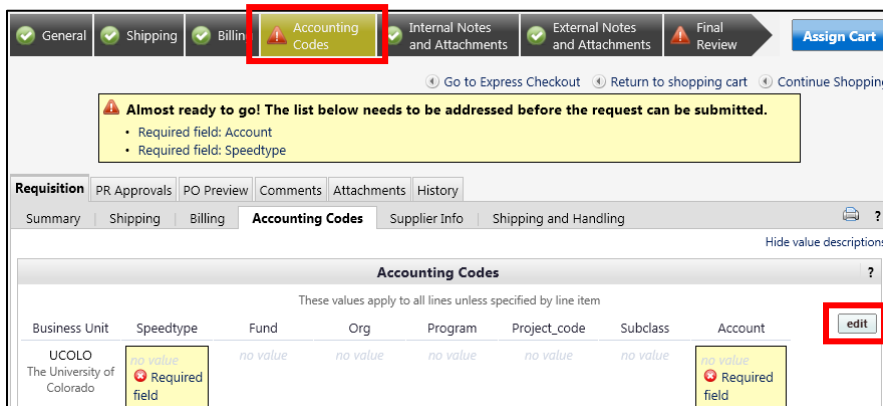Country   United States

Save Cancel

6. Enter the attention (**ATTN**) and room/floor/suite (**RM/FL/STE**) information and click the **Save** button.

> Due to space limitations on the supplier's side, enter the **ATTN** and **RM/FL/STE** information as concisely as possible.
>
> These fields can be used to enter other pertinent delivery information but keep in mind that the field truncates differently for different suppliers. Be brief!

ACCOUNTING INFORMATION

7. Click the **Accounting Codes** tab.

8. Click on the **Required field** link or the **edit** button to enter or search for the **SpeedType** and **Account**.

9. Enter the appropriate

| ✓ General | ✓ Shipping | ✓ Billin | ⚠ Accounting Codes | ✓ Internal Notes and Attachments | ✓ External Notes and Attachments | ⚠ Final Review | Assign Cart |

Go to Express Checkout Return to shopping cart Continue Shopping

⚠ **Almost ready to go!** The list below needs to be addressed before the request can be submitted.
  • Required field: Account
  • Required field: Speedtype

Requisition | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | **Accounting Codes** | Supplier Info | Shipping and Handling

Hide value descriptions

Accounting Codes

These values apply to all lines unless specified by line item

Business Unit	Speedtype	Fund	Org	Program	Project_code	Subclass	Account	edit
UCOLO The University of Colorado	*no value* ⊖ Required field	*no value*	*no value*	*no value*	*no value*	*no value*	*no value* ⊖ Required field	

SpeedType using one of the following methods:

- If you have set your SpeedType Profile, click the **Select from profile values** link to access your SpeedType list.

- Type the **SpeedType** and click the **recalculate/validate values** link to return the corresponding Fund, Org, Program or Project values.

- If needed, click the **Select from all values….** link to search for the SpeedType using the **Custom Field Search**.

  You can search by all or part of the SpeedType number (value) or description.

10. Type the **Account**, or click the **Select from all values….** link to search for the account using the **Custom Field Search**.

11. Click the **Save** button.

12. Click the **Internal Notes and Attachments** tab, if needed, to add notes to someone other than the supplier, such as the PSC purchasing agent or your financial approver.

13. Click the **Final Review** tab to complete your review. If needed, click the **edit** button to make additional updates.

Step #4: Submit shopping cart as a requisition

(You must have Requestor access in order to perform this step.)

1. Click the **Submit Order** button located in the upper right corner.

2. A congratulatory message will appear, along with a summary of your requisition.

CU Marketplace will send an email notification to the Approver(s).

Step #5: Receive financial approval

After the Requestor submits your shopping cart as a requisition, CU Marketplace routes your requisition for financial approval. Financial approval is given by an individual with a fiscal role on the SpeedType (except Officer) who is also a CU Marketplace Approver.

Step #6: PSC Payable Services review and processing

After financial approval is obtained, CU Marketplace routes your PV voucher to Procurement Service Center (PSC) Payable Services for review.

If appropriate, the Payable Services technician will process payment. The warrant will be mailed in accordance with the Warrant Delivery Code selected at the time of completing the Payment Voucher Form.

If further information/documentation is needed to process payment, the Payable Services technician will add a comment to your PV voucher within CU Marketplace. The Requestor will receive an email notification that a comment has been added. Provide the additional information/documentation by adding a comment to your PV **voucher** within CU Marketplace – your voucher number is referenced in the email.

If your PV cannot be processed, the Payable Services technician will add a comment to your PV voucher within CU Marketplace indicating why. The Requestor will receive an email notification that a comment has been added. Refer to the Step-by-Step Guide [Solutions for PVs that Can't be Processed in CU Marketplace](#) to learn how to proceed.

> ***Create similar PVs frequently?***
> A template can make creating future PVs faster and easier.
> 1. Complete the Payment Voucher Form as little or as much as you want for your template. It is recommended to keep the **Amount**, **Supplier Invoice #** and **Date** fields blank and to not attach documentation – these are different for every submission.
> 2. Use the **Available Actions** dropdown (located at the top of the page) to *Add to Favorites* and click the **Go** button.
> 3. A pop-up window displays for you to name and save this form as is.
>
> To access this template, use your side navigation bar to go to **Shop** > **Shopping** > **View Favorites**.