

# **CU Marketplace Redesign Launching Soon: Must-Know Info and Resources** <sup>[1]</sup>

October 14, 2024 by [Staff](#) <sup>[2]</sup>

It's exciting — the launch is almost here! The CU Marketplace Redesign launches on Thursday, October 17, 2024. Time is running out, and we want to make sure you're fully prepared. Please review the must-know points below and take any necessary action. Be sure to register for our final webinar and post-go-live, hands-on training sessions on campus. Lastly, explore our Knowledge Base articles and short how-to videos to help you navigate the changes smoothly.

## **1. Must-Know Points: Action Required**

- **Non-Urgent SPO Submissions-** We strongly encourage you to delay any non-urgent SPO submissions until October 17th. Any pending SPOs run the risk of needing to be resubmitted using the new form.
- **Requisitions and Payment Vouchers in Your Cart** - If you have any requisitions or payment vouchers in your cart, they must be submitted before **3:00 pm on October 16th**. Otherwise, you will need to resubmit them using the new form on October 17th.
- **Requisitions Approved After 3:00 p.m.** - Any requisitions approved after **3:00 pm on October 16th** will be put on hold and will not go to the supplier until October 17th.
- **Requisitions Returned or Rejected After October 16th-** If your Approver returns or rejects a requisition on the old form, it will need to be resubmitted on the new form.

## **2. Available Training**

- **?Webinars:**
  - **?Fall 2024 CU Marketplace Post Go-Live:** Wednesday, October 23rd | 2:00 PM - 3:30 PM – [Register Now](#) <sup>[3]</sup>
- **On-Campus Labs** - [Register](#) <sup>[4]</sup>[Now](#) <sup>[5]</sup>
  - **?Anschutz:** October 24th
  - **UCCS:** October 29th
  - **CU Denver:** October 16th, October 30th
  - **Boulder:** October 23rd

## **3. Resources to Explore**

- **?Purchase Requisition:**
  - [Knowledge Base Article](#) <sup>[6]</sup>
  - [How-to Video](#) <sup>[7]</sup>
  - [Recorded Webinar](#) <sup>[8]</sup>
- **Payment Voucher:**
  - [?Knowledge Base Article](#) <sup>[9]</sup>

- [How-to Video](#) <sup>[10]</sup>
- [Recorded Webinar](#) <sup>[11]</sup>

We appreciate your attention to these updates and your participation in the training sessions. Please don't hesitate to reach out if you have any questions or need additional support. Feel free to browse our [project page](#) <sup>[12]</sup> for more information and helpful materials.

Thank you for your continued support as we work toward an improved CU Marketplace!

[CU Marketplace](#) <sup>[13]</sup>

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