

## **CU Marketplace How-to: Creating (or Renewing) SPOs** <sup>[1]</sup>

Standing Purchase Orders (SPOs) are for repetitive purchases or for services provided by a non-catalog supplier over a specific period of time (e.g., personal services contracts). SPOs must be submitted with a grand total of at least \$10,000.

From the homepage in CU Marketplace, click on Catalogs, and then click on one of the commodity dashboards at the top of the page (any commodity will work):

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Scroll down to the **Showcases** section and select the **Standing Purchase Order Form** from *CU Purchasing & Payment Forms*:

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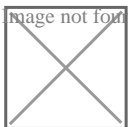


The form will open. Enter the **Supplier** under **Payment Information** or click the search icon. Select the appropriate supplier from the list of results, ensuring to select the location the purchase order should be distributed from using the **+** icon:

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Can't find the supplier/information needed?

- 1) If the supplier to purchase from is available in Marketplace, but the specific address is not listed in the search results, email [cusupplier@cu.edu](mailto:cusupplier@cu.edu) <sup>[2]</sup> requesting that they add a fulfillment address to the supplier - an email address or fax number is required.
- 2) If the supplier is not available at all, they will need to be setup using [Requesting a Purchase Order Supplier for the CU Marketplace](#) <sup>[3]</sup>

Once the supplier is verified, enter the additional required information under **Supplier and Item Information**, indicated by the boldfaced fields.

- 1) Enter the **SPO Description**.
- 2) The **Unit Price** defaults to "1.00" and cannot be changed.
- 3) Enter the full amount of the SPO as the **SPO Encumbrance**, or if encumbering less than

the full amount, enter the specific amount that should be encumbered. This is what will show on the financial reports.

4) Enter the **SPO Grand Total** amount. This is the full amount expected to pay over the course of this SPO.

5) Select a **Commodity Code**.

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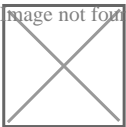
Under **Standing Order Term**:

1) Enter the **Begin Date** of the SPO. This is a date in the future when work should begin.

2) Enter the **End Date** of the SPO. This is a date in the future when the last invoice is expected.

3) If there is a known **Conflict of Interest**, complete and attach a COI form available [here](#) <sup>[4]</sup>

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Under **Additional SPO Details**:

1) If renewing an existing SPO, enter the **Standing Order PO # being replaced**.

2) List the **Authorized Users** for the SPO - individuals allowed to make purchases on the SPO.

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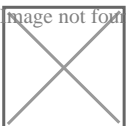


Under **Notes and Attachments**:

1) If needed, enter **Additional Notes**. These notes will be communicated to the supplier with the SPO.

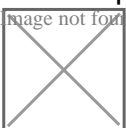
2) Click the **Add...** link to attach **Internal** and/or **External Attachments**, if applicable. External attachments will be dispatched to the supplier with the SPO.

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In the top right of the form, click **Add and Go to Cart**:

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**Note:** If the requisition is less than \$10,000, it will be automatically returned. An email from CU Marketplace will be sent noting that the grand total must be increased on the SPO form before resubmitting the requisition.

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**Source URL:**<https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-spos>

**Links**

[1] <https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-spos> [2] <mailto:cusupplier@cu.edu>

[3] <https://www.cu.edu/psc/training/cumarketplace/cu-supplier-submit-supplier-request>

[4] <https://www.cu.edu/psc/forms/conflict-interest-evaluation-coi>