

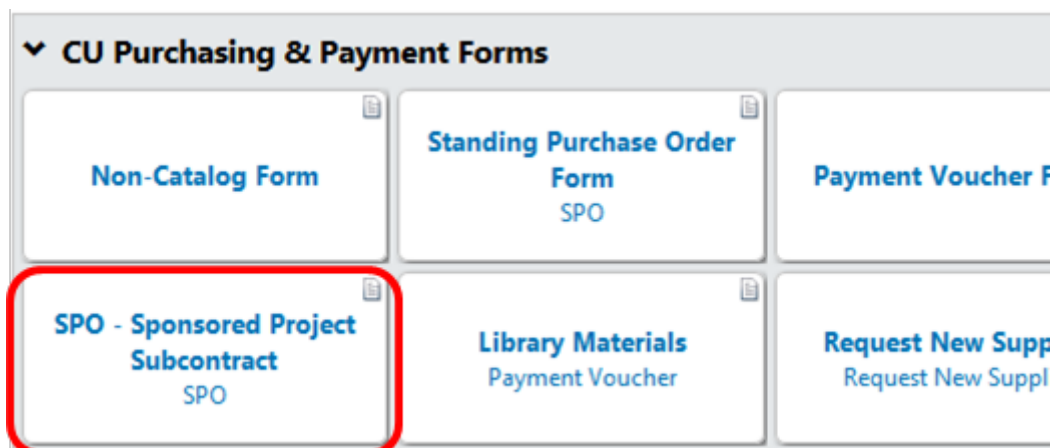
CU Marketplace How-to: Creating (or Renewing) Subcontract SPOs ^[1]

Subcontract Standing Purchase Orders (Subcontract SPOs) are for repetitive purchases or for services provided by a non-catalog supplier over a specific period of time, where there is a subcontract (e.g., personal services contracts). A subcontract is involved when the University plans to purchase services from an external supplier (e.g., another university) with funds from an external sponsor (e.g., the National Institutes of Health). SPOs must be submitted with a grand total of at least \$10,000.

For Subcontract SPOs that are greater than \$25,000 and need to account for F&A, the requisition needs to be set up with 2 PO lines, with account code 492600 pointing to line 1 and 492601 pointing to line 2. See [Creating Subcontract SPOs with F&A Split](#) ^[2].

Read the procedures

1. From the **CU Purchasing & Payment Forms** section of the Shopping Home page, select the **SPO – Sponsored Project Subcontract** 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](#) ^[3] for guidance.

3. 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.

4. 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 full amount of the SPO as the **SPO Encumbrance**, or if you want to encumber less than the full amount, enter the specific amount that you want to encumber. You’ll see this encumbrance on your financial reports.
 - d. Select a **Commodity Code**.
 - e. Enter the **Begin Date** of your Subcontract SPO. This is a date in the future when you expect work to begin.
 - f. Enter the **End Date** of the SPO. This is a date in the future when you expect to get your last invoice.
 - g. Enter the **Subcontract Grand Total** amount. This is the full amount that you expect to pay over the course of this SPO.
 - h. If renewing an existing Subcontract SPO, enter the **Standing Order PO # being replaced**.
5. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click **Go**.
6. We recommend that you enter a unique shopping cart **Name** to easily identify or search for your shopping cart. If you do, click **Update** to save your shopping cart’s new name.
7. To verify your SPO is in the workflow, select the **PR Approvals** tab. If the **Grand Total** of your SPO is less than \$10,000, you’ll see a step called **SPO Auto-return**.

If your requisition is less than \$10,000, it will be automatically returned to you. You’ll receive an email from CU Marketplace telling you that you must increase the grand total on your SPO form before resubmitting the requisition.

To increase the total, select **Action Items > Carts Assigned To Me** and select your requisition from the **Returned Requisitions** section. Update your **SPO Grand Total** amount and click **Go**. Resubmit the requisition.

Have a question or feedback?

Questions & Feedback ^[4]

Feedback or Question *

Your Email Address

Submit

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

Links

- [1] <https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-subcontract-spos>
- [2] <https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split>
- [3] <https://www.cu.edu/psc/cu-supplier-portal-information>
- [4] <https://www.cu.edu/controller/forms/questions-feedback-0>