

CU Marketplace How-to: Creating Payment Vouchers in CU Marketplace ^[1]

Related Links - [PSC Procedural Statement: Payment Voucher/Authorization](#) ^[2]

Read the procedures

1. From the **CU Purchasing & Payment Forms** section of the Shopping 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](#) ^[3] for guidance.

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

Payment Information

Supplier Association for International Business [more info...](#)
[select different supplier](#)

Fulfillment Address 000001: (preferred)
University of Hawaii at Manoa
Shidler College of Business/Pacific Asian
Management Inst/2404 Maile Way B201
Honolulu, HI 96822 US

Supplier Phone +1 (808) 956-8041

Distribution

The system will distribute purchase orders using the method(s) indicated below:

Email (HTML Body)

grantkim@hawaii.edu

Payee Type

Non-Employee (Individual or Entity) ▼

Warrant Delivery Code

Campus Mail ▼

Campus Mailbox/Attention To

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 Desiree Barbosa for 2017 calendar year. Gold membership offers: complimentary journals and newsletters, economic forecast tools, industry surveys, regular teleconferences, certificate programs, management guidance, and discounted conference rates.

1737 characters remaining

[expand](#) | [clear](#)

Certification Statement


- Select the **Payee Type**.
- 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).

- If Warrant Delivery Code (above) = Campus Mail, enter the **Warrant Delivery Campus Mailbox**. For example: 436 UCA.
- Select reason the **Payment is being Authorized for** (list corresponds to the PSC Procedural Statement Payment Voucher/Authorization

[2], mentioned above) and fully describe the **Business Purpose**.

4. Read the Certification Statement to verify this purchase is in compliance.
5. Enter the required **Payment Information**, indicated by the boldfaced fields.
 - A. Enter the Amount and the Supplier Invoice Number and Date.

Payment Information A	
Amount	<input type="text" value="150"/>
Supplier Invoice #	<input type="text" value="Gold2017Barbosa"/>
Supplier Invoice Date	<input type="text" value="06/21/2017"/>  mm/dd/yyyy
Commodity Code	<input style="border: none; background-color: #f0f0f0; width: 100%;" type="text" value="04 - Books, Subscriptions, & Lib..."/>
Internal Attachments	
<input type="button" value="Add Attachments"/>	

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

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](#) [2] 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).

D. 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.

6. Use the **Available Actions** dropdown menu located at the top of page and select *Add and go to Cart*; click **Go**.
7. 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.

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-payment-vouchers-cu-marketplace>

Links

- [1] <https://www.cu.edu/psc/cu-marketplace-how-creating-payment-vouchers-cu-marketplace>
- [2] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization>
- [3] <https://www.cu.edu/psc/cu-supplier-portal-information>
- [4] <https://www.cu.edu/controller/forms/questions-feedback-0>