**CU Marketplace Training** [1]

Learn how to purchase and pay for items using CU Marketplace.

**Requesting a role in CU Marketplace**
For a list of training requirements and descriptions of the different CU Marketplace roles, visit the Access & Training Requirements guide [2].

**Logging into CU Marketplace**
Log in to your campus portal [3] and on the CU Resources Home tab, click the CU Marketplace tile.

**Navigating the CU Marketplace Home Page**

**CU Supplier Portal Information**

In most cases, external suppliers must register through the CU Supplier Portal in order to be paid by CU. Departments can invite suppliers to register.

- Guides for Departments: Supplier Portal - Requesting New Suppliers [6]
- Guides for Suppliers: Supplier Portal Registration [6]

**Exceptions** - The following do not need to register through the Supplier Portal:

- **Study subjects.** The study subject's paper W-9 (IRS form) [7] must accompany the Study Subject Payment form to ensure that the individual is correctly set up as Clinical Trial supplier.
- **Reimbursements/refunds.** Tax documents are not needed to issue reimbursements (via the Non-Employee Reimbursement-International form) or refunds (via the Payment Authorization form).
- **Stipends and cash awards on the Payment Authorization form.** The payee's paper W-9 (IRS form) [7] must accompany the Payment Authorization form.
- **CU employees** and **CU students** are not considered suppliers.

**Updating Your Profile**

- Adding SpeedTypes to Your CU Marketplace Profile [8]
- Adding Requestors (Assignees) to Your CU Marketplace Profile [9]
Adding Ship To Locations to Your CU Marketplace Profile

Shopping (Requisitions)

- Using Punch-out Catalogs
- Using Hosted Catalogs
- Using Non-Catalog Forms
- Creating Payment Vouchers in CU Marketplace
- Creating (or Renewing) SPOs
- Creating (or Renewing) Subcontract SPOs
- Creating Subcontract SPOs with F&A Split
- Creating Sole Source Procurements
- Entering After-the-Fact Purchases
- Forms Quick Reference Guide

To purchase PPE and Disinfecting Supplies, see Requesting COVID Supplies.

- Adding Details to Shopping Carts (such as SpeedTypes and Shipping)
- Splitting Accounting Distributions (SpeedTypes/Accounts)
- Consolidating Shopping Carts
- Copying Requisitions into New Shopping Carts
- Modifying Shopping Carts
- Assigning/ Unassigning Shopping Carts to Requestors
- Assigning Substitute Requestors
- Processing Assigned Shopping Carts
- Withdrawing Requisitions from Workflow

Using Forms

- Forms Quick Reference Guide
- Using Non-Catalog Forms
- Creating Payment Vouchers in CU Marketplace
- Creating (or Renewing) SPOs
- Creating (or Renewing) Subcontract SPOs
- Creating Subcontract SPOs with F&A Split
- Creating Sole Source Procurements
- Requesting COVID Supplies
- Entering After-the-Fact Purchases
- Solutions for PVs that Can't be Processed in CU Marketplace

Approving Requisitions

- Approving Requisitions
- Initiating Email Approvals
• Returning Requisitions to Shared Approval Folders [34]
• Assigning Substitute Approvers [35]

Approving SPO Vouchers

• Approving SPO Vouchers [36]
• Initiating Email Approvals [33]
• Placing Vouchers (Invoices) on Hold [37]

Receiving (Creating Quantity Receipts)

• Entering Receiving (Creating Quantity Receipts) for POs [38]
• Documenting Returned Items & Fixing Receipts That Are Wrong [39] [39]

Resolving Match Exceptions

• Resolving Match Exceptions [40]
• Placing Vouchers (Invoices) on Hold [37]
• Replying to Comments [41]

Reporting and Checking Status

• Identifying Requestors of POs [42]
• Looking Up Invoices [43]
• PO Status [44]
• Reviewing Incompatible Access Purchases [45]
• Requisition Status and Approvals [46]
• Searching for POs [47]
• Searching for Requisitions [48]
• Tracking COVID Supply Requests [49]
• Transactions on Your Financial Statements [50]
• Using Advanced Document Search [51]
• Viewing Invoice Images [52]
• Voucher Information [53]

Source URL: https://www.cu.edu/psc/cu-marketplace-training

Links
[2] https://www.cu.edu/psc/policies/access-training-requirements