**CU Marketplace Training** [1]

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

**Logging into CU Marketplace**  
Log in to your [campus portal][2] and on the [CU Resources Home] tab, click the [CU Marketplace] tile.

**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][3]
- [Guides for Suppliers: Supplier Portal Registration][4]

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

- **Study subjects.** The study subject's paper [W-9 (IRS form)][5] 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)][5] 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][6]
- [Adding Requestors (Assignees) to Your CU Marketplace Profile][7]
- [Adding Ship To Locations to Your CU Marketplace Profile][8]

**Shopping (Requisitions)**

- [Using Punch-out Catalogs][9]
- Using Hosted Catalogs [10]
- Using Non-Catalog Forms [11]
- Creating Payment Vouchers in CU Marketplace [12]
- Creating (or Renewing) SPOs [13]
- Creating (or Renewing) Subcontract SPOs [14]
- Creating Subcontract SPOs with F&A Split [15]
- Creating Sole Source Procurements [16]
- Entering After-the-Fact Purchases [17]
- Forms Quick Reference Guide [18]

- Adding Details to Shopping Carts (such as SpeedTypes and Shipping) [19]
- Consolidating Shopping Carts [20]
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- Modifying Shopping Carts [22]
- Assigning/ Unassigning Shopping Carts to Requestors [23]
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## Using Forms

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## Approving Requisitions

- Approving Requisitions [28]
- Initiating Email Approvals within CU Marketplace [29]
- Returning Requisitions to Shared Approval Folders [30]
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Approving SPO Vouchers

- Approving SPO Vouchers
- Initiating Email Approvals within CU Marketplace
- Placing Vouchers (Invoices) on Hold

Receiving (Creating Quantity Receipts)

- Entering Receiving (Creating Quantity Receipts) for POs
- Documenting Returned Items & Fixing Receipts That Are Wrong

Resolving Match Exceptions

- Resolving Match Exceptions
- Placing Vouchers (Invoices) on Hold
- Replying to Comments

Reporting and Checking Status

- Looking Up Invoices
- Identifying Requestors of POs
- PO Status
- Reviewing Incompatible Access Purchases
- Searching for POs
- Searching for Requisitions
- Transactions on Your Financial Statements
- Viewing Invoice Images
- Voucher Information
- Requisition Status and Approvals

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

Links