**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]
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Creating Subcontract SPOs with F&A Split [15]
Creating Sole Source Procurements [16]
Entering After-the-Fact Purchases [17]
Forms Quick Reference Guide [18]

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Consolidating Shopping Carts [20]
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