

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

[Take a tour](#) ^[4] of 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](#) ^[5]
- [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](#) [10]

Shopping (Requisitions)

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- [Creating Sole Source Procurements](#) [18]
- [Entering After-the-Fact Purchases](#) [19]
- [Forms Quick Reference Guide](#) [20]

To purchase PPE and Disinfecting Supplies, see [Requesting COVID Supplies](#) [21].

- [Adding Details to Shopping Carts \(such as SpeedTypes and Shipping\)](#) [22]
 - [Splitting Accounting Distributions \(SpeedTypes/Accounts\)](#) [23]
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Source URL: <https://www.cu.edu/psc/cu-marketplace-training>

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