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 [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

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
• Assigning Substitute Approvers

Approving SPO Vouchers

• Approving SPO Vouchers
• Initiating Email Approvals
• 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

• Identifying Requestors of POs
• Looking Up Invoices
• PO Status
• Reviewing Incompatible Access Purchases
• Requisition Status and Approvals
• Searching for POs
• Searching for Requisitions
• Tracking COVID Supply Requests
• Transactions on Your Financial Statements
• Using Advanced Document Search
• Viewing Invoice Images
• Voucher Information

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

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