A New CU Marketplace User Experience!

The new CU Marketplace user experience impacts the shopping cart, requisition, purchase order and invoice pages. This new user experience will deliver a more modern and streamlined interface to the CU Marketplace. Note: current processes and functionality will remain the same, only the visual and page layouts will be updated.

**New User Experience Updates to the Shopping Cart/Checkout Page**
[Video Link](#)

**New User Experience Updates to the Requisition and Invoice Approval Pages**
[Video Link](#)

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](#).

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

**Navigating the CU Marketplace Home Page**
Take a tour 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
- Guides for Suppliers: Supplier Portal Registration

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

- **Study subjects.** The study subject’s paper W-9 (IRS form) 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) 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
- Adding Requestors (Assignees) to Your CU Marketplace Profile
- 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 [52]
Using Advanced Document Search [53]
Viewing Invoice Images [54]
Voucher Information [55]

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

Links
[4] https://www.cu.edu/psc/policies/access-training-requirements
[10] https://www.cu.edu/psc/policies/access-training-requirements
[16] https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-spos
[17] https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-subcontract-spos
[18] https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split
[27] https://www.cu.edu/psc/cu-marketplace-how-modifying-shopping-carts
[29] https://www.cu.edu/psc/cu-marketplace-how-assigning-substitute-requestors
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[33] https://www.cu.edu/psc/cu-marketplace-how-approving-spo-vouchers
[34] https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold
[36] https://www.cu.edu/psc/cu-marketplace-how-documenting-returned-items-fixing-receipts-are-wrong
[38] https://www.cu.edu/psc/cu-marketplace-how-replying-comments
[40] https://www.cu.edu/psc/cu-marketplace-how-looking-invoices