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]
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• Creating Sole Source Procurements [16]
• Entering After-the-Fact Purchases [17]
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• Adding Details to Shopping Carts (such as SpeedTypes and Shipping) [19]
• Consolidating Shopping Carts [20]
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• Modifying Shopping Carts [22]
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Using Forms

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• Creating Payment Vouchers in CU Marketplace [12]
• Creating (or Renewing) SPOs [13]
• Creating (or Renewing) Subcontract SPOs [14]
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• Solutions for PVs that Can't be Processed in CU Marketplace [27]

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• Returning Requisitions to Shared Approval Folders [30]
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- Initiating Email Approvals within CU Marketplace [29]
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Resolving Match Exceptions

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