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).
- **CU employees** and **CU students** are not considered suppliers.
Updating Your Profile

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Shopping (Requisitions)

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Approving SPO Vouchers

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

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