

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]
 - [Creating Subcontract SPOs with F&A Split](#) [15]
 - [Creating Sole Source Procurements](#) [16]
 - [Entering After-the-Fact Purchases](#) [17]
 - [Forms Quick Reference Guide](#) [18]
-
- [Adding Details to Shopping Carts \(such as SpeedTypes and Shipping\)](#) [19]
 - [Consolidating Shopping Carts](#) [20]
 - [Copying Requisitions into New Shopping Carts](#) [21]
 - [Modifying Shopping Carts](#) [22]
 - [Assigning/ Unassigning Shopping Carts to Requestors](#) [23]
 - [Assigning Substitute Requestors](#) [24]
 - [Processing Assigned Shopping Carts](#) [25]
 - [Withdrawing Requisitions from Workflow](#) [26]
-

Using Forms

- [Forms Quick Reference Guide](#) [18]
- [Using Non-Catalog Forms](#) [11]
- [Creating Payment Vouchers in CU Marketplace](#) [12]
- [Creating \(or Renewing\) SPOs](#) [13]
- [Creating \(or Renewing\) Subcontract SPOs](#) [14]
- [Creating Subcontract SPOs with F&A Split](#) [15]
- [Creating Sole Source Procurements](#) [16]
- [Entering After-the-Fact Purchases](#) [17]
- [Solutions for PVs that Can't be Processed in CU Marketplace](#) [27]

Approving Requisitions

- [Approving Requisitions](#) [28]
- [Initiating Email Approvals within CU Marketplace](#) [29]
- [Returning Requisitions to Shared Approval Folders](#) [30]
- [Assigning Substitute Approvers](#) [31]

Approving SPO Vouchers

- [Approving SPO Vouchers](#) [32]
- [Initiating Email Approvals within CU Marketplace](#) [29]
- [Placing Vouchers \(Invoices\) on Hold](#) [33]

Receiving (Creating Quantity Receipts)

- Entering Receiving (Creating Quantity Receipts) for POs [34]
- Documenting Returned Items & Fixing Receipts That Are Wrong [35] [35]

Resolving Match Exceptions

- Resolving Match Exceptions [36]
- Placing Vouchers (Invoices) on Hold [33]

Reporting and Checking Status

- Determining When Vouchers (Invoices) Will Pay [37]
- Identifying Requestors of POs [38]
- PO Status [39]
- Reviewing Incompatible Access Purchases [40]
- Searching for POs [41]
- Searching for Requisitions [42]
- Transactions on Your Financial Statements [43]
- Viewing Invoice Images [44]
- Voucher Information [45]
- Requisition Status and Approvals [46]

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

Links

- [1] <https://www.cu.edu/psc/cu-marketplace-training>
- [2] <http://my.cu.edu/>
- [3] <https://www.cu.edu/psc/training/cumarketplace/cu-supplier-portal-inviting-supplier-register>
- [4] <https://www.cu.edu/psc/policies/guides-suppliers-supplier-portal-registration>
- [5] <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- [6] <https://www.cu.edu/psc/policies/adding-speedtypes-your-cu-marketplace-profile>
- [7] <https://www.cu.edu/psc/training/cumarketplace/adding-requestors-assignees-your-cu-marketplace-profile>
- [8] <https://www.cu.edu/psc/training/cumarketplace/adding-ship-locations-your-cu-marketplace-profile>
- [9] <https://www.cu.edu/psc/cu-marketplace-how-using-punch-out-catalogs-shop>
- [10] <https://www.cu.edu/psc/cu-marketplace-how-using-hosted-catalogs-shop>
- [11] <https://www.cu.edu/psc/cu-marketplace-how-using-non-catalog-forms-shop>
- [12] <https://www.cu.edu/psc/cu-marketplace-how-creating-payment-vouchers-cu-marketplace>
- [13] <https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-spos>
- [14] <https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-subcontract-spos>
- [15] <https://www.cu.edu/psc/cu-marketplace-how-creating-subcontract-spos-fa-split>
- [16] <https://www.cu.edu/psc/cu-marketplace-how-creating-sole-source-procurements>
- [17] <https://www.cu.edu/psc/cu-marketplace-how-entering-after-fact-purchases>
- [18] <https://www.cu.edu/psc/training/quick-reference-guide-forms>
- [19] <https://www.cu.edu/psc/cu-marketplace-how-adding-details-shopping-carts-such-speedtypes-and-shipping>

- [20] <https://www.cu.edu/psc/cu-marketplace-how-consolidating-shopping-carts>
- [21] <https://www.cu.edu/psc/cu-marketplace-how-copying-requisitions-new-shopping-carts>
- [22] <https://www.cu.edu/psc/cu-marketplace-how-modifying-shopping-carts>
- [23] <https://www.cu.edu/psc/cu-marketplace-how-assigningunassigning-shopping-carts-requestors>
- [24] <https://www.cu.edu/psc/cu-marketplace-how-assigning-substitute-requestors>
- [25] <https://www.cu.edu/psc/cu-marketplace-how-processing-assigned-shopping-carts>
- [26] <https://www.cu.edu/psc/cu-marketplace-how-withdrawing-requisitions-workflow>
- [27] <https://www.cu.edu/psc/cu-marketplace-how-solutions-pvs-cant-be-processed-cu-marketplace>
- [28] <https://www.cu.edu/psc/cu-marketplace-how-approving-requisitions-within-cu-marketplace>
- [29] <https://www.cu.edu/psc/cu-marketplace-how-initiating-email-approvals-within-cu-marketplace>
- [30] <https://www.cu.edu/psc/cu-marketplace-how-returning-requisitions-shared-approval-folders>
- [31] <https://www.cu.edu/psc/cu-marketplace-how-assigning-substitute-requisition-approvers>
- [32] <https://www.cu.edu/psc/cu-marketplace-how-approving-spo-vouchers-within-cu-marketplace>
- [33] <https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold>
- [34] <https://www.cu.edu/psc/cu-marketplace-how-entering-receiving-creating-quantity-receipts-pos>
- [35] <https://www.cu.edu/psc/cu-marketplace-how-documenting-returned-items-fixing-receipts-are-wrong>
- [36] <https://www.cu.edu/psc/cu-marketplace-how-resolving-match-exceptions-within-cu-marketplace>
- [37] <https://www.cu.edu/psc/cu-marketplace-how-determining-when-vouchers-invoices-will-pay-cu-marketplace>
- [38] <https://www.cu.edu/psc/cu-marketplace-how-identifying-requestors-pos-within-cu-marketplace>
- [39] <https://www.cu.edu/psc/cu-marketplace-how-po-status>
- [40] <https://www.cu.edu/psc/cu-marketplace-how-reviewing-incompatible-access-purchases>
- [41] <https://www.cu.edu/psc/cu-marketplace-how-searching-pos-within-cu-marketplace>
- [42] <https://www.cu.edu/psc/cu-marketplace-how-searching-requisitions-within-cu-marketplace>
- [43] <https://www.cu.edu/psc/cu-marketplace-how-transactions-your-financial-statements>
- [44] <https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images>
- [45] <https://www.cu.edu/psc/cu-marketplace-how-voucher-information>
- [46] <https://www.cu.edu/psc/cu-marketplace-how-requisition-status-and-approvals>