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 [6]
- 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**

- [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 [34]
- Assigning Substitute Approvers [35]

Approving SPO Vouchers

- Approving SPO Vouchers [36]
- Initiating Email Approvals [33]
- Placing Vouchers (Invoices) on Hold [37]

Receiving (Creating Quantity Receipts)

- Entering Receiving (Creating Quantity Receipts) for POs [38]
- Documenting Returned Items & Fixing Receipts That Are Wrong [39], [39]

Resolving Match Exceptions

- Resolving Match Exceptions [40]
- Placing Vouchers (Invoices) on Hold [37]
- Replying to Comments [41]

Reporting and Checking Status

- Identifying Requestors of POs [42]
- Looking Up Invoices [43]
- PO Status [44]
- Reviewing Incompatible Access Purchases [45]
- Requisition Status and Approvals [46]
- Searching for POs [47]
- Searching for Requisitions [48]
- Tracking COVID Supply Requests [49]
- Transactions on Your Financial Statements [50]
- Using Advanced Document Search [51]
- Viewing Invoice Images [52]
- Voucher Information [53]

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

Links
[2] https://www.cu.edu/psc/policies/access-training-requirements
[16] https://www.cu.edu/psc/cu-marketplace-how-creating-or-renewing-subcontract-spos
[27] https://www.cu.edu/psc/cu-marketplace-how-assigningunassigning-shopping-carts-requestors
[33] https://www.cu.edu/psc/cu-marketplace-how-initiating-email-approvals
[34] https://www.cu.edu/psc/cu-marketplace-how-returning-requisitions-shared-approval-folders
[37] https://www.cu.edu/psc/cu-marketplace-how-placing-vouchers-invoices-hold
[38] https://www.cu.edu/psc/cu-marketplace-how-entering-receiving-creating-quantity-receipts-pos
[39] https://www.cu.edu/psc/cu-marketplace-how-documenting-returned-items-fixing-receipts-are-wrong
[40] https://www.cu.edu/psc/cu-marketplace-how-resolving-match-exceptions-within-cu-marketplace
[41] https://www.cu.edu/psc/cu-marketplace-how-replying-match-exceptions
[43] https://www.cu.edu/psc/cu-marketplace-how-looking-invoices
[44] https://www.cu.edu/psc/cu-marketplace-how-po-status
[45] https://www.cu.edu/psc/cu-marketplace-how-reviewing-incompatible-access-purchases
[50] https://www.cu.edu/psc/cu-marketplace-how-transactions-your-financial-statements
[52] https://www.cu.edu/psc/cu-marketplace-how-viewing-invoice-images
[53] https://www.cu.edu/h5p/cu-marketplace-how-reading-voucher-information