

## Get Help <sup>[1]</sup>



The knowledge base is a hub of how to articles for navigating the PSC's systems.

[2]

lge

Find information about utilizing Concur and CU Marketplace, become familiar with our Commercial Card program, and find out about Percipio training opportunities.

[3]

This page hosts a vast array of PSC videos focused on Concur, CU Marketplace, and recorded Webinars.

[4]

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successfully  
t Service

step instructions for the most common  
The PSC website is where policies and  
expense management. In addition, make sure  
from our subject matter experts. We hope to

xes to assist with common inquiries and

[PSC@cu.edu](mailto:PSC@cu.edu) [5] to assist with inquiries that  
r knowledge base, or for additional assistance  
red within two business days. For more urgent  
at (303) 837-2161.

[Invoice@cu.edu](mailto:Invoice@cu.edu) [6]. Payment documents are  
ent status after ten business days, email  
submitting invoices see [Purchase Order](#)

date extension, speedtype or dollar change to  
[r@cu.edu](mailto:r@cu.edu) [8]. Change Orders are reviewed

within two business days, but execution timeline on changes can vary between one business day and many weeks depending on the complexity of the request. Please submit all supporting documentation with the request.

**CU Supplier:** Email [cusupplier@cu.edu](mailto:cusupplier@cu.edu) [9] for assistance with supplier management – inquire about CU Marketplace supplier registration status, request to resend supplier invitations, request supplier address changes, and general inquiries about suppliers. Inquiries are reviewed within two business days.

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## Resources

- [Contact the PSC](#) [10]
- [Access Concur via your campus portal](#) [11]
- [Tax-Exempt Information](#) [12]
- [Commodity Listing](#) [13]
- [The PSC Communicator \(blog\)](#) [14]
- [Getting Help: Financial Services & Solutions \(FSS\)](#) [15]

## Related Articles

- [Concur Expense: Reconciling Employee Travel](#) [16]
- [Concur Expense: Managing Itineraries & Travel Allowance \(Per Diem/Meals\) for Employees](#) [17]
- [Concur Expense: Mileage Reimbursements](#) [18]
- [Concur Request: Applying for a Procurement Card](#) [19]
- [Concur Request: Creating and Submitting Travel Pre-Approval Requests](#) [20]
- [CU Marketplace: Viewing Invoice Status](#) [21]

[SEARCH ALL ARTICLES](#) [2]

## Policies and Procedures

- [PSC Procedural Statement: Travel](#) [22]
- [PSC Procedural Statement: Payment Voucher / Authorization](#) [23]
- [Finance Procedural Statement: Official Functions](#) [24]

[VIEW ALL PROCEDURES](#) [25]

### Groups audience:

Procurement Service Center

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**Source URL:** <https://www.cu.edu/psc/get-help>

### Links

[1] <https://www.cu.edu/psc/get-help> [2] <https://pschelp.cu.edu/s/> [3] <https://www.cu.edu/psc/get-help/learning-resources> [4] <https://www.cu.edu/psc/gethelp/video-library> [5] <mailto:PSC@cu.edu> [6] <mailto:APIInvoice@cu.edu> [7] <https://www.cu.edu/psc/paying/purchase-order-invoicing> [8] <mailto:changeorder@cu.edu> [9] <mailto:cusupplier@cu.edu> [10] <https://www.cu.edu/psc/contact-psc> [11] <http://my.cu.edu/> [12] <https://www.cu.edu/controller/tax/tax-exempt-information> [13] <https://www.cu.edu/psc/procurement/sourcing/commodity-listing> [14] <https://www.cu.edu/blog/psc-communicator>

[15] <https://www.cu.edu/controller/help> [16] <https://pschelp.cu.edu/s/article/Concur-Expense-Reconciling-Employee-Travel> [17] <https://pschelp.cu.edu/s/article/Concur-Expense-Adding-and-Managing-Travel-Allowances-Per-Diems-Employees> [18] <https://pschelp.cu.edu/s/article/Concur-Expense-Mileage-Reimbursements> [19] <https://pschelp.cu.edu/s/article/Concur-Request-Applying-for-a-Procurement-Card> [20] <https://pschelp.cu.edu/s/article/Concur-Request-Creating-and-Submitting-Travel-Pre-Approval-Requests> [21] <https://pschelp.cu.edu/s/article/CU-Marketplace-Viewing-Invoice-Status> [22] <https://www.cu.edu/psc-procedural-statement-travel> [23] <https://www.cu.edu/psc/policies/psc-procedural-statement-payment-voucher-authorization> [24] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions> [25] <https://www.cu.edu/psc/procedures>