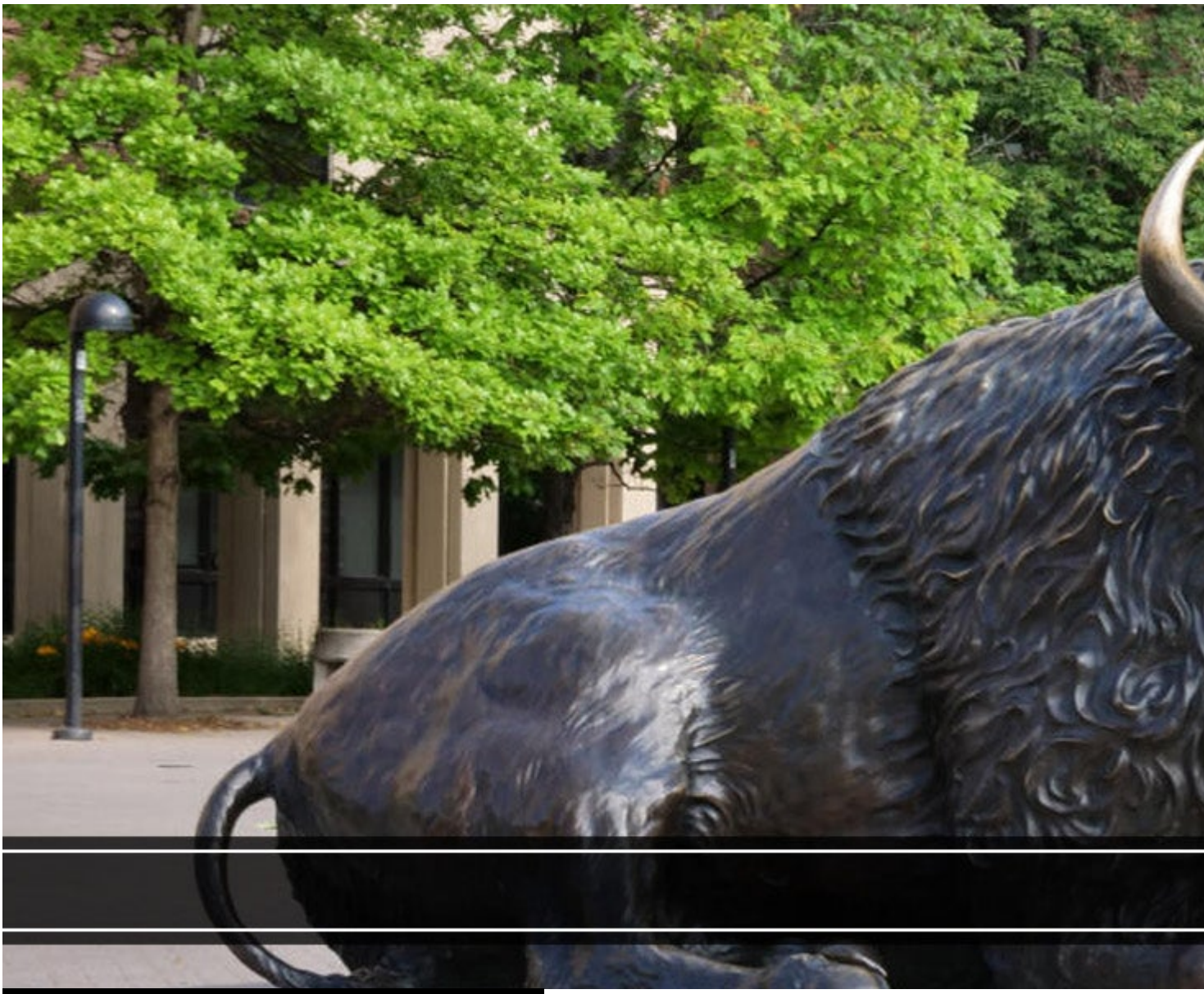
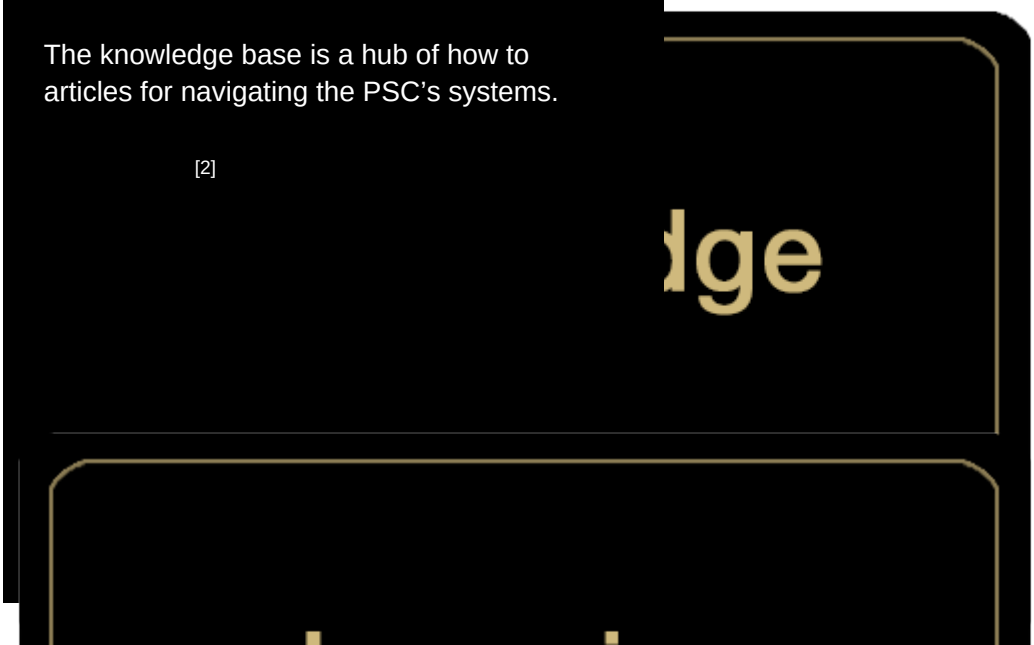
Published on *University of Colorado* (https://www.cu.edu)

Get Help [1]



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

[2]

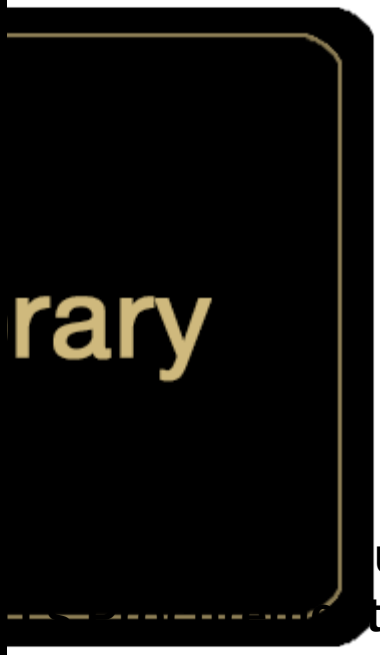


Find information about utilizing Concur and CU Marketplace, become familiar with our Commercial Card program, and find out about Percipio training opportunities.

[3]

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

[4]



uccessfully
t Service

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

xes to assist with common inquiries and

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

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

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:APInvoice@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