

Step-by-Step Guide

Adding SpeedTypes to Your CU Marketplace Profile

In This Guide

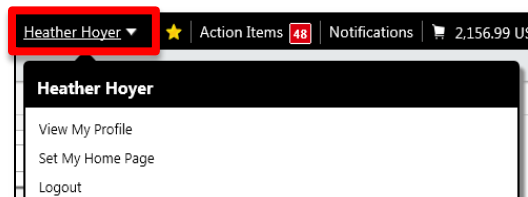
Your CU Marketplace profile will make shopping easier and faster by displaying lists of your frequently-used values. You can add your SpeedType(s), Ship To location(s), and, if appropriate, Requestor(s) to your CU Marketplace profile.

This guide discusses:

- ✓ Adding SpeedTypes to your profile
- ✓ Designating a default SpeedType
- ✓ Assigning nicknames
- ✓ Removing SpeedTypes from your profile

Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.

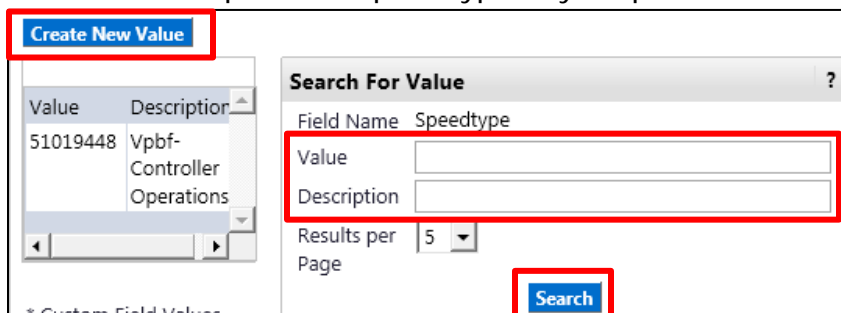


2. Access your profile by using your name dropdown along the top of your screen and selecting **View My Profile**.

3. Under the **User Information and Settings** section, click **Custom Field and Accounting Code Defaults**.

4. Click the **Codes** tab. Then, click the SpeedType **Edit** button, which is the second **Edit** button on the right side of the page.

5. Click the **Create New Value** button. This step adds a SpeedType to your profile; it does not create a new SpeedType value.



6. Enter some or all of your SpeedType number in the **Value** field.

7. Click the **Search** button.

8. Check the checkbox to the left of the appropriate SpeedType(s) and click the **Add Values** button. Your SpeedType(s) will now appear in the box on the left side of the page...and in a dropdown list as you finalize your shopping carts.

9. To add more SpeedTypes to your CU Marketplace profile, repeat steps 5 through 8.

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Adding SpeedTypes to Your CU Marketplace Profile

To give your SpeedType a nickname and/or designate as the default...

Nicknames are only visible to you, and only when using the dropdown list as your shopping cart gets finalized.

Designating a SpeedType as your default will automatically assign the SpeedType to your shopping carts. This may be desired if you commonly use only one SpeedType for your purchases. (Not recommended if you commonly use multiple SpeedTypes for your purchases.)

1. Select the appropriate SpeedType from the box located on the left side of the page.
2. The **Edit Existing Value** box will appear on the right side of the page. Enter the desired nickname for this SpeedType in the **Description** field.
3. If desired, designate this SpeedType as your default by checking the **Default** checkbox.
4. Click the **Save** button.
5. Click the **Close** button.

The screenshot shows a dialog box titled "Edit Existing Value" with a question mark icon in the top right corner. The dialog contains the following fields and controls:

- Value:** 51019448
- Description:** Vpbf-Controller Operations
- Default:**
- Status:** active

At the bottom of the dialog are two buttons: "Save" and "Remove". A "Close" button is also visible in the top right corner of the dialog's container.

If you designate a default SpeedType, take care when finalizing your shopping carts. The default SpeedType will automatically appear in each of your shopping carts and, unless changed, could result in accidentally assigning an incorrect SpeedType to your requisition.

To remove your SpeedType from your profile...

1. Select the appropriate SpeedType from the box located on the left side of the page.
2. The **Edit Existing Value** box will appear on the right side of the page. Click the **Remove** button.
3. Click the **Close** button.

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