CU Marketplace New Requisition Process Webinar 10/14/24 Q&A

The following is a transcript of questions asked and answered in the Q&A function within Zoom during the Requisition Process webinar on 10/14/2024. It has been edited for clarity and some questions have been removed as a result.

Q: Will there be new SkillSoft training to cover the redesign?
A: There is a new consolidated SkillSoft training that covers the overall procurement process. Specific resources for the redesign are available in the PSC knowledgebase located at this website: https://pschelp.cu.edu/s/

Q: Will Amazon be available on Thursday?
A: No, Amazon will go live on December 6th.

Q: Hi, I'm new to CU and am still learning how to navigate Marketplace. Is there an overview chart/diagram that explains when to use what forms? Like a very basic overview for when to use the different forms.
A: I recommend reviewing our knowledge base articles at https://pschelp.cu.edu/s/. This should help you navigate the procurement and payment process.

Q: Hello, I really only shop through the catalog and assign the cart to someone in my business office. Do I need to use the Purchase Requisition Form?
A: No, the catalog ordering process will not change with this redesign.

Q: Is there an online list of all on-campus vendors/suppliers?
A: Hi - if you're referring to the AMC On-Campus Vendors PO form, there is a drop-down list in the form itself on the "Supplier" field that includes all of the applicable suppliers allowable for use with that specific form.

Q: For existing SPO's, do we still follow the same process by emailing the invoices to apinvoice@cu.edu?
A: Yes, all invoices will continue to be sent to APInvoice@cu.edu. That process is not changing.

Q: Can we select more than one fulfillment center?
A: No, only one fulfillment center can be selected on each requisition.

Q: My role is primarily approving requisitions and invoices. I typically log in and go to the very bottom of the opening page and click the link for my approvals. Will that navigation stay the same?
A: At the very bottom/left of the home screen we have an area labeled "Document Search" with hyperlinks. For Approvers, there will be a "My Approvals" link there for this purpose. Other navigations such as "Action Items" (flag in top right corner) will remain as-is as well.

Q: Is it required to have an attachment for this form?
A: You are not required to attach anything on the attachment page, but if you have a quote from the supplier, you should attach it either on the attachment page or later on the requisition. You will see in this demo, however, that later in the requisition, there may be specific attachments required based on what you are purchasing.

Q: There are limited account codes available to use in Marketplace and there are times that it's unclear if the correct one is being selected. If we select the wrong one, are those

corrected? There are way more account codes than what's on Marketplace and other Concur systems.
A: The PSC does not update account codes as part of their review, however, your Financial Approver can update the account code when approving if they notice it is wrong.

Q: Will there be any issues if the total value entered initially changes unexpectedly to move from one level to a higher value?
A: If the actual total of the requisition is $50,000 or greater, it is important that you select that dollar amount on the requisition since this dollar amount requires the completion of the Source Selection & Price Reasonableness (SSPR) information. You will not see these questions if you select one of the dollar amounts lower than $50,000. This may result in the requisition being returned so you can complete the SSPR section.

Q: But what if you start out under $50K and then find you need to increase the PO to be over $50K…will that cause issues we need to be aware of?
A: If you realize this change before you submit the requisition for Financial Approval, you can come back to the form and make this update before you submit it for approval. If the dollar amount changes after the purchase order is issued (through a change order), you may be asked to complete the SSPR in order for the change order to be processed.

Q: Does the capital asset question still generate for the option of <$10,000?
A: Yes, because the capital asset threshold is $5,000.

Q: Will my existing large dollar requisitions need to be resubmitted after the system goes live if they have not yet become POs?
A: If it is a non-catalog requisition and it has been submitted for Financial Approval (or is in a later step in the approval process), you will not have to resubmit it. If the requisition is a standing purchase order (SPO) request and the purchase order itself has not yet been issued as of 10/17, you may be asked to resubmit due to some limitations on future change orders for this small subset of orders.

Q: The question mark lists sponsored projects as "fund 30s, 31s, and 34s". I think this should be "fund 30s, 31s, and 33s". Fund 34 speedtypes are gift fund speedtypes, I don't believe they are considered sponsored projects.
A: Thank you. We will verify this information with the Sponsored Projects team.

Q: How are comments handled for capital components that have an AC810700 and are under $5k but part of an over $5k build?
A: Since the PSC does not manage the capital asset process, I would recommend redirecting this question to your campus Controller's Office.

Q: Can we mix commodity codes within a single purchase order?
A: Yes, the commodity code can differ by line item.

Q: What is a BPO again?
A: BPO stands for Blanket Purchase Order and is the replacement for our current Standing Purchase Order (SPO). It works very similar to the existing SPO.

Q: Can we only add multiple items to a form if they're from the same vendor?
A: Yes, each form should only be for one supplier.

Q: With the new BPO, is there a way to change the encumbrance so we are only encumbering what will be paid for that fiscal year if it spans more than one FY?
A: Yes, just like the current SPO form, you can enter the current amount you want to encumber separate from the Grand Total amount.

Q: For subcontract SPO's, will we need to do 2 lines (one for up to $25K, one for over $25K) or will the form do that for us?
A: You will need to add the second line using the process that Adam showed in this demo.

Q: Is there a way to edit the BILL TO information? (apologies if I missed his mention of this)
A: No, all requisitions must bill to APInvoice.

Q: He just changed the encumbrance on his example but it also changed the BPO total? I guess I'm not seeing where you can make that change.
A: He was able to make the change by opening the Purchase Requisition form from the requisition and making the necessary updates. If time allows, I will ask him to show the process again.

Q: Is there a way to pay someone who is NOT an approved vendor (honoraria)? Asking folks to register as a vendor for an honoraria payment is awkward.
A: Currently, Honoraria payments are only paid through CU Marketplace. The vendor registration is required to complete this registration. If you are having any issues getting the payee registered, please reach out to PSC@cu.edu.

Q: What if the supplier invoice doesn't have the invoice number?
A: This would be handled the same as it is today. If there is no invoice # provided on the invoice document for a PV, the department will need to provide one.

Q: We have the same question as John. People who require payments that used to go through honorariums are very resistant to registering as a supplier.
A: Please see prior answer. While we understand the concerns, we are one of many other similar institutions who require this type of payee/supplier registration to complete the honorarium payment and fulfill the taxable payment reporting requirements.

Q: Do you still have to send the invoice to APInvoice after it is "completed" in Marketplace?
A: Payment vouchers do not require the invoice be sent to APInvoice@cu.edu. The invoice should generally be attached to the PV itself.

Q: So if it shows as complete and paid then it is paid?
A: Once the Voucher in Marketplace shows paid, it has exported to FIN for payment.

Q: What is the required document needed to attach for BPO?
A: The requirements are the same as today for an SPO. If there is an associated contract, that should be attached. If not, then you should attach a price list from the supplier.

Q: If we have a current SOW (No SPO) set up for a consultant who we currently pay each month, via Non Catalog form, when we receive her October invoice, I would submit this under

the Purchase Request Form and it would then be turned into a BPO based on my responses and that it is on-going, correct?
A: After October 17th, you can enter a BPO for the remaining anticipated amount for this fiscal year. You can then submit the invoices to AP monthly instead of having to enter a new requisition for Payment Voucher each month.

Q: Thank you, that is very helpful! Just to be clear, after 10/17 when I enter the BPO, each subsequent invoice does not need a form created in Marketplace at all at that point?
A: If your BPO is for an Independent Contractor with a SOW, you should be following the guidance on hiring an independent contractor. If the engagement is under $10k total, PVs are appropriate. If the total engagement is over $10k for the SOW, you should be entering in Marketplace and following that process. https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work

Q: Is there a receiving step required for BPO's?
A: Live answered. BPOs do not require receiving on them. They do require voucher approval for every invoice that comes in. This process remains the same as the current SPO today.

Q: What happens to the still pending requests in Marketplace after October 17th?
A: Live answered. As long as you submitted those prior to the 3 pm deadline on 10/16, even if it's pending approval, still follow the process and you will not need to recreate those. If your approver does send it back to you or rejects it, you will need to create it on the new forms.

Q: If it is more than $50K do we need to complete the SS justification form?
A: Yes, you will have to complete the Source Selection & Price Reasonableness page, which includes the sole source process.

Q: Does the approval page for speedtype approvers list all invoices and requisitions in one list?
A: Live answered. Those are separate because there are separate rules and separate roles. Just because you're an approver on a speedtype does not mean you can approve an invoice.