

Video Library ^[1]



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

Concur

Concur Approving Official Application

Submit an application to become a Commercial Card Approving Official in Concur Request

Concur Travel Card Update

Update your Travel Card using Concur Request

Concur Travel Card Application

Apply for a Travel Card using Concur Request

Concur Procurement Card Application

Apply for a Procurement Card using Concur Request

Concur Approver Perspective

Manage and approve Commercial Card requests in Concur Request

CU Marketplace

CU Marketplace: CU Marketplace Overview

Learn the basics of CU Marketplace

CU Marketplace: Looking Up Invoices

Check the payment status of invoices in CU Marketplace

CU Marketplace: Registering as a Supplier - Companies/Independent Contractors

Register in the CU Marketplace as a Purchase Order supplier

CU Marketplace: Supplier - Submitting an Invoice

Submit Purchase Order invoices using the CU Marketplace supplier portal

CU Marketplace: Registering as a Supplier - Individuals

Register in the CU Marketplace as an Individual supplier

Webinars

Concur Webinar: Concur Expense and Request Approvals

This webinar focuses on the Approver perspective in the Concur Travel and Expense System.

CU Marketplace Webinar: Exploring the Requestor's Role in CU Marketplace

This webinar reviews the responsibilities of CU Marketplace Requestors, the matching process, requisitioning procedures, forms processing, and optimal shopping practices.

CU Marketplace Webinar: Submitting a Change Order Request

This webinar will show customers how to request a change to an existing PO/contract in Marketplace, and the documents required for changes to POs/contracts.

Concur Webinar Procurement Card Expense Reports and Fiscal Year-End Considerations

This webinar covers the details of Concur Procurement Card Expense Report functionality, and how to prepare for accruals and general handling of P-Card expenses at Fiscal Year-End.

Miscellaneous

PSC Town Hall April 2024

View a recording of the April 2024 Procurement Service Center's town hall.

Resources

- [Contact the PSC](#) ^[2]
- [Tax-Exempt Information](#) ^[3]
- [Commodity Listing](#) ^[4]
- [PSC Forms](#) ^[5]
- [Controller Forms](#) ^[6]
- [The PSC Communicator \(blog\)](#) ^[7]

Related Articles

- [Concur Request: Creating and Submitting Travel Pre-Approval Requests](#) ^[8]
- [Concur Expense: Reconciling Employee Travel](#) ^[9]
- [Concur Request: Applying for a Procurement Card](#) ^[10]
- [Concur Expense: Managing Itineraries & Travel Allowance \(Per Diem/Meals\) for Employees](#) ^[11]
- [Concur Expense: Mileage Reimbursements](#) ^[12]
- [CU Marketplace: Viewing Invoice Status](#) ^[13]

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Policies and Procedures

- [PSC Procedural Statement: Travel](#) ^[15]
- [PSC Procedural Statement: Payment Voucher / Authorization](#) ^[16]
- [PSC Procedural Statement: Cash Advances](#) ^[17]
- [Finance Procedural Statement: Official Functions](#) ^[18]
- [Procurement Rules](#) ^[19]

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Groups audience:

Procurement Service Center

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