

Ordering ^[1]



CU Marketplace is the University's official procurement to pay system.

CU Marketplace

CU Marketplace is where requisitions are entered and approved, purchase orders are issued, where departments receive goods and services, and where all payments are managed for PO invoices and some non-PO invoices.

CU Marketplace Catalog Suppliers

CU-specific pricing is automatically applied to orders processed through the supplier catalogs

in CU Marketplace. There are several suppliers with expansive catalogs in for a variety of purchases (IT goods, office supplier, lab equipment, etc.). Utilizing a supplier's current catalog in Marketplace is the most efficient and expedient process available for obtaining goods and services. Catalog orders of up to \$25,000 in total cost will automatically issue a purchase order to the supplier with no additional reviews required from a PSC Purchasing Agent. This generally results in almost immediate order fulfillment for items in stock with the supplier and available for shipment.

Amazon Business Account

The CU Amazon Business account is available exclusively to authorized university employees who meet the following criteria:

1. You must have the role of Shopper or Requestor in [CU Marketplace](#), or
2. You must have a [CU Procurement Card](#)

While Amazon Business is an option, we highly recommend utilizing CU's established Strategic Partners, such as Staples and Fisher Scientific. These suppliers offer a wide range of commonly purchased items through existing catalogs in CU Marketplace, providing value and reliability to meet the university's needs.

The Amazon Business account benefits include:

- Free Same-Day, One-Day and 2-Day shipping on Prime-eligible items (learn more)
- Get Quantity Discounts on top-brands and top-selling products.
- Create custom shopping lists for frequently purchased items.
- Ability to support small, diverse, local, and sustainable businesses with certifications.
- Get real-time data to make smarter budgeting and purchasing decisions.
- Access to a specialized Amazon Business Customer Service team

Use the Knowledge resources below to be guided through the Amazon Business activation process:

- [Amazon Business: Activating the Amazon.com Experience](#) ^[2]
- [Amazon Business: Activating the CU Marketplace Amazon Catalog](#) ^[3]
- Please visit the [FAQ page](#) ^[4] for additional information

Non-Catalog Suppliers

When goods or services are not available in a CU-specific supplier catalog, the purchase will be processed in CU Marketplace using a purchase requisition form. When initiating a purchase outside the pre-established catalogs, suppliers will generally provide a purchase quote that can be used to populate the required information in CU Marketplace. These quotes can include a contract with a signature requirement as part of the acquisition process for the purchase. The requisition form will walk you through the required information. See [CU Marketplace: Purchase Requisition](#) ^[5] for step-by-step directions.

The requisition request form within CU Marketplace allows you to create a purchase requisition for a registered supplier and create line-item order details that will populate a

purchase order for that supplier. The form will prompt you to attach the necessary documentation.

Requesting a role in CU Marketplace

For a list of training requirements and descriptions of the different CU Marketplace roles, visit the [Access & Training Requirements guide](#) [6].

Once you've completed all of the required trainings, follow instructions provided by [University Information Services](#) [7] on obtaining access.?

Logging into CU Marketplace

Log in to your [campus portal](#) [8] and on the CU Resources Home tab, click the CU Marketplace file.

International Orders

Purchases of supplies and equipment from companies located outside the United States can present unique requirements.

Dollar limits and procurement methods (i.e., Procurement Card, Department Purchase Order, or PO Requisition) are the same as for goods and services purchased inside the United States. These methods are described in the Purchasing section of this site.

Currency Exchange Rates

Prices quoted by international companies are frequently in currencies of their own country of origin. These must be translated into an approximate value in United States Dollars (USD) for the department's Department Purchase Order or PO Requisition. Currency Exchange Rates are available online.

The estimated USD amount should be used in the department's Department Purchase Order or PO Requisition, along with a note in the Comments field referencing the foreign currency amount and the currency rate used for the conversion. Since exchange rates vary daily, the USD amount entered is only an estimate: the current exchange rate would be used to pay the invoice when it arrives. Payment is accomplished through the PSC Payable Services, usually through an Electronic Funds Transfer (EFT).

Equipment Arrival, U.S. Customs and Customs Brokers

Upon arrival in the United States, international orders must often be cleared through U.S. Customs before delivery to the University. The University's Identifier Number with Customs is our FEIN # 84- 6000555. If the shipment is small, and is sent via one of the air courier services such as Federal Express or DHL, the carrier will frequently handle clearance through Customs and include charges for this service on their invoice. If the shipment is large, and is not through one of the air courier services, then the University must arrange for clearance

through Customs using a Customs Broker.

The University uses several Customs Brokers including, but not limited to:

Aeronet Worldwide

14 Inverness Drive East Bldg H, #120
Englewood, CO 80112

Contact: Patrick Mulstay
Email: pmulstay@aeronet.com ^[9]
Phone: 303-741-8996
Mobile: 303-549-7626
Aeronet.com

United Parcel Service (UPS)

Contact: Dallas Delacruz
Email: dallasdelacruz@ups.com ^[10]
Phone: 800-550-4184 x114-2080
Customer Support Phone: 800-877-1497

Charges including U.S. Customs Duty and Duty-Free Delivery

The Customs Broker will have some minimal charges for their services and related paperwork which can be paid using the Procurement Card. In addition, U.S. Customs assigns a Classification.

Change Orders

To update an existing order, you can submit a request via email to changeorder@cu.edu ^[11]. The change will have to go through the same approvals as the original purchase order. Please attach any related documentation and justification for the change to expediate the process.?

Change Orders can be requested when:

- Money needs to be added to a service line to complete the Supplier's intended scope of work.
- The accounting information needs to be modified for future payments
- The start and/or end dates need to be modified to allow completion of the original scope.
- Minor modifications to the original scope of work need to be made.

Submit a new requisition if you need:

- Additional items to Catalog Orders
- Adding a new line item to the PO
- Changing the PO supplier

Commodity Lisiting

View the full list of commodities, descriptions, and purchasing details. Procurement contracts for goods or services, regardless of dollar amount, must be reviewed and signed by the PSC before the service date.

[Visit Commodity Listing](#) [12]

Resources

- [Getting Started in CU Marketplace](#) [13]
- [Tax Exempt Information](#) [14]
- [Commodity Listing](#) [12]
- [Access and Training Requirements](#) [6]
- [SPO/BPO Invoice Allocation Form](#) [15]
- [Hire An Independent Contractor \(Scope of Work\)](#) [16]

Related Articles

- [CU Marketplace: Purchase Requisition](#) [5]
- [CU Marketplace: Submitting a Payment Voucher](#) [17]
- [CU Marketplace: Searching for a Supplier](#) [18]

[SEARCH ALL ARTICLES](#) [19]

Policies and Procedures

- [University of Colorado Procurement Rules](#) [20]
- [Procurement Code of Ethics](#) [21]

[VIEW ALL PROCEDURES](#) [22]

Groups audience:

Procurement Service Center

Source URL: <https://www.cu.edu/psc/procurement/ordering>

Links

[1] <https://www.cu.edu/psc/procurement/ordering> [2] <https://pschelp.cu.edu/s/article/Amazon-Business-Activating-the-Amazon-com-Experience> [3] <https://pschelp.cu.edu/s/article/Amazon-Business-Activating-the-CU-Marketplace-Amazon-Catalog> [4] <https://pschelp.cu.edu/s/frequently-asked-questions> [5] <https://pschelp.cu.edu/s/article/CU-Marketplace-Purchase-Requisition> [6] <https://www.cu.edu/controller/training/access-training-requirements> [7] <https://www.cu.edu/docs/process-guide-requesting-access> [8] <https://my.cu.edu/> [9] <mailto:pmulstay@aeronet.com> [10] <mailto:dallasdelacruz@ups.com> [11] <mailto:changeorder@cu.edu> [12] <https://www.cu.edu/psc/procurement/sourcing/commodity-listing> [13] <https://www.cu.edu/psc/get-help/learning-resources/cu-marketplace> [14] <https://www.cu.edu/controller/tax/tax-exempt-information> [15] <https://www.cu.edu/psc/policies/spobpo-invoice-allocation> [16] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work> [17] <https://pschelp.cu.edu/s/article/CU-Marketplace-Shopping-with-the-Payment-Voucher> [18] <https://pschelp.cu.edu/s/article/CU-Marketplace-Searching-for-a-Supplier>

[19] <https://pschelp.cu.edu/s/> [20] <https://www.cu.edu/psc/procurement-rules>

[21] <https://www.cu.edu/psc/procurement-code-ethics> [22] <https://www.cu.edu/psc/procedures>