

## Video Library <sup>[1]</sup>



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

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### 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

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## **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

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## **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.

## **Marketplace Webinar The Approval Role, Fiscal Year-End, and Related Topics**

This webinar focuses on the different approver roles in CU Marketplace, gives you some tips on preparing for fiscal year-end, and touches on PO encumbrances and the roll-forward process to FY25.

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## **Miscellaneous**

### **PSC Town Hall April 2024**

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

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## **Resources**

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

## **Related Articles**

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

[SEARCH ALL ARTICLES](#) <sup>[14]</sup>

## **Policies and Procedures**

- [PSC Procedural Statement: Travel](#) <sup>[15]</sup>
- [PSC Procedural Statement: Payment Voucher / Authorization](#) <sup>[16]</sup>
- [PSC Procedural Statement: Cash Advances](#) <sup>[17]</sup>
- [Finance Procedural Statement: Official Functions](#) <sup>[18]</sup>

- [Procurement Rules](#) <sup>[19]</sup>

[VIEW ALL PROCEDURES](#) <sup>[20]</sup>

### **Groups audience:**

Procurement Service Center

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