

CU Marketplace Instructions

1. Login to CU Marketplace and use the “search” feature to find items. If your item is available on CU Marketplace, simply click “add to cart.” If your item needs to be purchased through a supplier, navigate to the new window and follow the site’s instructions for checking out. **Note: Please remember to select the least expensive shipping option unless the purchase is urgent.**

USA 10027
ZIP Code match found

Choose a Shipping Method

- FedEx Ground Delivery** **FREE**
Estimated Delivery: Wed Apr 1
- FedEx Priority Overnight** **\$17.74**
Estimated Delivery: Wed Apr 1 by 10:30am

SubTotal: \$ [redacted]
Est. Tax: \$0.00
Shipping: Free
Order Total: [redacted]

PUNCHOUT

Feedback

2. Once you complete the vendor’s checkout process, CU Marketplace will automatically update your cart. You can now complete your purchase by clicking the cart icon and selecting **Checkout**.

This will take you to the checkout dashboard:

COLUMBIA UNIVERSITY

Requisition · 214597168

Assign Cart

General

Cart Name: 2026-04-08 ewr2117 01
Description: no value
Prepared by: [redacted]
Prepared for: [redacted]
Department: A&S Physics (4047102)
Multi-year PO: No
Fiscal Year: FY 26

Shipping

Ship To: no address

Billing

Bill To: no address
Billing Options: Accounting Date: no value

Accounting Codes

GL Business Unit	Project	Activity	Department	Initiative	Segment	Site	AM Business Unit	PC Business Unit	Project Status
no value	no value	no value	no value	no value	no value	no value	no value	no value	no value

Internal Notes and Attachments

Internal Note: no value
Internal Attachments: [Add](#)

External Notes and Attachments

Note to all Suppliers: no value
Notes for the following suppliers are unsupported and will not be sent: FISHER SCIENTIFIC
Attachments for all suppliers: [Add](#)
Attachments for the following suppliers are unsupported and will not be sent: FISHER SCIENTIFIC
PO Clauses: [4 View details](#)

Summary

Total (62.15 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 62.15
Total: 62.15

What's next for my order?

Next Step: **Req Validation**

Approvers: Automatically calculated by system

Workflow:

- Draft** (Active) - Emma Reynolds
- Req Validation (Future)
- Final Req Validation (Future)
- Create PO (Future)

Fill out each required section by clicking on the icons/buttons circled in pink and update the information accordingly

3. For **Shipping**: search for “538 W 120th St,” then scroll until you find “FI07 RM0704.” Select this as your shipping address to ensure delivery to the Pupin Hall mailroom

Ship To ★

No address assigned

538 w 120th StFI07 × Q Results Per Page 10

538 W 120th StFL07, RM0704 – PUPIN, 538 W 120th St, FL07, RM0704, Morni...

538 W 120th StFL07, RM0705 – PUPIN, 538 W 120th St, FL07, RM0705, Morni...

538 W 120th StFL07, RM0718 – PUPIN, 538 W 120th St, FL07, RM0718, Morni...

Save Close

4. For **Accounting Codes**: Complete each field by entering the chartstring information from the account that will be paying for your purchase

EDIT COLUMBIA UNIVERSITY

Edit Accounting Codes ×

Accounting Codes

GL Business Unit ★	Project ★	Activity ★	Department ★	Initiative ★	Segment ★
COLUM	Search			Search	Search

Required Required Required Required Required

5. Under **Internal Notes and Attachments**: Click “add” to upload the OrderBot form (please note the OrderBot form must be filled out correctly or it will be returned). Make sure to also upload your purchasing form and documentation of your PI’s approval

Internal Notes and Attachments ✎ ...

Internal Note Please see attached order form and chartstring approval

Internal Attachments Add

CU Marketplace_GT001520-01_...porting docs.pdf ...

External Notes and Attachments ✎ ...

Note to all Suppliers no value

Notes for the following suppliers are unsupported and will not be sent: B&H FOTO & ELECTRONICS CORP

Attachments for all suppliers Add

Attachments for the following suppliers are unsupported and will not be sent: B&H FOTO &

6. Click **Assign Cart** and use “search” to select Tina Phounsavath (tp2882@columbia.edu)

Assign Cart: User Search ×

Assign Cart To: no value or SEARCH

Note To Assignee:

Assign Close

7. Follow the remaining CU Marketplace instructions to complete and submit your purchase request.