

CUBuyplus^R



Navigation Guide

CUBuyplus^R is Creighton's eProcurement tool powered by UniMarket. This application supports University-wide supplier selection and purchasing. There will be a feed between both CUBuyplus^R and Banner. Banner will continue to be the system of record.

Initial Login to CUBuyplus^R

An invitation is needed in order to log into CUBuyplus^R for the first time. An email from CUBuyplus^R will be sent to your Creighton email account. This email will contain your Username, which is your NetID and your temporary password. Click the **link** contained within the email to access CUBuyplus^R. Upon login, you will be prompted to change your password. CUBuyplus^R passwords must be at least six characters in length and contain one digit.

Dear Shelly,

Welcome to the Creighton University Online Purchasing Portal.

You have been assigned a user account. Click the link below, and then log in with the provided user-name and temporary password. On first login, please check your account details and change the assigned password. Also, ensure that you keep your login information secure at all times.

Please login: [here](#)

Thanks,

Unimarket

Username: slc44378, Password: aD37XLgp

Click here to login ←

Logging into CUBuyplus^R

1. Open your web browser.
2. In the address field, type: <https://creighton.unimarket.com/app/login> .
3. The login page will appear.
4. From the Username field, type your **NetID**.
5. From the Password field, type the **password** you created.
6. Press **Enter** or click **Login**.
7. The CUBuyplus^R home page will appear.

If you experience any issues logging in, please contact the Business Service Center at 280-2920 or by email at cubuyplus@creighton.edu.



Resetting Password

1. If you forget your password, click **Forgotten Password?** **click here** link to the right of the Login button.

Login

By logging in you agree to Unimarket's [Terms and Conditions](#) and [Privacy Policy](#).

Username *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Login"/> Forgotten Password? click here	

Need help logging in, [click here](#) to contact your administrator.

2. The Password Reset screen will appear.
3. From the Username field, type your **Username**, which is your NetID.
4. Click **Generate**.
5. A new password will be generated and emailed to your Creighton email account.
6. Upon receipt of the email from Unimarket, return to the login page.
7. From the login page, type in your **Username** (NetID), the **password** provided in the email and click **Login**.
8. It is recommended that you change the password from the temporary password assigned by following the instructions listed below.

Changing your Password

If you desire to change your password at any time, complete the steps listed below:

1. Click **My Account** from the header bar section of the screen.
2. From the My Account screen, click **Change Password** in the upper right corner of the screen.

My Account Actions: [Change Password](#)

User Details

Username	slc44378		
First Name *	<input type="text" value="Shelly"/>		
Last Name *	<input type="text" value="Whittaker"/>		
Phone	<input type="text" value="402 2803190"/>	Ext	<input type="text"/>
Email *	<input type="text" value="swhittaker@creighton.edu"/>		

Click here to change password

My Community

External User Id	
Community Code	Creighton
Community Uuid	c5f0402c-61f7-4b1f-97ea-508492581958

3. The Change Password screen will appear.
 - a. From the Current Password field, type **your existing CUBuyplus^R password**.



- b. From the New Password field, type *your new password*.
NOTE: The password must be at least six characters in length and contain one digit.
- c. From the Confirm New Password field, type *your new password*.
- d. Click **Update**.

Change Password

Current Password *	<input type="password"/>
New Password *	<input type="password"/>
Confirm New Password *	<input type="password"/>
<input type="button" value="Update"/>	

4. A confirmation message will appear upon successful completion.

Navigating the Home Page

The Home Page is divided into various sections. These sections and the information that can be found in each are listed below. Refer to the number from the picture to the corresponding number in the table.

- 1** The top header bar is where you can view navigation icons, tasks, your account information, and logout.
- 2** The title section allows you to search across all suppliers' loaded catalogs for products. The Advanced Search option allows products to be narrowed down by category and supplier.
- 3** The welcome section will display various announcements as well as links to training guides and help requests.
- 4** The information section will display a variety of information depending upon the menu selected and your system access.



Marketplace Orders Invoices Expenses **2**

CUBuyplusSM All Search **1**

Creighton University
Welcome to CUBuyplus Demo, the Creighton University procurement tool

DEMO SITE **3**

Links

- Request Help
- Navigation Guide
- Approver's Guide
- Approver's Quick Reference Guide
- I can get it cheaper!
- I don't know where to get it!
- Training Guides
- View Invoice Enhancement

Recently Used Suppliers

[View all suppliers](#)

Requisitions in Progress

Forestry Suppli...	R115888	3/19/2015 11:03 AM	\$26.80
AMSAN	R115884	3/18/2015 4:12 PM	\$20.00
Pride Home Serv...	R115879	3/18/2015 9:58 AM	\$100,000.00
Lampes Clean Ai...	R115878	3/18/2015 9:51 AM	\$6.42

[View all requisitions](#)

4 Orders

Fisher Scientific	740299	3/17/2015 7:09 AM	\$1,424.41
Fisher Scientific	740298	3/17/2015 7:09 AM	\$267.59
Fisher Scientific	740297	3/17/2015 7:09 AM	\$693.36

Open Receiving

Fisher Scientific	740299	3/17/2015 7:09 AM	\$1,424.41
Fisher Scientific	740298	3/17/2015 7:09 AM	\$267.59
Fisher Scientific	740297	3/17/2015 7:09 AM	\$693.36

Logging out of CUBuyplusSM

When you are finished working in CUBuyplus^R, log out of the application by clicking **Logout** in the header bar section of the screen.



Glossary

Blanket Order	Similar to an open/standing requisition in that one purchase order is created with multiple invoices or draws applied against it.
Buyer	A role within CUBuyplus ^R that completes incomplete requisitions. May also be referred to as a requestor.
Browser	A role within CUBuyplus ^R that allows products to be selected, added to a shopping cart, and forwarded to a buyer as an incomplete requisition. May also be referred to as a shopper.
Catalog Order	Supplier products are “hosted” on the CUBuyplus ^R website, meaning you do not leave the CUBuyplus ^R website to search and order these products. Suppliers who have a catalog will be identified with the folder icon.
FOAPAL	An acronym representing the six elements of the University’s chart of accounts – Fund, Organization, Account, Program, Activity, and Location. Activity and Location are optional fields that do not have to be entered.
Lite Supplier	A supplier who does not have a hosted catalog on CUBuyplus ^R or provide roundtrip/punchout access to their site and instead requires products to be manually added on CUBuyplus ^R . Also referred to as Non-Catalog supplier.
Manual Order	Supplier products require all information to be entered when ordering. Even Premium Suppliers could have products that are entered manually if a product is not found in any of their catalogs. Suppliers with manual orders will be identified with the paper and pencil icon. Also referred to as a Non-Catalog order.
Non-Catalog Order	Supplier products require all information to be entered when ordering. Even Premium Suppliers could have products that are entered manually if a product is not found in any of their catalogs. Suppliers with manual orders will be identified with the paper and pencil icon. Also referred to as a Manual order.
Non-Catalog Supplier	A supplier who does not have a hosted catalog on CUBuyplus ^R or provide roundtrip/punchout access to their site and instead requires products to be manually added on CUBuyplus ^R . Also referred to as a Lite Supplier or Registered Supplier.



PO Flip	Similar to a dpr (direct pay request) in Banner in that the order is not sent to the vendor and there is automatic receipt. May also be referred to as DRP or retrofit order.
Premium Supplier	A supplier who has a hosted catalog on the CUBuyplus ^R website or provides roundtrip/punchout access to their site from CUBuyplus ^R .
Punchout Order	Supplier products to be ordered are found on the suppliers' website with a direct link to and from CUBuyplus ^R . Suppliers with the roundtrip functionality will be identified with the circling arrow icon. This functionality is also referred to as roundtrip.
Registered Supplier	Same as a Lite Supplier. In addition, the supplier maintains their company and tax profile.
Requestor	A role within CUBuyplus ^R that completes incomplete requisitions. May also be referred to as a buyer.
Requisition	Order request that is routed electronically for approval.
Retrofit Order	Similar to a dpr (direct pay request) in Banner in that the order is not sent to the vendor and there is automatic receipt. May also be referred to as DRP or retrofit order.
Roundtrip Order	Supplier products to be ordered are found on the suppliers' website with a direct link to and from CUBuyplus ^R . Suppliers with the roundtrip functionality will be identified with the circling arrow icon. This functionality is also referred to as punchout.
Shopper	A role within CUBuyplus ^R that allows products to be selected, added to a shopping cart, and forwarded to a buyer to complete the process. May also be referred to as a browser.
UniMarket	The vendor of Creighton's eProcurement application known as CUBuyplus ^R .
