![Griffith University logo]

Getting ready

This document outlines how to access the new CPX Catalogue via the Griffith Marketplace for all your printing needs.
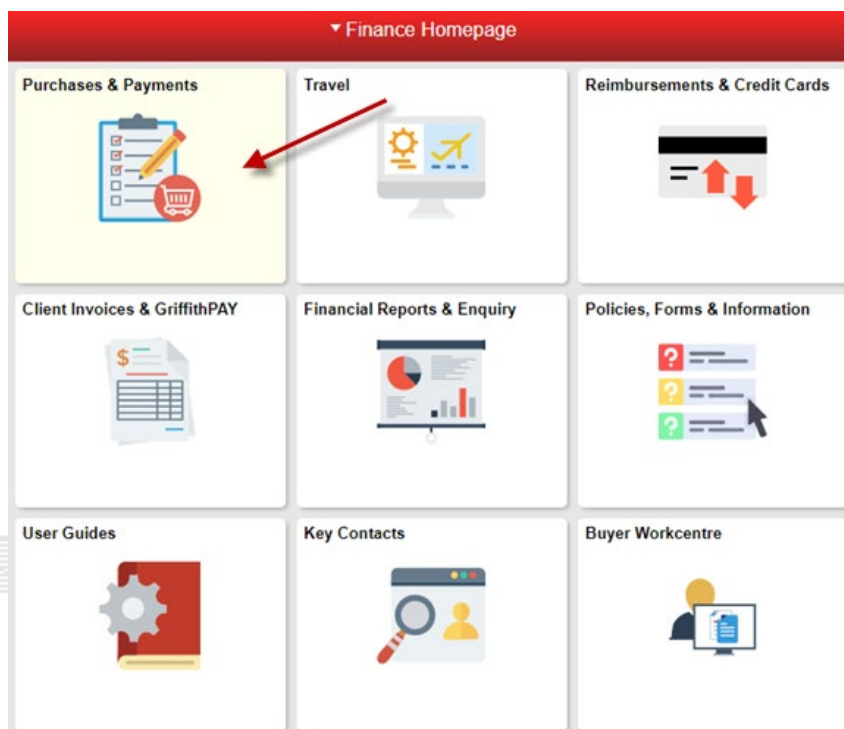
Accessing the Griffith Marketplace

1. Go to the Griffith University website and click on the Staff Portal

2. Log in using your Single Sign-on credentials if you have not done so already (Snumber and password). Click **Login**

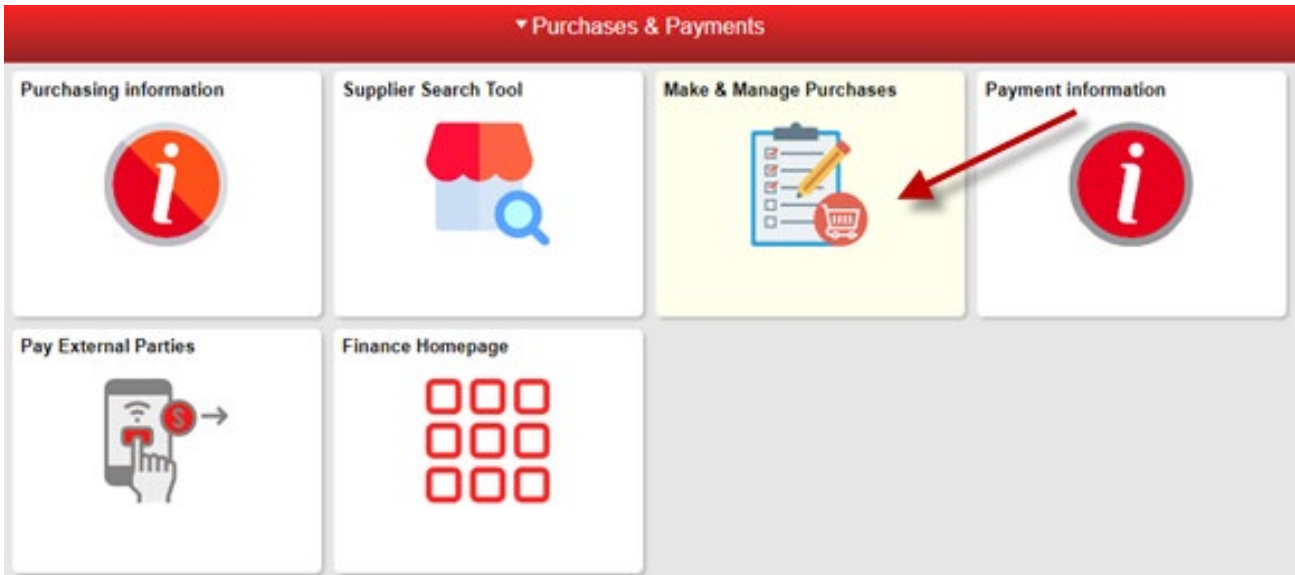3. Under the **Key Services** menu, click on **My Finance Page**

4. From the tiled menu, select **Purchases & Payments**

5. Select **Make & Manage Purchases**

6. You will land on the **Create Requisition** page, follow the link to the **Griffith Marketplace**

Create Requisition ⓘ

Welcome   Hayley Dunn

Request Options ▾

Select from the menu on the right to begin creating your requisition.

GM Griffith Marketplace
Browse Marketplace catalog

Special Requests
Create a non-catalog request

Favourites
Browse Favorite Items and Services

Griffith Marketplace provides staff with a convenient way to purchase goods via online catalogues for preferred suppliers. There is a variety of products available to you at negotiated prices to enable this to be "Your preferred place to buy at Griffith".

Special Requests to be used for all purchases outside of the Griffith Marketplace. You are required to free text your request and attach relevant quotations according to the policy thresholds.

Purchasing Policy Requirements

Expected cost of purchase	Quotation Requirements
< $20,000	One written quote
$20,000 to $200,000	Three written quotes
>$200,000	University Tender process to be followed

A written quote can include a formal quotation, copy of catalogue / web price, email or current price list. In no circumstances can a purchase be broken into components to circumvent these requirements.

7. When you arrive on the **Griffith Marketplace** landing page, locate **CPX** from the supplier directory


8. Once you've selected CPX from the directory, the supplier's profile will open and you will need to click on the **Griffith Roundtrip** icon to open their catalogue

9. A new window will open in your chosen browser and you will land on the CPX catalogue home page. All available printing options are listed down the left hand side of the page on a menu bar.

You can make your selection and follow the prompts to complete your order. If you can't find what you're looking for, use the Request Quote function to send your requirements off to CPX for pricing.
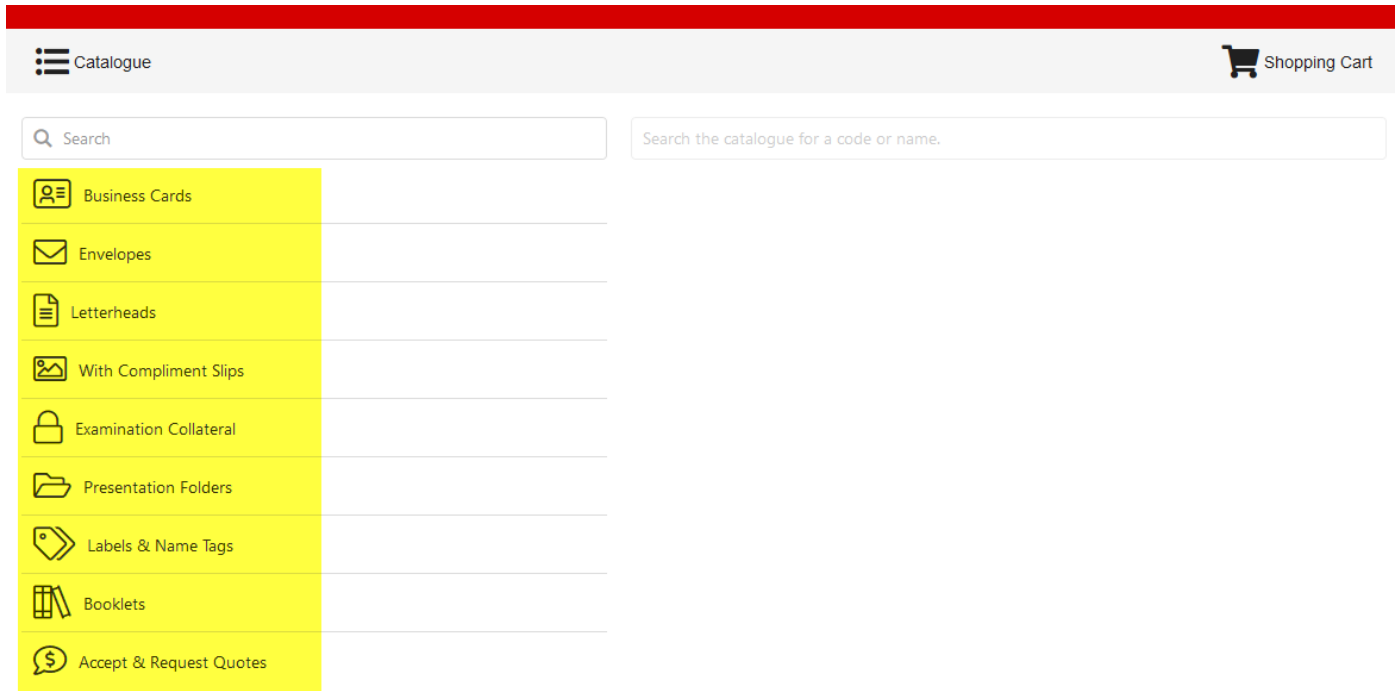
Should you have any questions regarding the printing services offered by CPX, you can contact UniPrint on (07) 373 55274 to assist you further.

If your question relates to the Griffith Marketplace platform, you can contact Hayley Dunn on (07) 373 56645.