

# Guía de Registro del Portal de Proveedores: Individual

A continuación se encuentran las instrucciones para completar su registro en el Portal de proveedores de la Universidad de Colorado (CU).

Cuando un departamento de CU lo invite a registrarse en el portal de proveedores, recibirá el siguiente correo electrónico de CUSupplier@cu.edu:

Invitation to register with the University of Colorado Procurement Service Center

Inbox x



University of Colorado Procurement Service Center <CUSupplier@cu.edu>  
to me



## Individual Invitation for University of Colorado Supplier Portal

Dear Tyrion,

The University of Colorado (CU) has invited you to register within CU's Supplier Portal. Access to the Supplier Portal is needed to allow CU to be able to place orders for your goods/services and/or process a payment to you.

Click the **Register Now** button, below, to begin completing your information securely online.

To begin: [Register Now](#)

Thank You,

University of Colorado

**Need Help?** Email the University's Procurement Service Center at [CUSupplier@cu.edu](mailto:CUSupplier@cu.edu).

**Why am I receiving this email?** A CU employee has specifically sent this invitation to you. This typically occurs because there is a need for your services, a payment needs to be processed to you, or there is a potential to do business with you in the future.

Debes usar el [Register Now](#) enlace contenido en el correo electrónico para acceder a su perfil. Si no recibe el enlace, comuníquese con CUSupplier@cu.edu. Si inicia su registro, pero necesita volver a él en una fecha posterior, puede acceder a su perfil en [www.cu.edu/psc/supplierlogin](http://www.cu.edu/psc/supplierlogin)

Una vez que haga clic en el [Register Now](#) enlace del correo electrónico, será llevado a la página de bienvenida para el registro del proveedor.



**University of Colorado**  
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**Registration Checklist**

- [Registration FAQ](#)
- [Registration Tutorial](#)

**Welcome to Supplier Registration** ENGLISH ▾

You will need to have the following information in order to complete the registration:

- Tax ID
- Address
- Contact information
- W9

Please see our [step by step guide](#) for details on the complete registration process.

[CONTINUE WITH REGISTRATION](#)

Please contact Procurement Service Center at [CUSupplier@cu.edu](mailto:CUSupplier@cu.edu) for assistance. POWERED BY JAGGAER

Por favor haz click

[CONTINUE WITH REGISTRATION](#)

Luego será llevado a una página donde puede crear su cuenta y configurar su información de inicio de sesión.

Aquí también es donde creará su contraseña del portal, que se utilizará para firmar electrónicamente su documento fiscal al final del registro.

Complete todos los campos que tienen el símbolo de estrella junto a ellos y haga clic en [CREATE ACCOUNT](#)



**University of Colorado**  
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**Supplier Registration** [Registration Tutorial](#) ENGLISH ▾

**Your Contact Info**

First Name \*  Last Name \*  Title

Phone Number \*  International phone numbers must begin with +

Preferred Time Zone \*  ▾

**Your Login**

Email \*  Confirm Email \*

Password \*   Re-Enter Password \*

Account Recovery Question \*  ▾

[CREATE ACCOUNT](#)

# Bienvenidos

Verifique su nombre legal. Este es el nombre que se ingresará en todas las Órdenes de Compra y Pagos. Si su nombre legal es diferente al que se ingreso primero, aquí es donde puede corregirlo.

**Lannister, Tyrion**

Registration **In Progress** for:  
University of Colorado  
**0 of 4** Steps Complete

**Welcome**

- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Tax Information ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

### Welcome to Supplier Registration

You will need to have the following information in order to complete the registration:

- Tax ID
- Address
- Contact information
- W9

Please see our [step by step guide](#) for details on the complete registration process.

#### Required to Start Registration

First Name \*

Last Name \*

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

Verifique la información y haga clic

[Next >](#)

# Información Individual

Esta es la página donde proporcionará su información fiscal. Si es un proveedor internacional, seleccione **Persona extranjera** en el menú **Estructura legal**. El campo del número de identificación fiscal se volverá opcional.

**Lannister, Tyrion**

Registration **In Progress** for:  
University of Colorado  
**0 of 4** Steps Complete

Welcome

**Individual Overview** ✓

- Addresses ✓
- Contacts ✓
- Tax Information ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

### Individual Information

The information entered on this page allows us to obtain general information and ensure we have the most up-to-date information in our system.

You received this registration as an individual - which means that any payments made, will be made payable to you as person, not to the company you work for.

For the **tax id number**, please enter your social security number. This information will be masked after entry for your security.

Country of Origin

Legal Structure \*

Tax ID Number \*

Website

★ Required to Complete Registration

[< Previous](#) [Next >](#) [Save Changes](#)

Cuando haya completado la información en esta página, haga clic en

[Next >](#)

# Direcciones

Deberá ingresar al menos una dirección para continuar.

**Lannister, Tyrion**

Registration **In Progress** for:  
University of Colorado  
**1 of 4** Steps Complete

- Welcome
- Individual Overview
- Addresses**
- Contacts
- Tax Information
- Certify & Submit

Registration FAQ | View History

### Addresses

Please enter an address to help us route information and communication correctly. This address would be the location that checks are sent to you from the University of Colorado.

**Required Information**  
At least one address is required to complete this section.

No addresses have been entered

[Add Address](#) [Hide Inactive Addresses](#)

[< Previous](#) [Next >](#)

Clickea en el [Add Address](#) botón.

### Add Address

**Address Details** (Step 1 of 2)

What would you like to label this address? \*   
*Example: Headquarters, Houston Office*

Country \*

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \*

State/Province

Postal Code

Phone  ext.   
International phone numbers must begin with +

Toll Free Phone  ext.   
International phone numbers must begin with +

Fax   
International phone numbers must begin with +

\* Required to Complete Registration [Next >](#)

Puede ingresar cualquier cosa para la etiqueta de dirección.

Proporcione la información requerida y haga clic en [Next >](#)

Luego se le pedirá que agregue un contacto principal para esta dirección.

Esta sección se completará previamente con la información que ingresó en la página de creación de la cuenta.

Nuevamente, puede ingresar cualquier cosa para la etiqueta de contacto.

## Add Address ×

**Primary Contact For This Address** *(Step 2 of 2)* ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*    
International phone numbers must begin with +

Toll Free Phone    
International phone numbers must begin with +

Fax   
International phone numbers must begin with +

\* Required to Complete Registration

Asegúrate de que la información sea correcta y haz clic en

# Información sobre los impuestos

Aquí se le pedirá que cargue su documento fiscal. Utilice el documento rellenado previamente, que ha sido completado por el sistema en función de sus respuestas anteriores. Si elige utilizar este método, haga clic en el [Add Tax Document](#)

**Lannister, Tyrion**

Registration **In Progress** for:  
University of Colorado

**3 of 4** Steps Complete

Welcome

Individual Overview ✓

Addresses ✓

Contacts ✓

**Tax Information** ✓

Certify & Submit

Registration FAQ | View History

### Tax Information

The University of Colorado requires a completed W-9 or appropriate W-8 form in order to make a purchase of, or payment for, goods or services.

As a convenience to you, the system will pre-populate a tax document based on the answers provided in the previous screens. To use this feature, you will need to save the form to your desktop then upload it. After uploading it, you will have the opportunity to e-sign it. To use the pre-populated W8 or W9, please follow the steps listed below:

1. Click on "Add Tax Document"
2. Choose the form
3. On the pop up form, fill in the blanks -- create a name, pick a year, and click on "Download Pre-populated Tax Document". Choose either "Save File" or "Open With" and choose the program you wish to open the file with. Click "OK".
4. Save the form to your desktop. **NOTE: IF OPENING FORM TO SAVE IT, DO NOT OPEN IN BROWSER; INSTEAD, OPEN IN ADOBE READER AS PDF. DO NOT E-SIGN THE DOCUMENT -- THAT IS DONE AFTER UPLOADING.**
5. Click on "Select File". Click on the file you downloaded earlier and click "Open".
6. Click on the box next to "I certify this tax document". A separate form will pop up. This is where you e-sign the form.
7. Enter the password you used to sign into the portal and click "Save Changes". This is your e-signature.

If you are not using the pre-populated document be sure you have a fully completed and signed PDF version of a IRS tax document that you will upload here.

**Required Information**  
At least one tax document is required to complete this section.

No tax information has been entered

[Add Tax Document](#)

[Previous](#) [Next](#)

y haga clic en W-9 en el menú desplegable. Si se identificó como individuo extranjero en la sección Resumen individual al comienzo del registro, verá una lista de formularios W-8. Si no está seguro de cuál elegir, consulte el sitio web de impuestos internacionales, <https://www.cu.edu/doc/outintfaqw-8formsnonusindsupfinal082721pdf>, o comuníquese con [IntlTax@cu.edu](mailto:IntlTax@cu.edu).

[Add Tax Information](#)

- W-8BEN
- W-8ECI
- W-8EXP
- W-8IMY
- 8233

Introduzca un nombre para su documento fiscal y haga clic en el  botón.

## Add Tax Document ✕

Tax Type <sup>★</sup> W-9

Tax Document Name <sup>★</sup>

Tax Document Year

Signature Status Not Signed

Tax Documentation <sup>★</sup>

Manually upload the document instead

<sup>★</sup> Required to Complete Registration

Su documento se abrirá en una ventana separada del navegador. **Asegúrese de que las ventanas emergentes estén habilitadas para este sitio.**

Please Review & Act on These Documents



University of Colorado Total Contract Manager  
University of Colorado

Please read the [Electronic Record and Signature Disclosure](#)  
 I agree to use electronic records and signatures. CONTINUE OTHER ACTIONS

DocuSign Envelope ID: B525360D-4638-4A83-8011-950B64DB33C6

DEMONSTRATION DOCUMENT ONLY  
PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE  
999 3rd Ave, Suite 1700 • Seattle • Washington 98104 • (206) 219-0200  
www.docusign.com

Form **W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
Last first - Tyron

2 Business name/deregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  
 Individual/sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C-Corporation, S-S corporation, P-Partnership) in the box below.  
 Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any):  
Exemption from FATCA reporting code (if any):

5 Address (number, street, and apt. or suite no.) See instructions.  
Denver, CO 80218

6 City, state, and ZIP code

7 LMI account number(s) here (optional)

8 Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**  
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.  
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  
012 34 5678

or  
Employer identification number

**Part II Certification**  
Under penalties of perjury, I certify that:  
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and  
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and  
3. I am a U.S. citizen or other U.S. person (defined below); and  
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.  
Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments

Comprobar el  I agree to use electronic records and signatures. cuadro y haga clic en el

CONTINUE

botón.



Hacer clic y adoptar y firmar su firma.

**Adopt Your Signature**

Confirm your name, initials, and signature.

\* Required

Full Name\*  
Tyron Lannister

Initials\*  
TL

SELECT STYLE DRAW

PREVIEW  
DocuSigned by:  
Tyron Lannister  
64A55CCEE2454DF... DS TL

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Haga clic en el **FINISH** botón. Esto lo llevará de vuelta al registro. Hacer clic

**Next >**

luego haga clic **Save Changes**

Otra opción para este paso es llenar un W9/W8 a mano y subir un PDF del formulario a tu perfil. Si elige esta opción, no es necesario utilizar la función de firma electrónica. También puede enviar el PDF a [CUSupplier@cu.edu](mailto:CUSupplier@cu.edu) o enviarlo por correo a:

1800 Grant Street  
Suite 400  
Denver, CO 80203

## Certificar y enviar

Una vez que su documento fiscal se haya adjuntado a su perfil, podrá certificar y enviar su registro para la revisión

final. Haga clic en el

**Proceed to Certify and Submit >>**

<b>Lannister, Tyrion</b>	<b>Certify &amp; Submit</b>
Registration <b>In Progress</b> for: <i>University of Colorado</i> <b>4 of 4</b> Steps Complete	Under penalties of perjury, I declare that I have read the certification statement for the form I am submitting: <a href="https://www.cu.edu/controller/w8-w9-certification">https://www.cu.edu/controller/w8-w9-certification</a>
Welcome	Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of Colorado.
Individual Overview ✓	Preparer's Initials <input type="text" value="T L"/>
Addresses ✓	Preparer's Name * <input type="text" value="Tyrion Lannister"/>
Contacts ✓	Preparer's Title <input type="text"/>
Tax Information ✓	Preparer's Email Address * <input type="text" value="zooey1979+TL@gmail.com"/>
<b>Certify &amp; Submit</b>	Today's Date <input type="text" value="11/10/2017"/>
<a href="#">Registration FAQ</a>   <a href="#">View History</a>	Certification * <input type="checkbox"/> I certify that all information provided is true and accurate.
	★ Required to Complete Registration <input type="button" value="Submit"/>

Comprobar el  I certify that all information provided is true and accurate. cuadro y haga clic

**Submit**

## Thank You for Registering



Registration Complete for Lannister, Tyrion!

### Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

Su registro ya está completo. Será revisado por el equipo de administración de proveedores de CU y se comunicará con usted si se requiere más información. Si tiene alguna pregunta durante este proceso, comuníquese con [CUSupplier@cu.edu](mailto:CUSupplier@cu.edu).