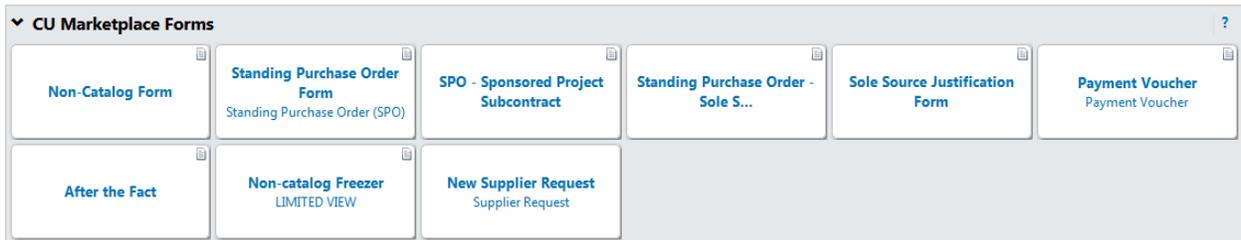
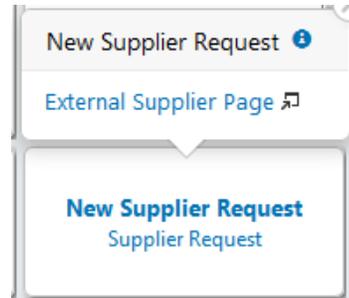


## Requesting a New Honorarium Recipient

You can access the supplier request form one of two ways. The first is on the home shopping page under CU Marketplace Forms.



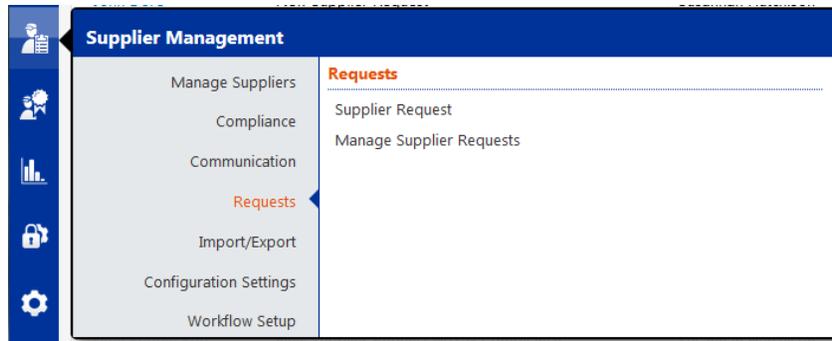
Just click on New Supplier Request and External Supplier Page.



This will bring up a new window. Choose Honorarium Recipient from the dropdown menu, enter the recipient's name, and click 

A screenshot of a "Supplier Request" form window. The window title is "Supplier Request" with a close button (X) in the top right corner. The form contains two required fields: "Select a supplier request form" with a dropdown menu showing "Honorarium Recipient", and "Supplier name" with an empty text input field. At the bottom left, there is a legend: "\* Required". At the bottom right, there are two buttons: "Submit" and "Close".

You can also access the form by hovering over the supplier icon on the left-hand side of your screen, going to requests, and clicking on Supplier Request.



The next page will provide instructions for the request form and useful links to procedures and forms. Once you have finished reading the instructions, click [Next >](#) to move on to the request form.

[Back to Manage Supplier Requests](#)

**Barney Rubble**

Template: **Honorarium Recipient**  
Request Status: **Incomplete**

**Instructions**

Questions

Review and Complete

Supplier Request Workflow

**Instructions** [Print Request](#) | [History](#) | [?](#)

This form should be used to request the addition of a new Honorarium recipient for use in Marketplace. Please provide all of the required information, including a signed copy of the supplier's W8/W9. Once you have submitted your request, the PSC will invite the supplier to complete the registration process. You will be notified as soon as your supplier is made active for shopping.

Suppliers being paid using the Payment Authorization form, Study Subject form, and Non-Employee Reimbursement form should not be invited via the Supplier portal, and therefore are not requested through this form.

Useful links:

- [W-9 & Supplier Authorization Procedural Statement](#)
- [W8-BEN](#)
- [International AP Payments](#)
- [Honorarium Form](#)
- [Study Subject Payments](#)
- [Payment Authorization Form](#)
- [Non-Employee Reimbursement Form](#)

[Next >](#)

Please provide the Honorarium recipient's address and contact information so the PSC is able to manually enter the information into the supplier portal.

Contact's Email Address

Honorarium Recipient's Email Address \*

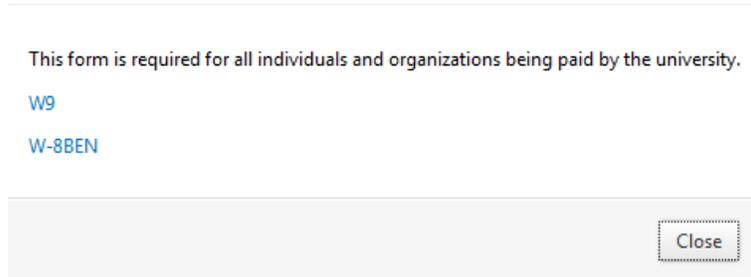
Honorarium Recipient's Phone Number \*

Honorarium Recipient's Address \*   
2000 characters remaining

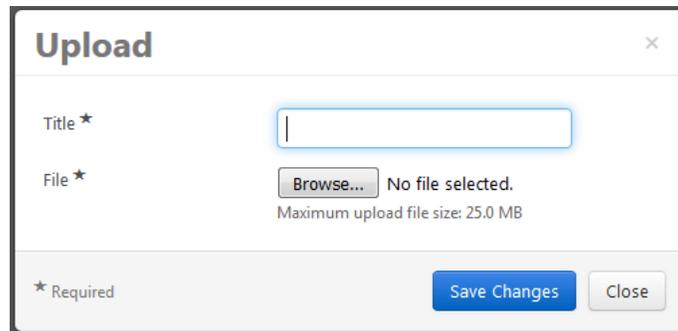
Honorarium Recipient's Signed W9/W8-BEN \*   
*No File Attached*

\* Required

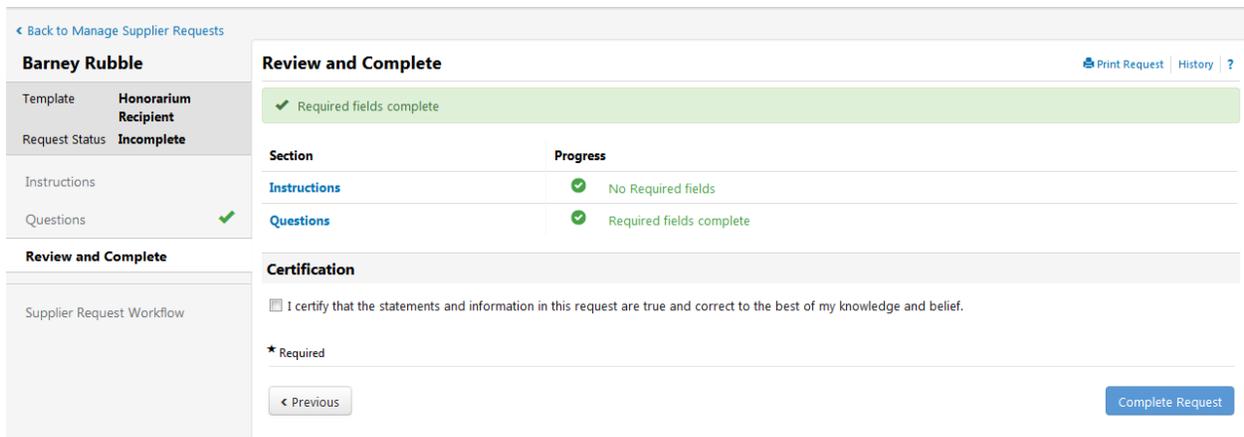
You will also be prompted to upload a signed copy of the recipient's W9 or W8. If you click on the help text question mark next to the W9/W8 question, a box will pop up with links to pdfs of each tax document, if needed.



Click the upload button next to the question to attach the recipient's signed tax document.

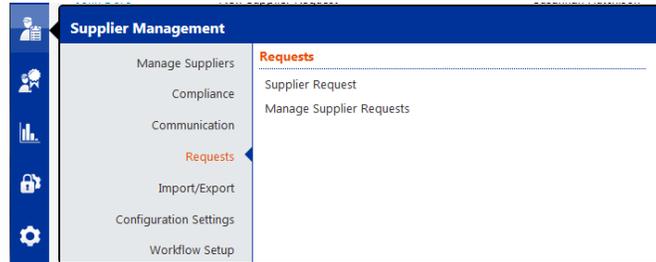


Once you have completed all of the required fields on the form, click . If everything you have entered on the form is accurate, check the certify box and click .



The form will be routed to the PSC for review and entry into the supplier system. Once the Honorarium recipient's profile has been completed, they will receive an invitation to the portal. This is merely so they can review the profile to ensure the information is accurate. If everything is correct, they will then need to certify and submit their registration. Once they are approved in the system and made active for shopping, your department's contact will be notified.

If you would like to see the status of your request, hover over the supplier icon on the left-hand side of your screen, go to requests, and click on Manage Supplier Requests.



This will provide you with a list of all requests you have started or submitted, as well as the request status.

| Manage Supplier Requests |                      |                    |                |                     |                    |         |
|--------------------------|----------------------|--------------------|----------------|---------------------|--------------------|---------|
| Filter Supplier Requests |                      |                    |                |                     |                    |         |
| Supplier Name            | Template             | Requested By       | Request Status | Status Last Updated | Created            | Actions |
| Ghost Direwolf           | New Supplier Request | Susannah Hutchison | Under Review   | 9/13/2016 4:23 PM   | 9/13/2016 4:22 PM  | Actions |
| Darth Vader              | Honorarium Recipient | Susannah Hutchison | Under Review   | 10/7/2016 11:31 AM  | 10/7/2016 11:30 AM | Actions |
| Direwolf Inc             | New Supplier Request | Susannah Hutchison | Under Review   | 10/7/2016 11:33 AM  | 10/7/2016 11:32 AM | Actions |
| Barney Rubble            | Honorarium Recipient | Susannah Hutchison | Under Review   | 10/7/2016 1:05 PM   | 10/7/2016 1:01 PM  | Actions |
| Ollivanders              | New Supplier Request | Susannah Hutchison | Under Review   | 10/7/2016 1:18 PM   | 10/7/2016 1:13 PM  | Actions |

If you have further questions, please contact [FinProHelp@cu.edu](mailto:FinProHelp@cu.edu)

