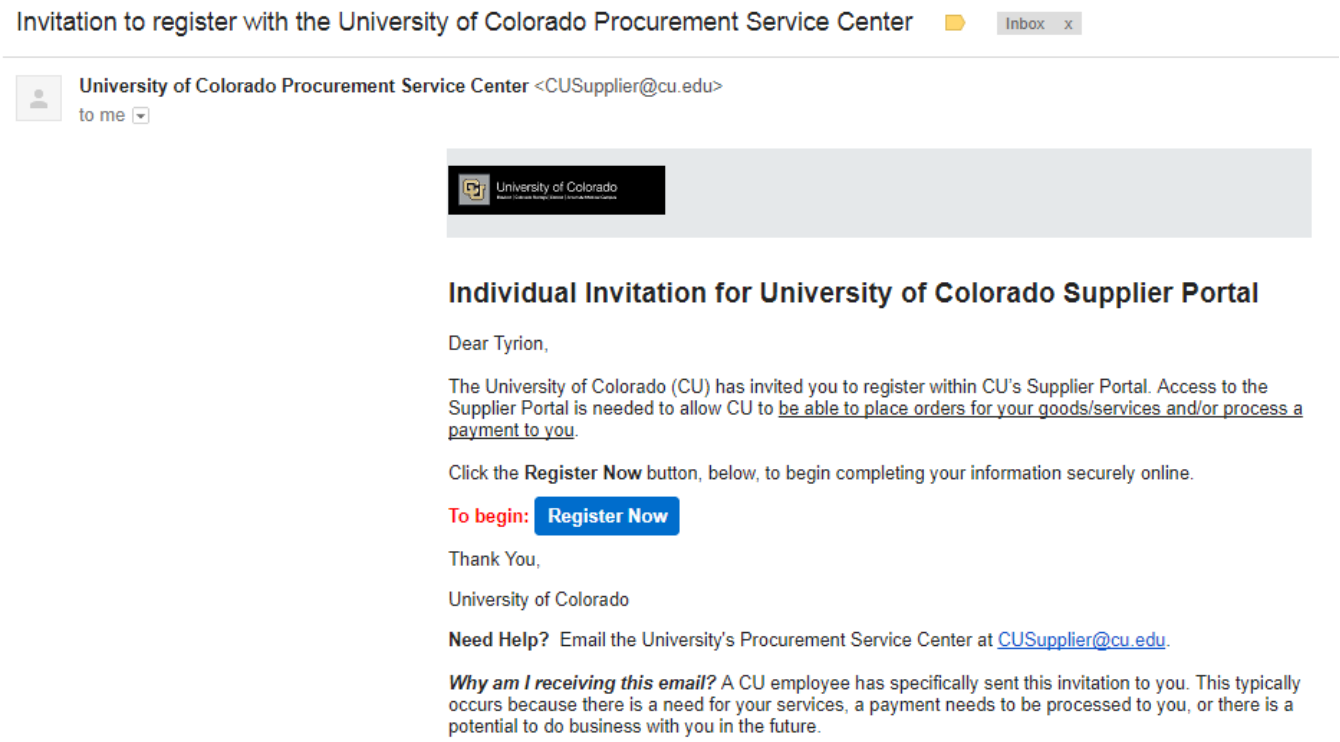
Supplier Portal Registration Guide: Individual

Below are instructions for completing your registration with the University of Colorado's (CU) Supplier Portal.

When a CU department invites you to register for the supplier portal, you will receive the following email from 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

University of Colorado

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,

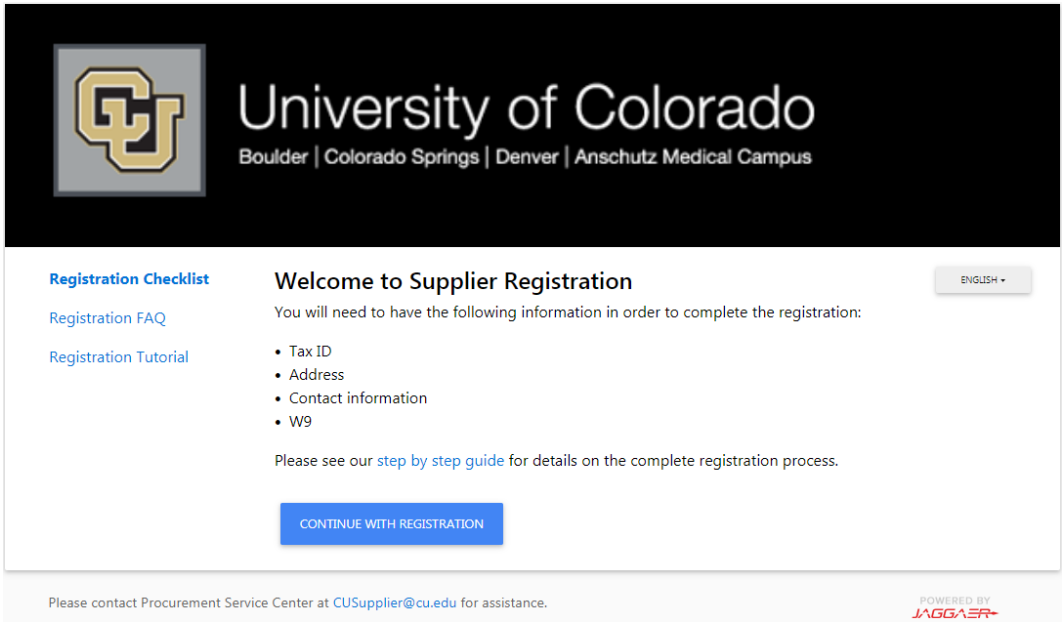
University of Colorado

Need Help? Email the University's Procurement Service Center at CUSupplier@cu.edu.

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.

You must use the **Register Now** link contained in the email to access your profile. If you do not receive the link, please contact CUSupplier@cu.edu. If you start your registration, but need to come back to it at a later date, you can access your profile at www.cu.edu/psc/supplierlogin

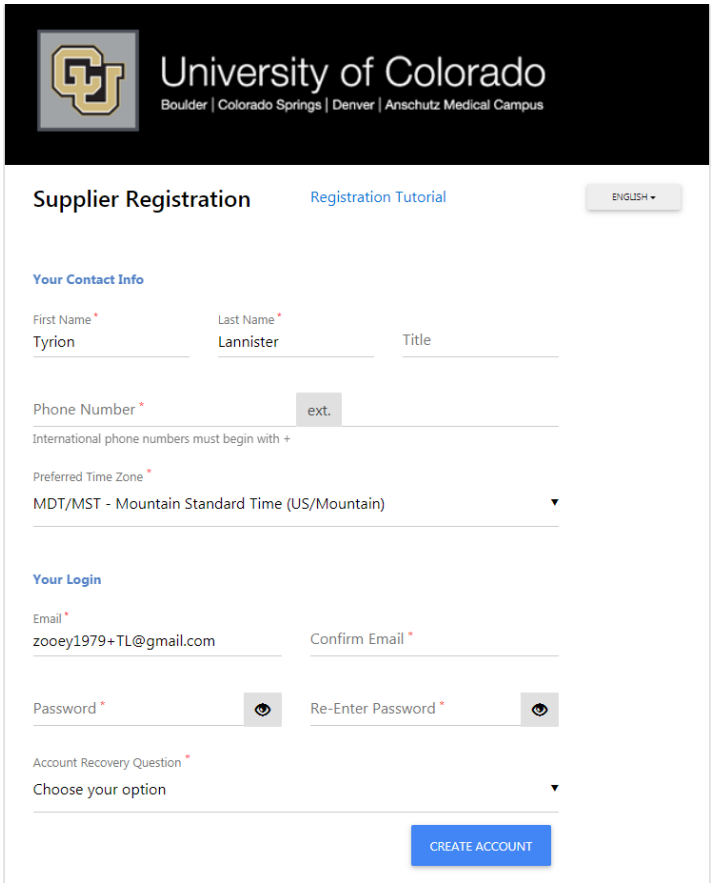
Once you click the **Register Now** link from the email, you will be brought to the welcome page for the supplier registration.



Please click CONTINUE WITH REGISTRATION

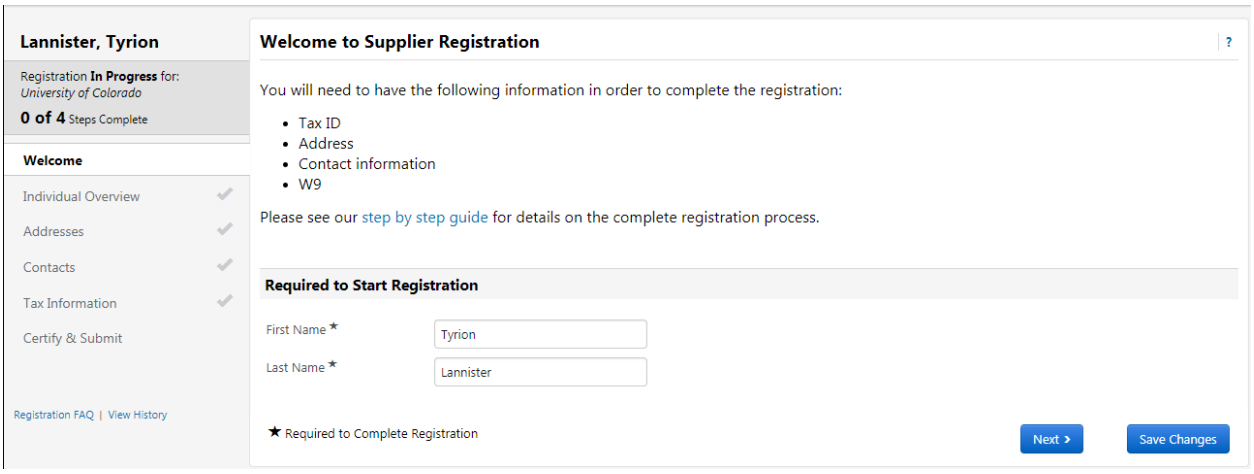
You will then be taken to a page where you can create your account and set up your login information. This is also where you will create your portal password, which will be used for e-signing your tax document at the end of the registration.

Complete all fields that have the star symbol next to them and click CREATE ACCOUNT



Welcome

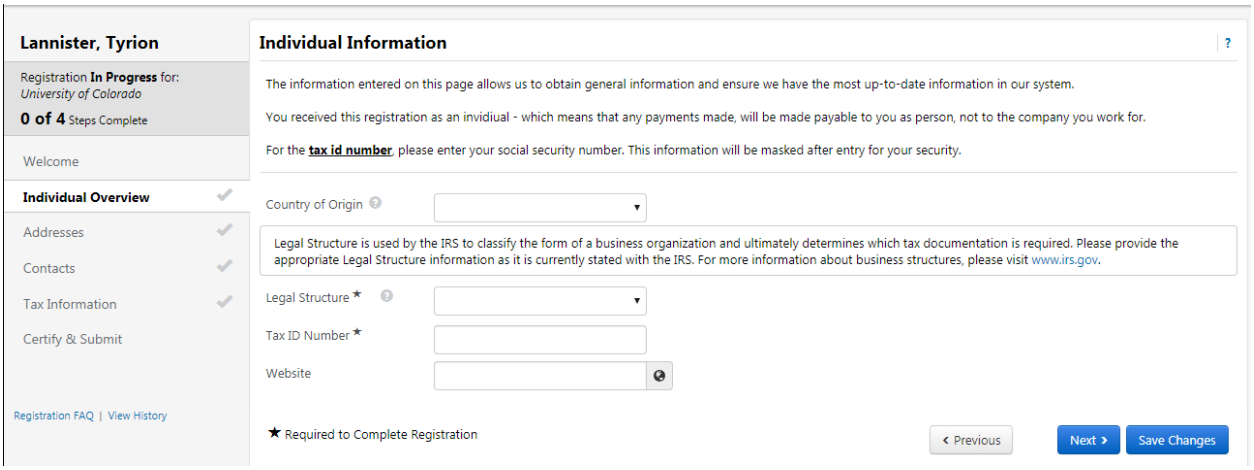
Verify your legal name. This is the name that will be entered on all Purchase Orders and Payments. If your legal name is different from the one you were invited under, this is where you would correct it.



Verify the information and click

Individual Information

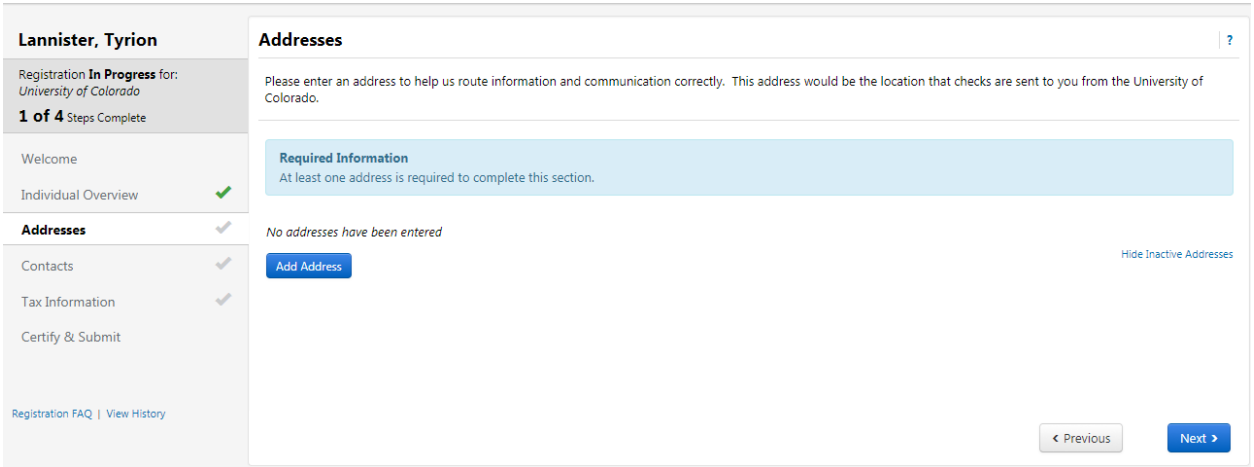
This is the page where you will provide your tax information. **If you are an international supplier, please choose Foreign Individual from the Legal Structure menu. The tax ID number field will then become optional.**



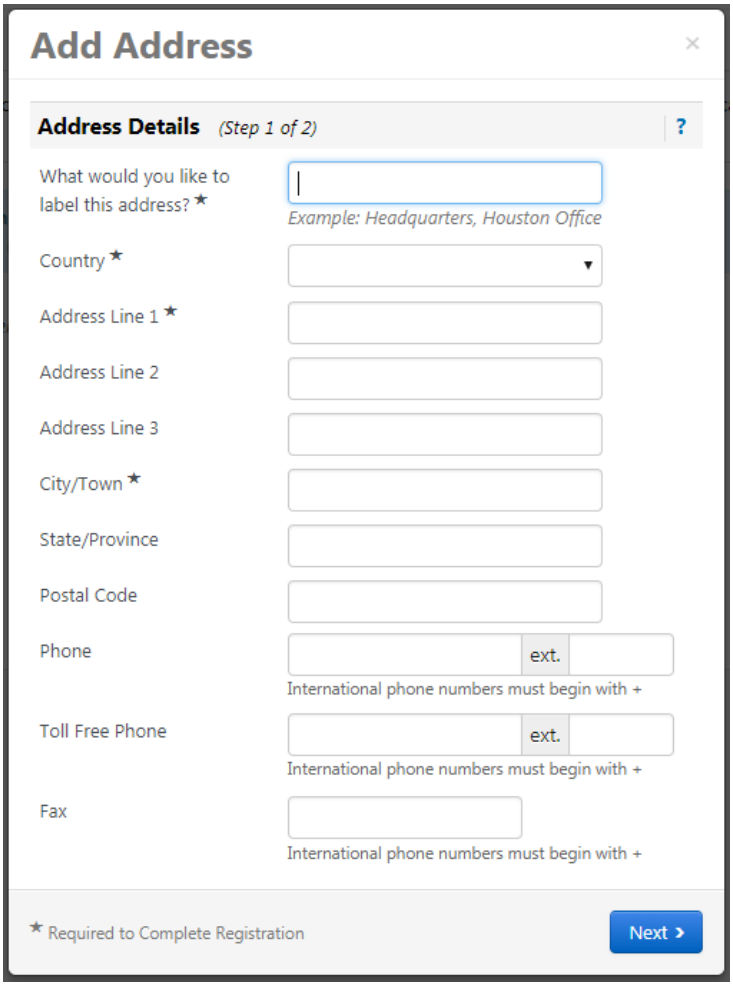
When you have completed the information on this page, click

Addresses

You will need to enter at least one address in order to proceed.



Click on the Add Address button.

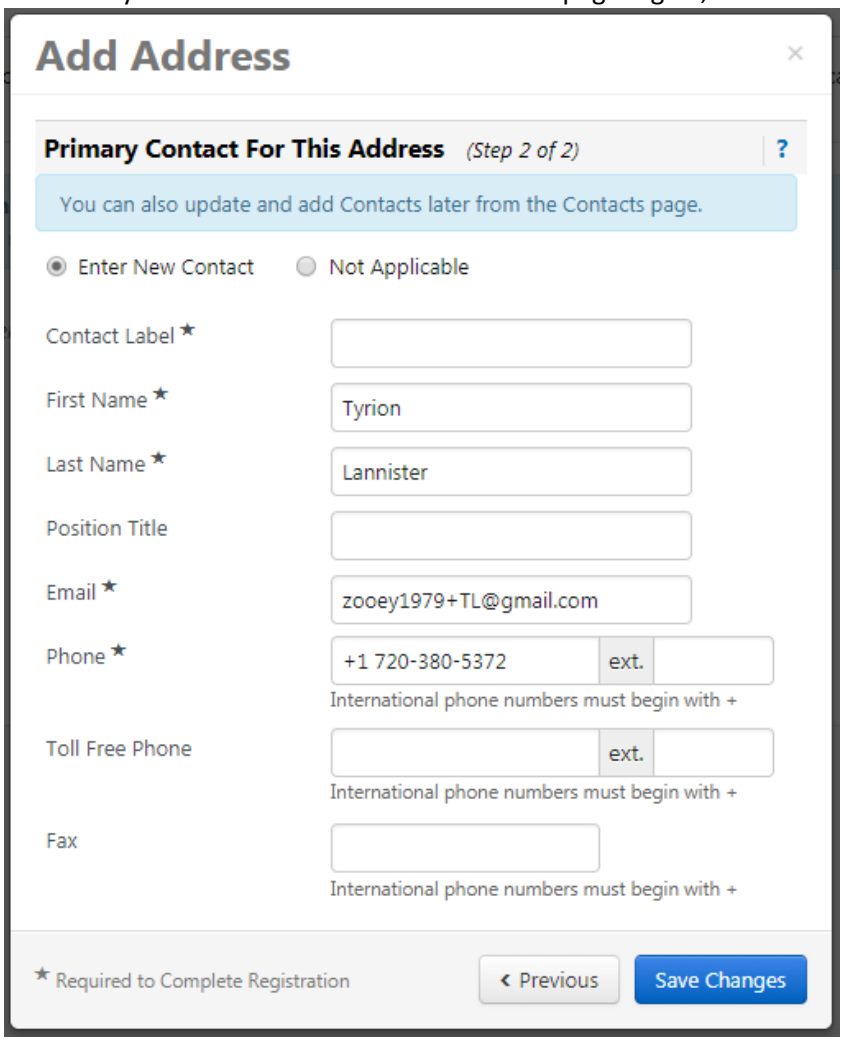


You can enter anything for the address label. Provide the required information and click Next

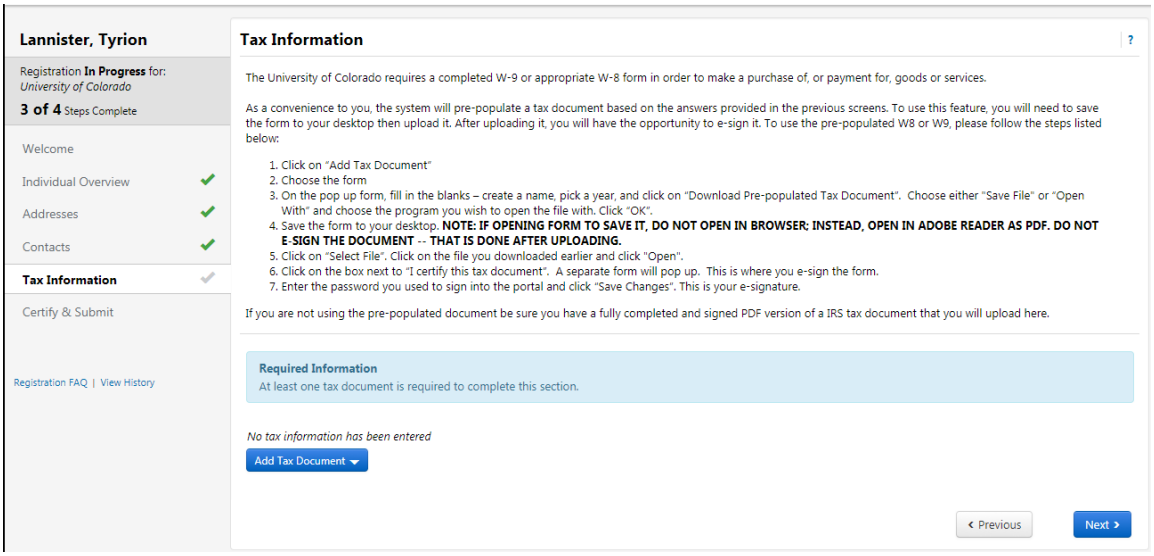
You will then be asked to add a primary contact for this address.

This section will be pre-populated with the information you entered on the account creation page. Again, you can enter anything for the contact label.

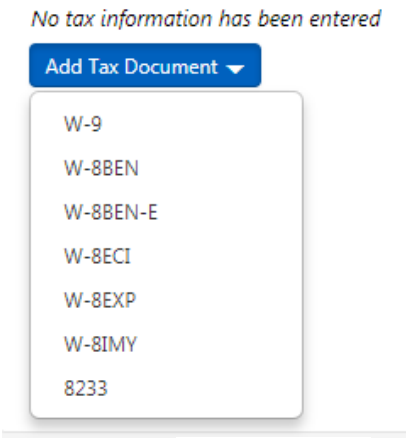
Make sure the information is correct and click Save Changes



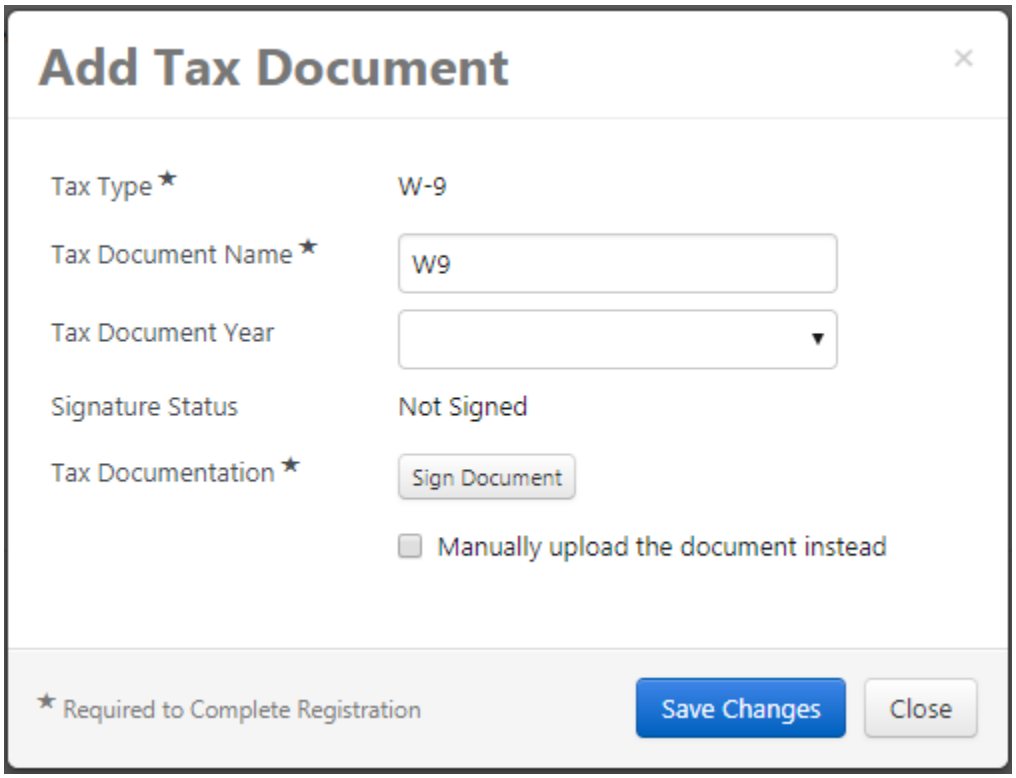
Tax Information



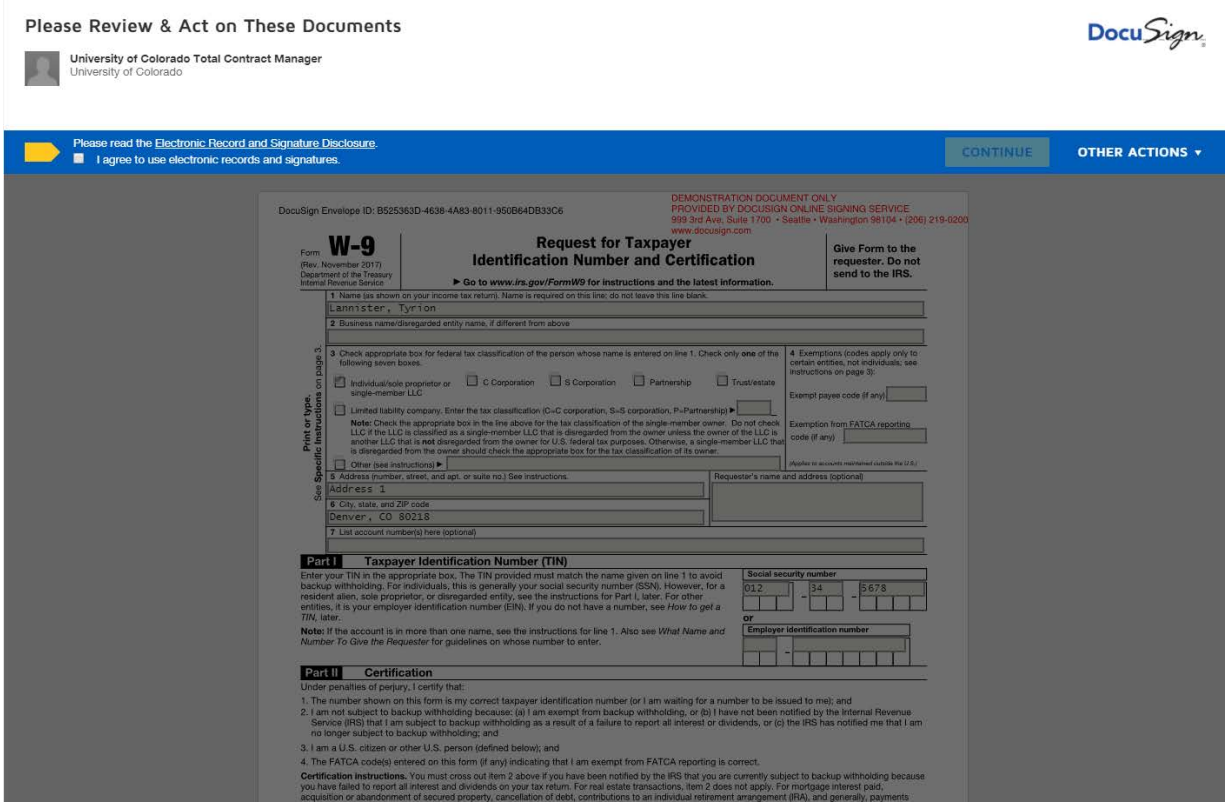
Here you will be required to upload your tax document. Please use the pre-populated document, which has been completed by the system based on your previous answers. If you choose to use this method, click the Add Tax Document button and click on W-9 in the dropdown menu. **If you identified yourself as a foreign individual in the Individual Overview section at the beginning of the registration, you will see a list of W-8 forms. If you are unsure of which to choose, please contact alicia.dandeneau@cu.edu or kendra.zafiratos@cu.edu from our international tax office for assistance.**



Enter a name for your tax document and click the Sign Document button.



Your document will open in a separate browser window. **Please make sure pop-ups are enabled for this site.**



Check the I agree to use electronic records and signatures. box and click the CONTINUE button.

Click Sign and adopt and sign your signature.

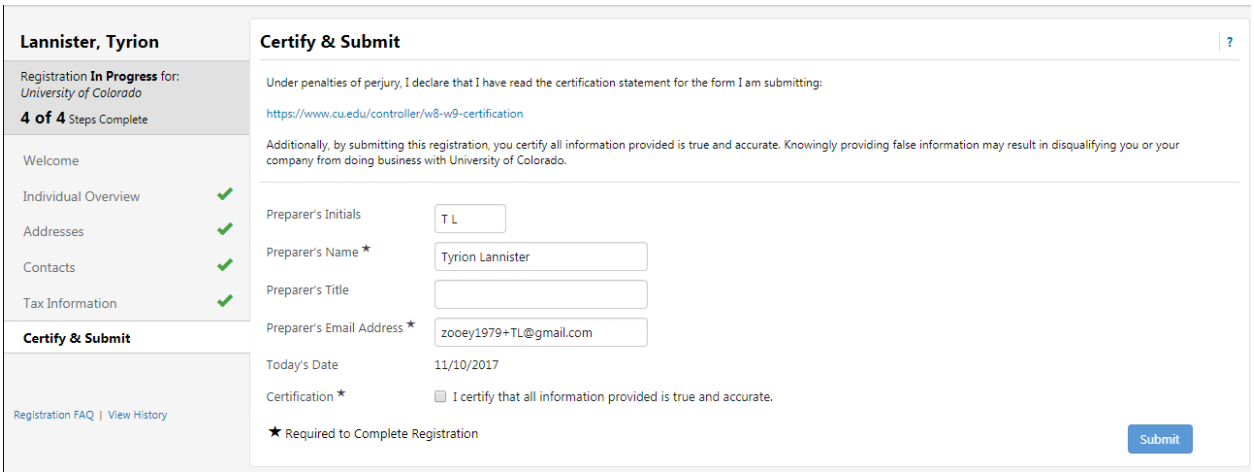
Click the FINISH button. This will take you back to the registration. Click Save Changes then click Next ›

Another option for this step is to fill out a W9 by hand and upload a PDF of the form to your profile. If you choose this option, there is no need to use the eSignature function. You can also send the PDF to CUSupplier@cu.edu or mail it to:

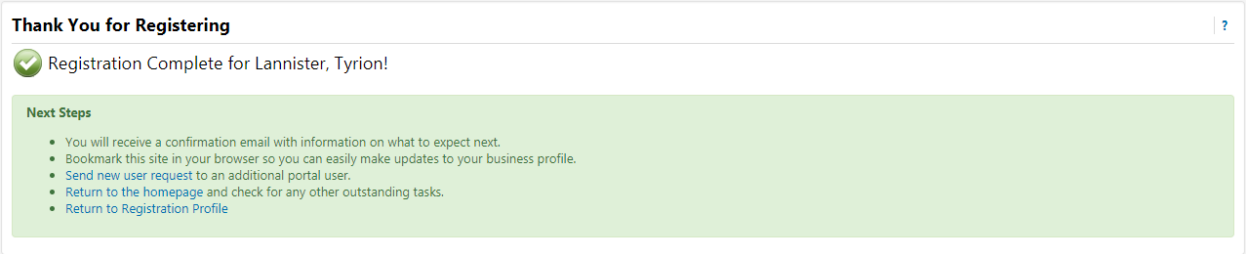
1800 Grant Street
Suite 500
Denver, CO 80203

Certify & Submit

Once your tax document has been attached to your profile, you will be able to certify and submit your registration for final review. Click the Proceed to Certify and Submit » button.



Check the ☐ I certify that all information provided is true and accurate. box and click Submit



Your registration is now complete. It will be reviewed by CU's supplier management team and you will be contacted if more information is required. If you have any questions during this process, please contact CUSupplier@cu.edu.