Supplier Portal Registration Guide: Purchase Order Suppliers

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:

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

Supplier Invitation for University of Colorado (TEST)

Dear Madam Pudifoot's Tea Room,

The University of Colorado (TEST) (CU) has invited you, Madam, to register as a potential supplier within CU's Supplier Portal. Access to the Supplier Portal is required to submit your tax documents securely online and for CU to establish you as a current supplier available for all University faculty and staff to issue purchase orders or pay invoices for Madam Pudifoot's Tea Room. However, the CU Supplier Portal offers additional benefits, such as:

- View/Respond to Solicitations
- Manage Madam Pudifoot's Tea Room's Company Data and Contact Information
- View the Status of Invoices submitted against a purchase order for Madam Pudifoot's Tea Room
- Securely transmit tax documents to CU

Becoming a University of Colorado (TEST) network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have 24/7 access to your secure portal.

To begin your registration: Register Now

Thank You,

University of Colorado (TEST)

Need help? Email the CU Procurement Service Center at cusupplier@cu.edu, or reply to this email.

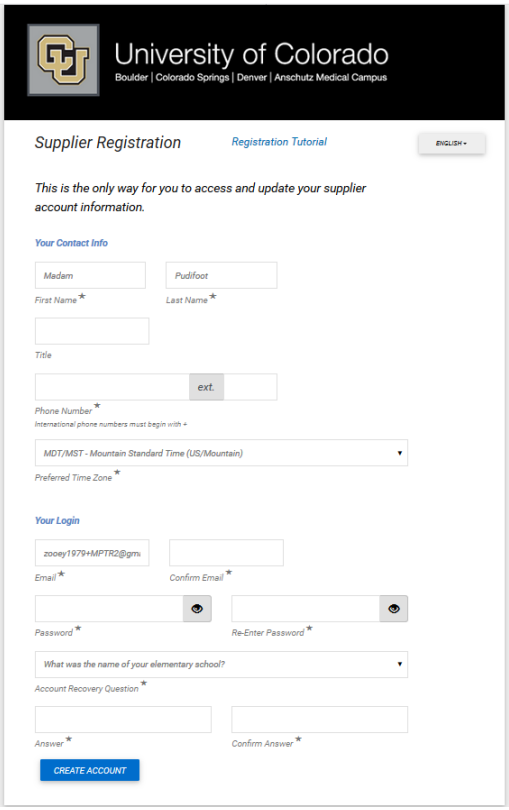
Why am I receiving this email?

- You have been identified as a contact for Madam Pudifoot's Tea Room
- CU wants to be sure you are available for potential purchases and/or payments

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

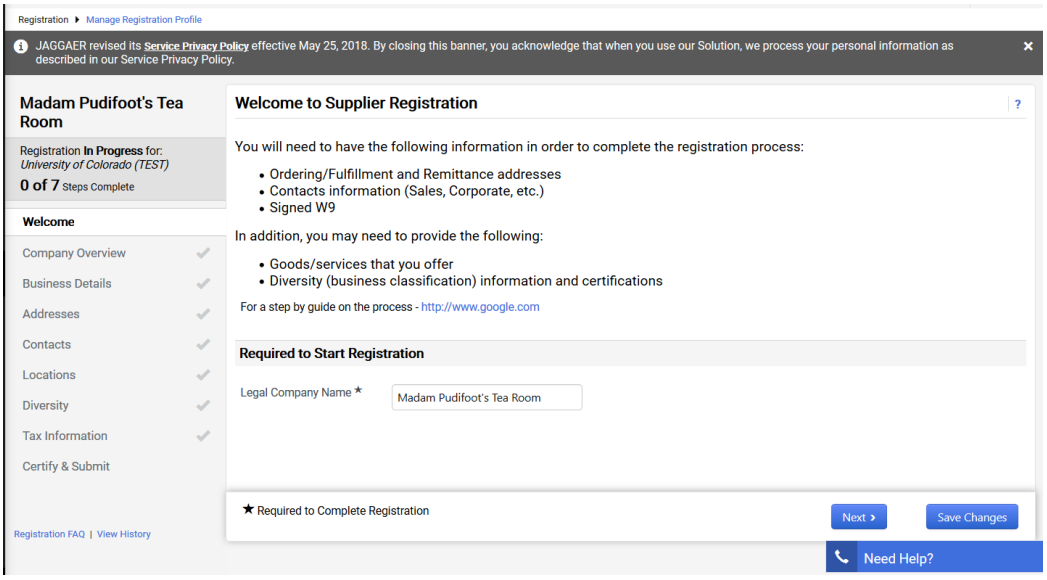
Once you click the Register Now link from the email, you will be brought to the welcome page for the supplier registration.

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.



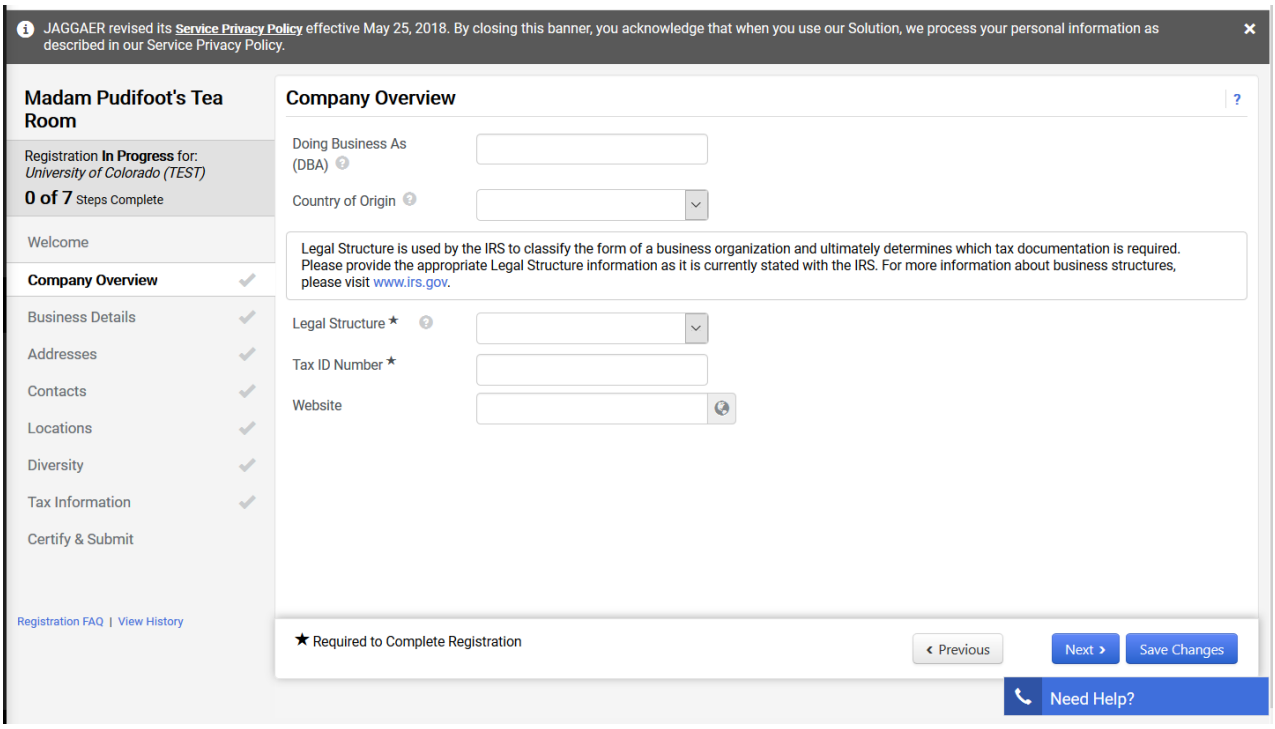
Complete all fields that have the star symbol next to them and click Create Account

Welcome



Verify your legal company name. This is the name that will be entered on all Solicitation Responses, Purchase Orders, and Payments. If your company's legal name is different from the one you were invited under, this is where you would correct it. Verify the information and click Next ›

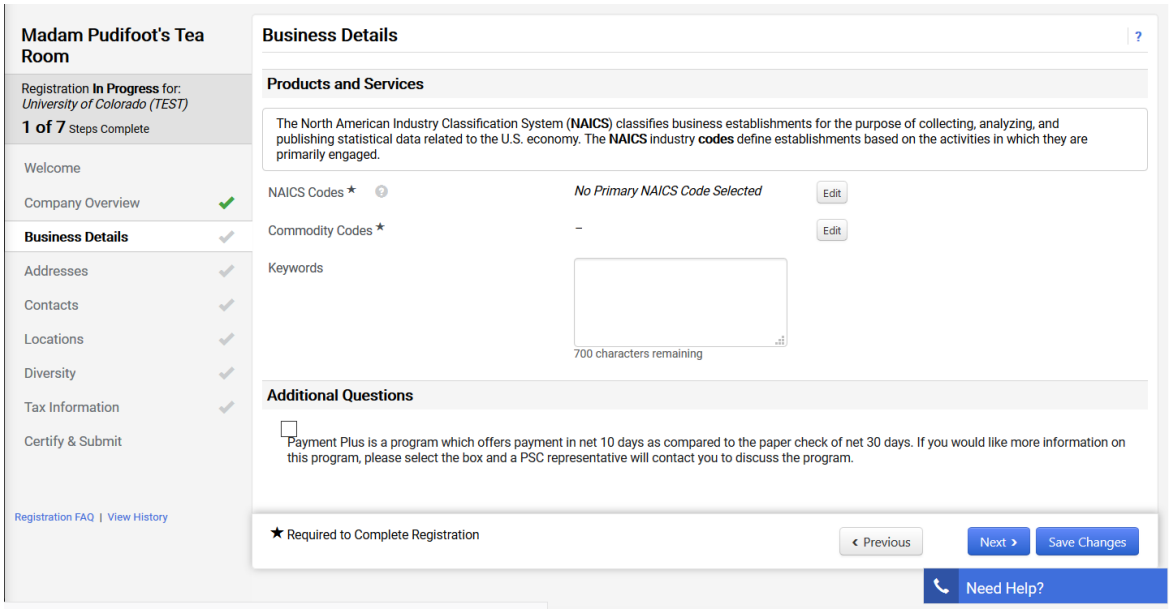
Company Overview



This is the page where you can add you DBA (doing business as) name, if applicable, and your tax information. If you do not have a DUNS number (Dun & Bradstreet) please check the "no" box. You are not required to have a DUNS number to register as a supplier with the university. **If you are an international supplier, please choose Non-US Based Entity from the Legal Structure menu. The tax ID number field will then become optional.** When you have completed the information on this page, click

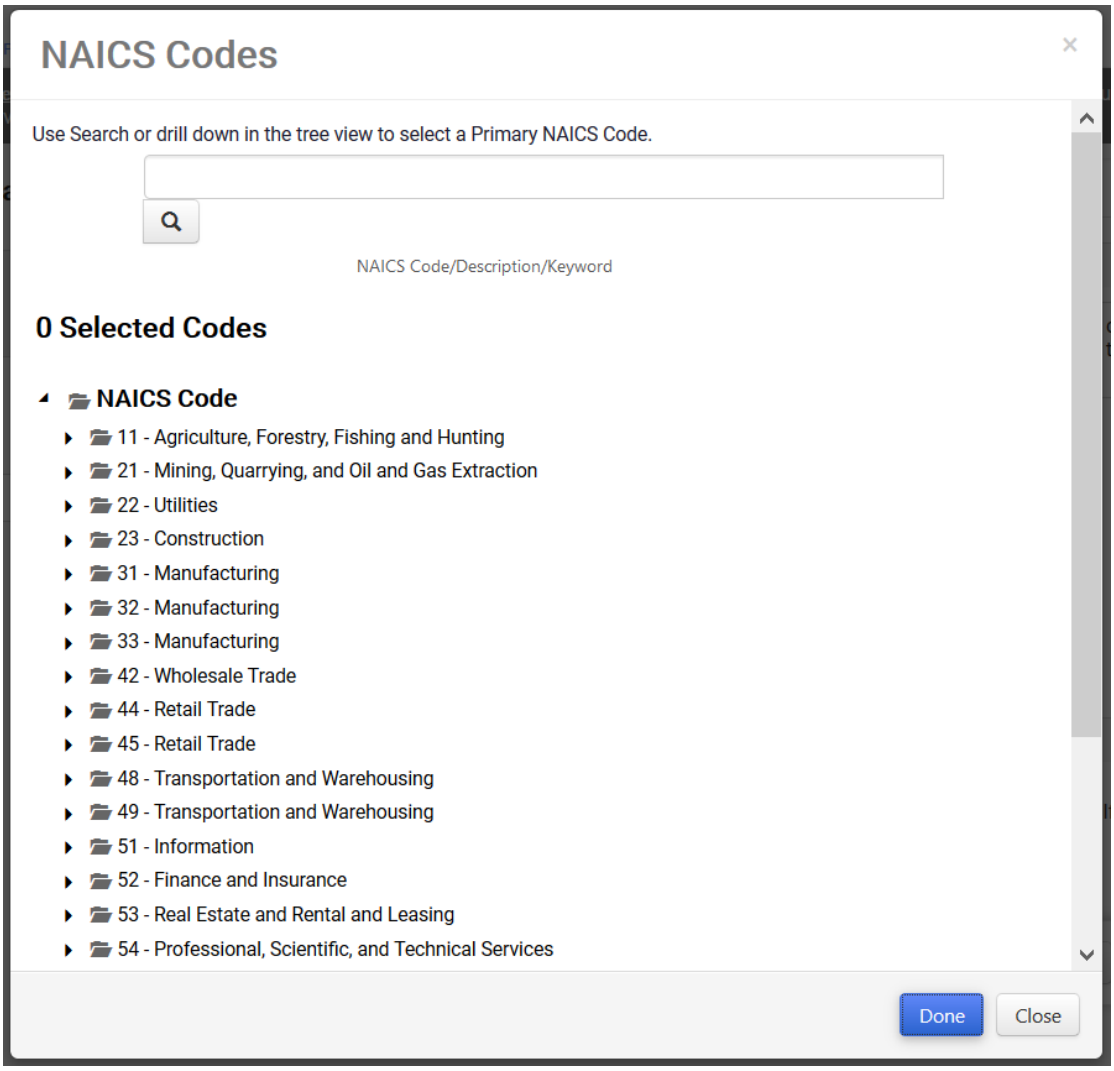
Business Details

This is where you will provide your NAICS and commodity codes. This information helps us to invite appropriate suppliers to solicitation events as well as report on types of goods/services purchased.

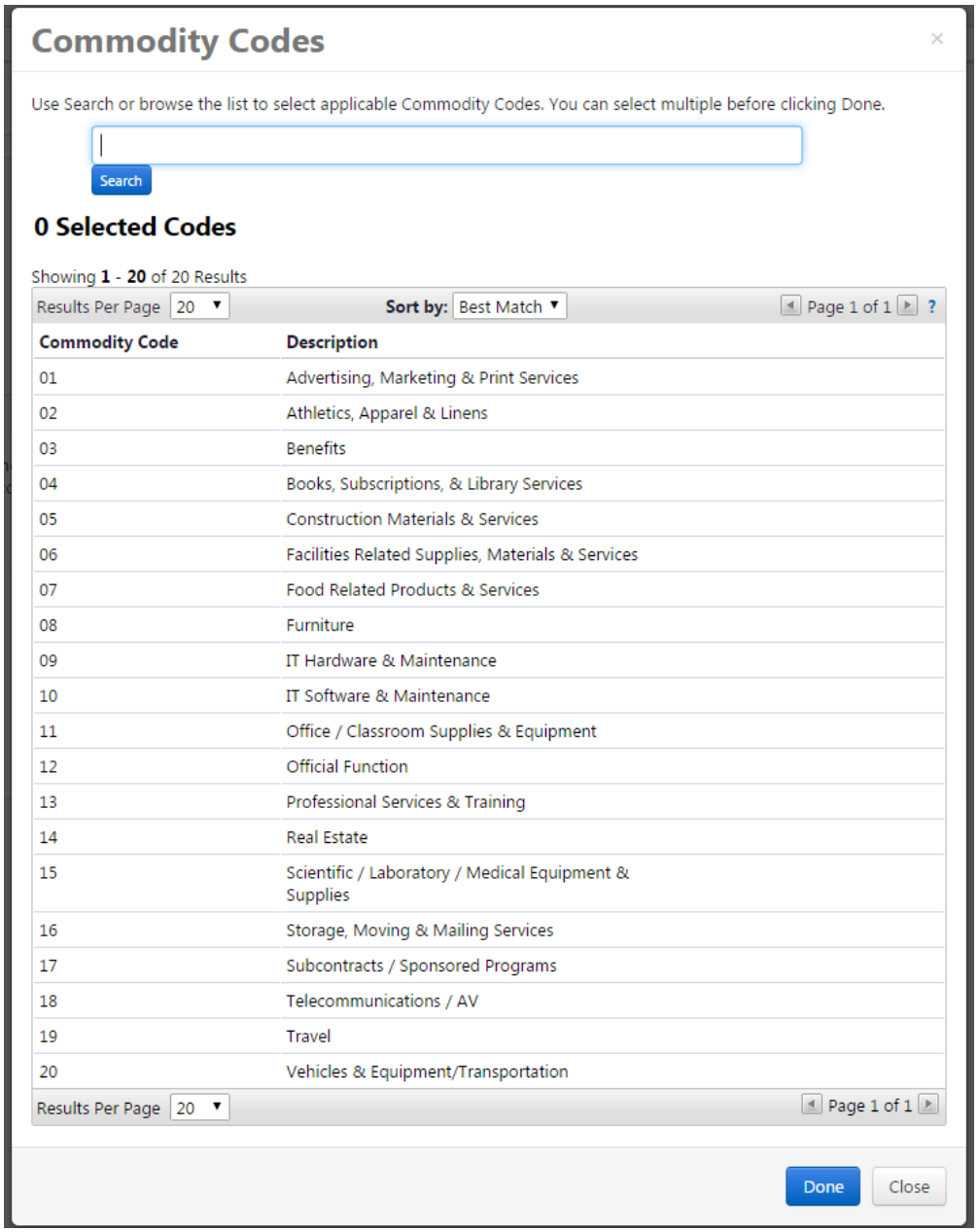


We recommend using the search feature to determine your **NAICS** code. Enter text related to the type of business you do. To get the most complete list of available options enter just 1 keyword related to the kind of business.

- **EXAMPLE**: by Entering the word "Drywall" in the search 2 options appear –
  - 238310 Drywall and Insulation Contractors
  - 423320 Brick, Stone, and Related Construction Material Merchant Wholesalers
- The expandable tree is also available to help determine the primary type of work.



The commodity code list is a shortened/condensed version of codes used internally by CU. There are only 20 selections, but you can select more than one.



Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

Search

0 Selected Codes

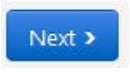
Showing 1 - 20 of 20 Results

Results Per Page 20 Sort by: Best Match Page 1 of 1 ?

Commodity Code	Description
01	Advertising, Marketing & Print Services
02	Athletics, Apparel & Linens
03	Benefits
04	Books, Subscriptions, & Library Services
05	Construction Materials & Services
06	Facilities Related Supplies, Materials & Services
07	Food Related Products & Services
08	Furniture
09	IT Hardware & Maintenance
10	IT Software & Maintenance
11	Office / Classroom Supplies & Equipment
12	Official Function
13	Professional Services & Training
14	Real Estate
15	Scientific / Laboratory / Medical Equipment & Supplies
16	Storage, Moving & Mailing Services
17	Subcontracts / Sponsored Programs
18	Telecommunications / AV
19	Travel
20	Vehicles & Equipment/Transportation

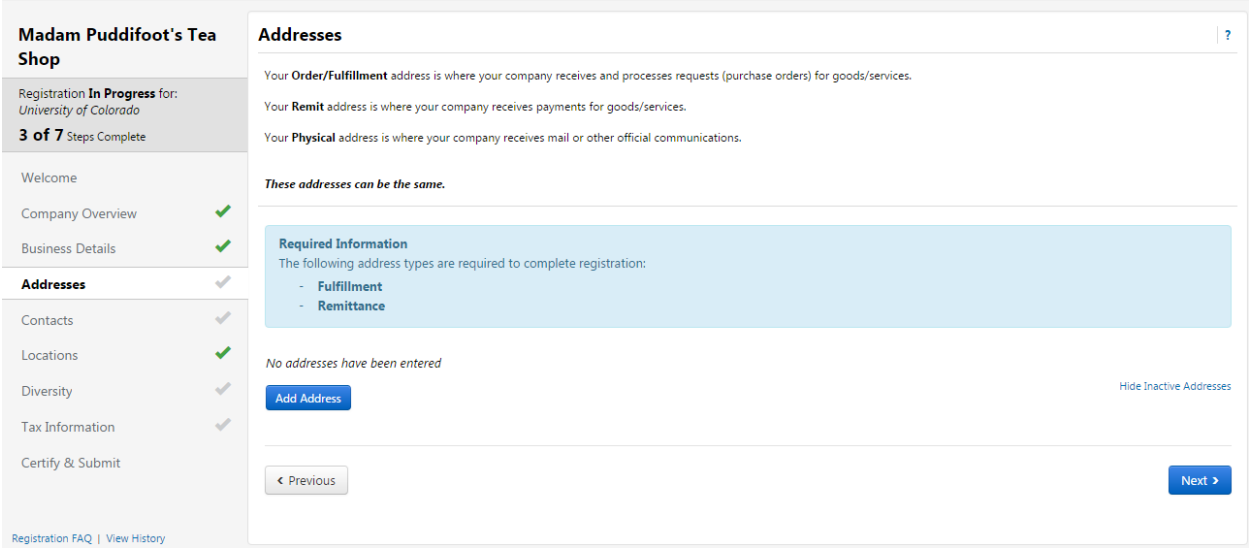
Results Per Page 20 Page 1 of 1

Done Close

Once you have chosen the descriptions for your business, please click 

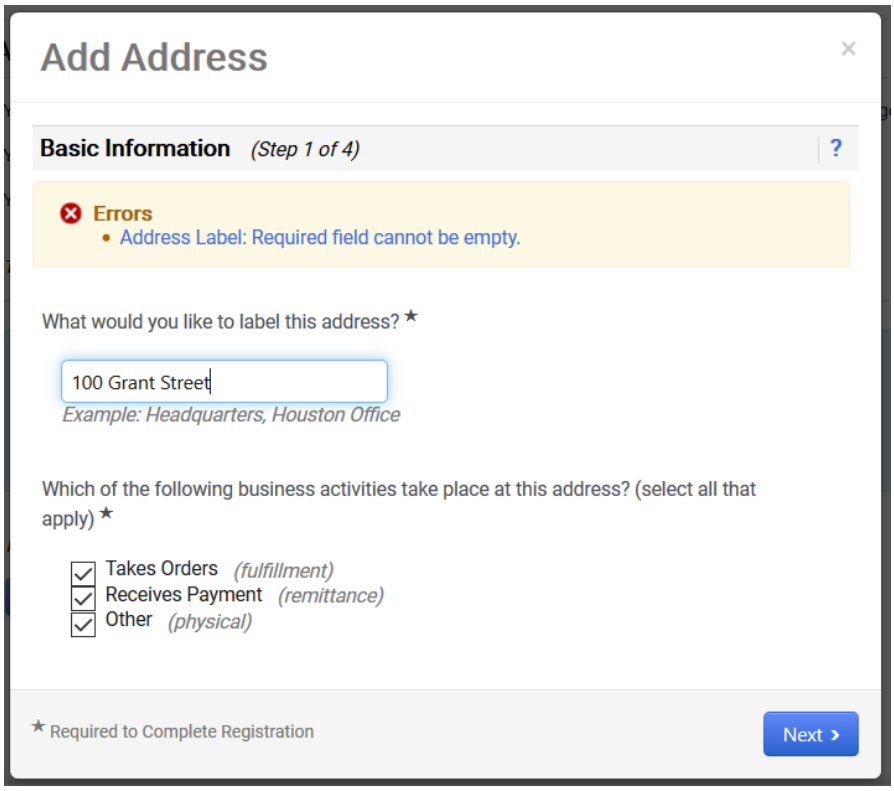
Addresses

You will need to enter fulfillment and remit to addresses in order to proceed. The fulfillment address is where the PO will be sent. The remittance address is where payment will be sent, and must match the remit to address on your invoices

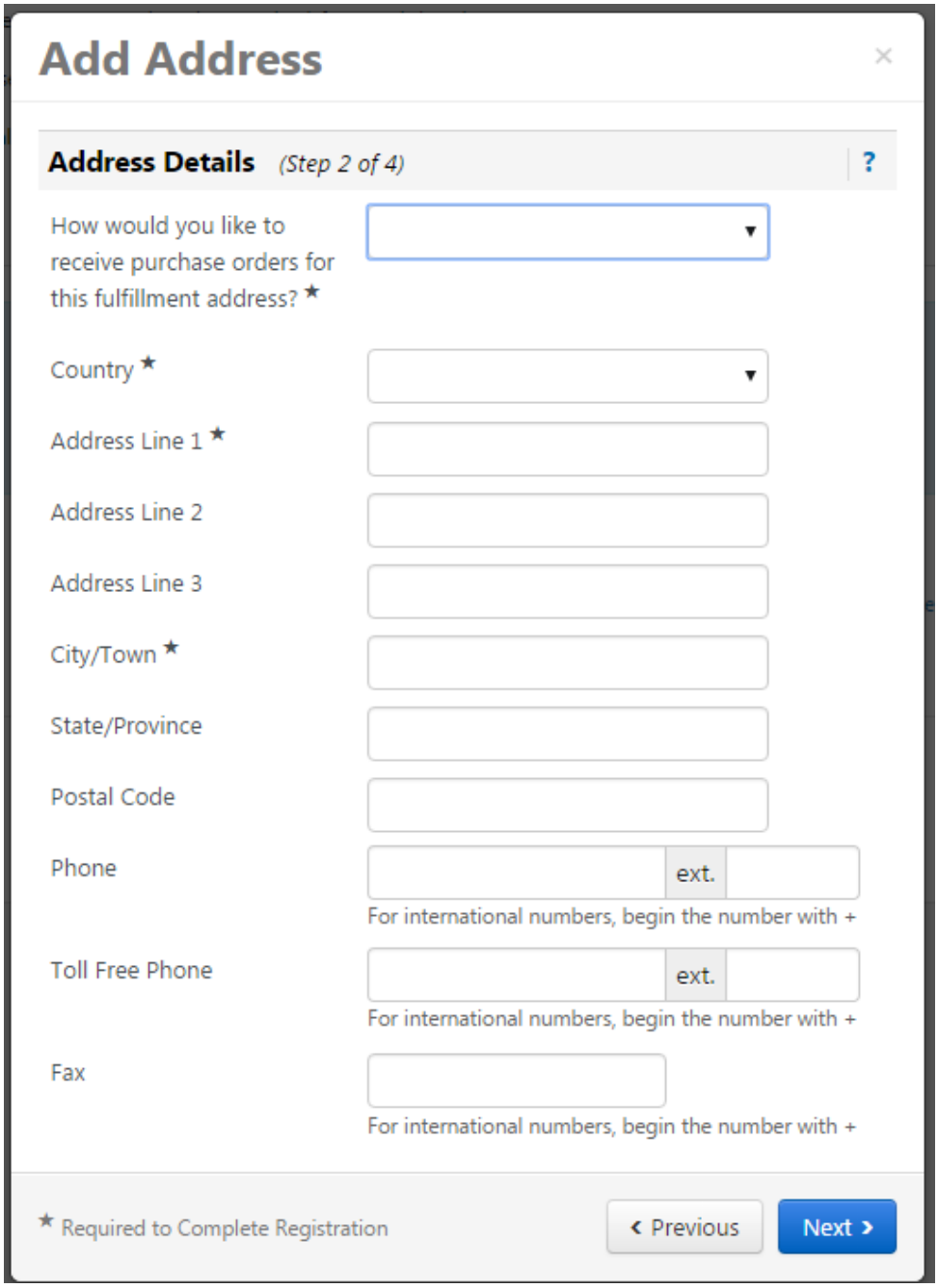


Click on the

button. Anything can be entered for the address label. Check all address types that apply to the address you will be entering and click

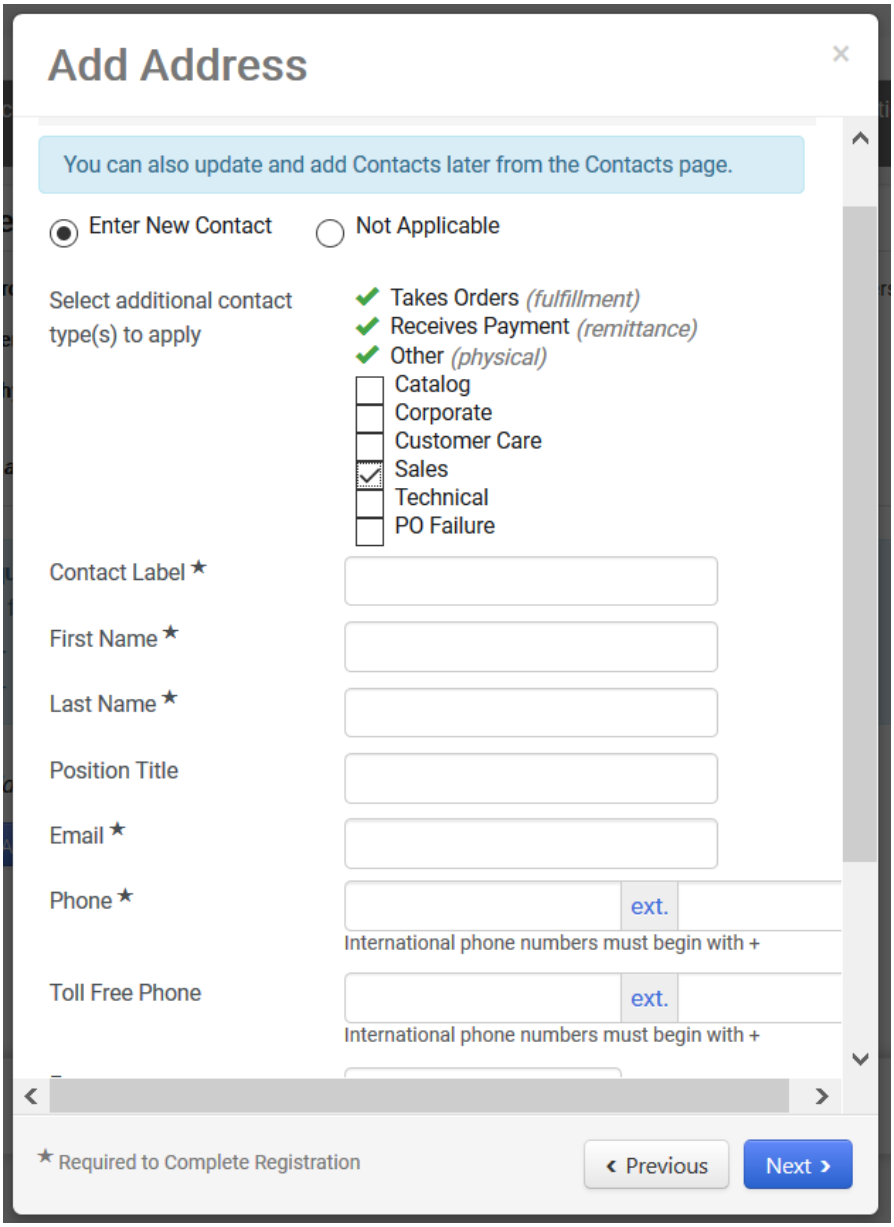


If the entry is for fulfillment, you will need to enter an email or fax number where POs can be sent. The remit to address is where payment will be sent and should match the address on the invoice you will be submitting.

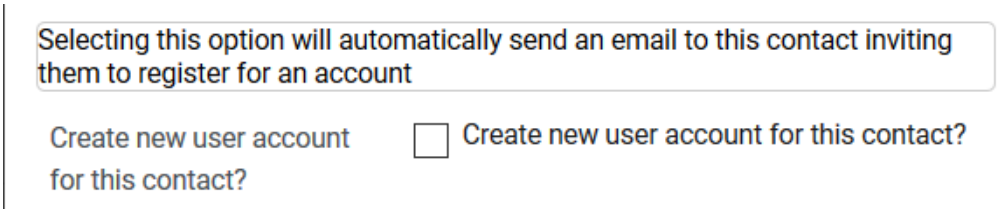


Fill out all the required information and click

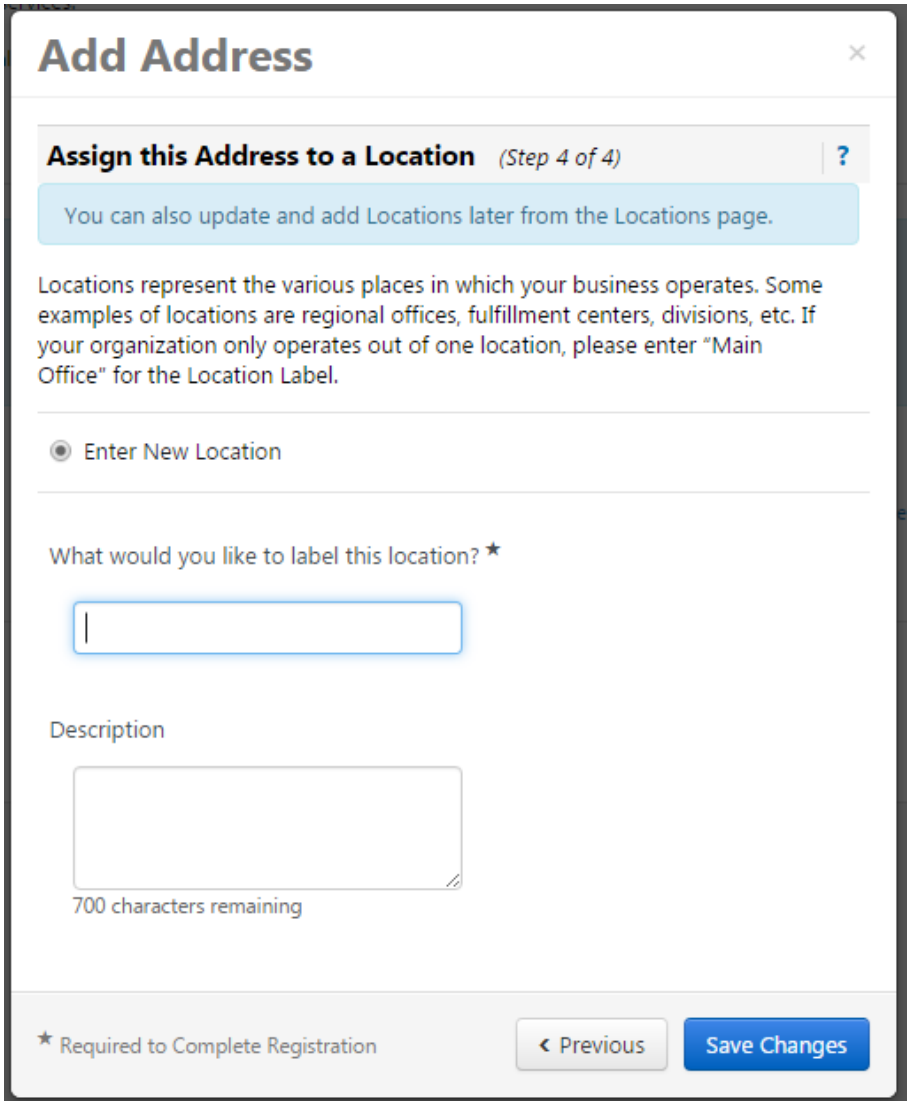
You will then be able to add contact information for the individual who will be managing your supplier record. The fulfillment, remittance, and physical contact boxes are automatically checked. **You will also be required to enter a Sales contact in order to complete the registration.**

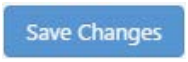


At this point, you will be able to create a new user account for the contact person you added, if it is someone other than yourself. This individual will automatically be sent a new user request via email, which will allow them to create their own login for the portal.



You will then be asked to assign a location for this address. This is a requirement for CU so that departments can build POs and payments can be made to you. The location label should be a description of the address and can be the same as the address label.

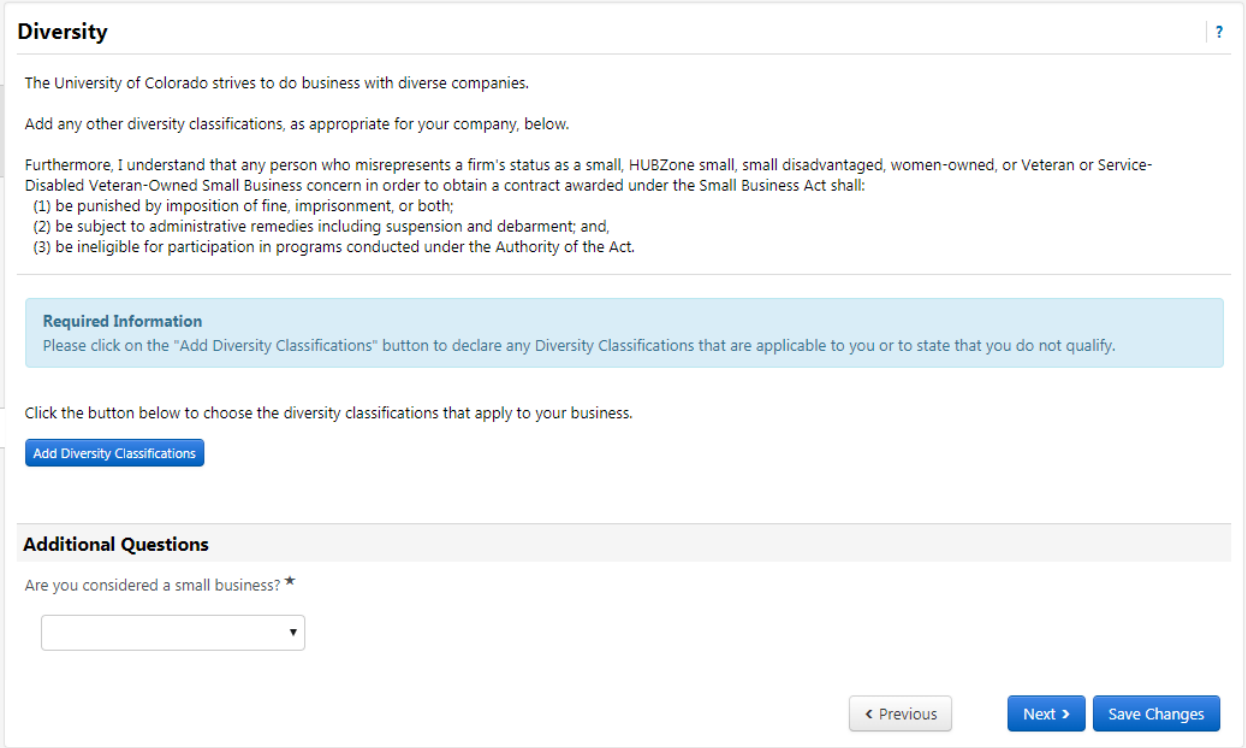


Click 

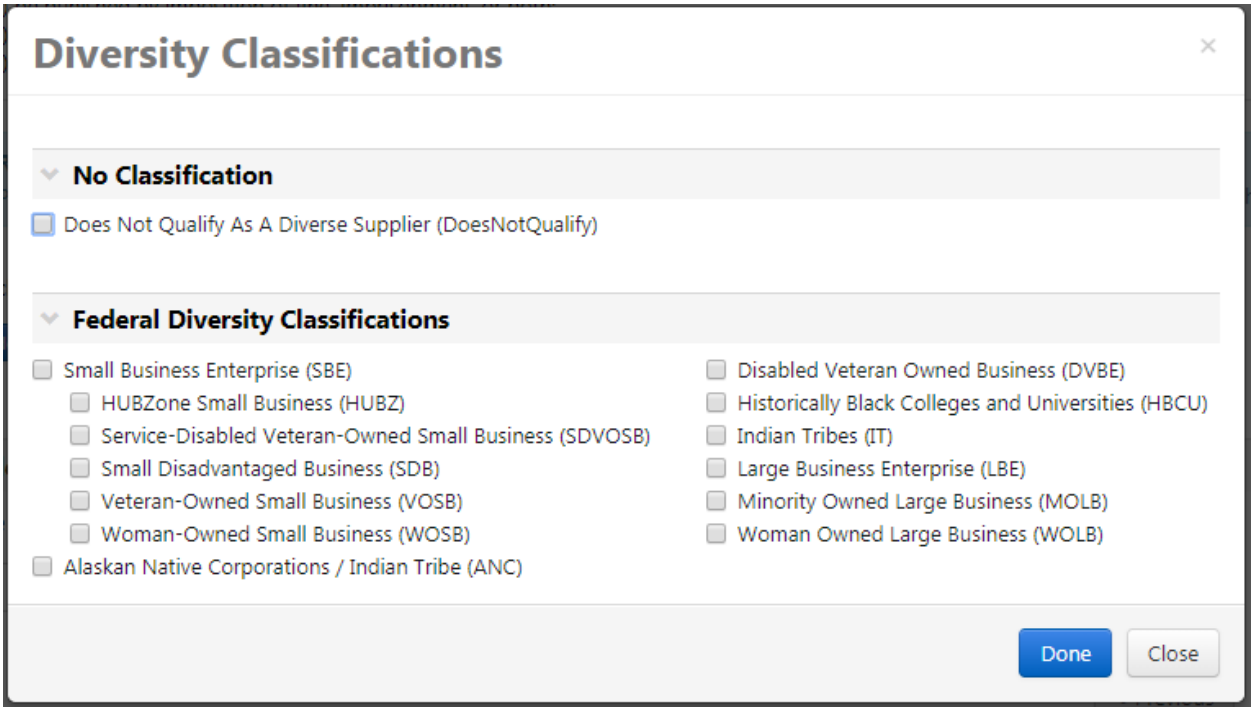
Diversity

CU strives to do business with diverse companies, although this does not guarantee, nor preclude any business transaction. However, we do want to know if you qualify as a diverse supplier. If your business can be classified as any of those shown below, please choose Yes for the question at the top of the page. If you select No or Decline to Answer, you will be considered a large business. For more information on

small business classifications, please visit the SBA website at https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards

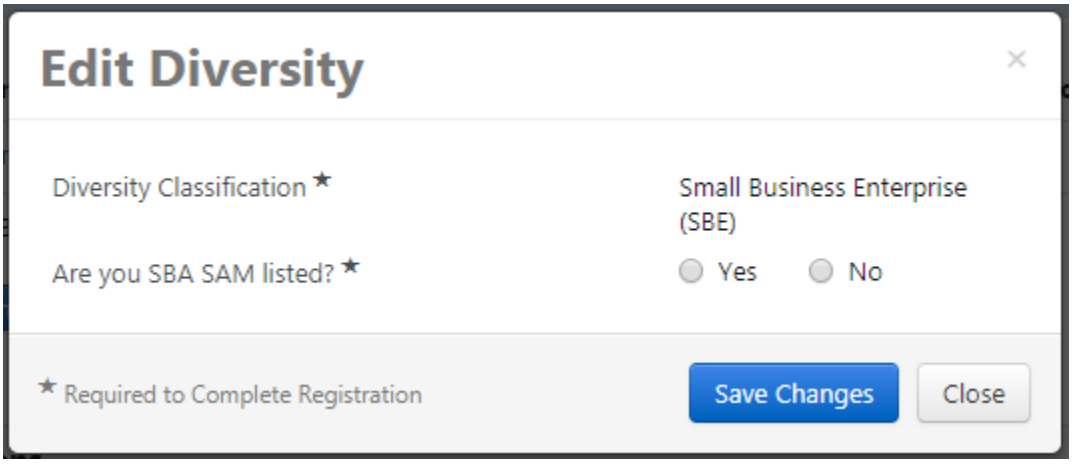


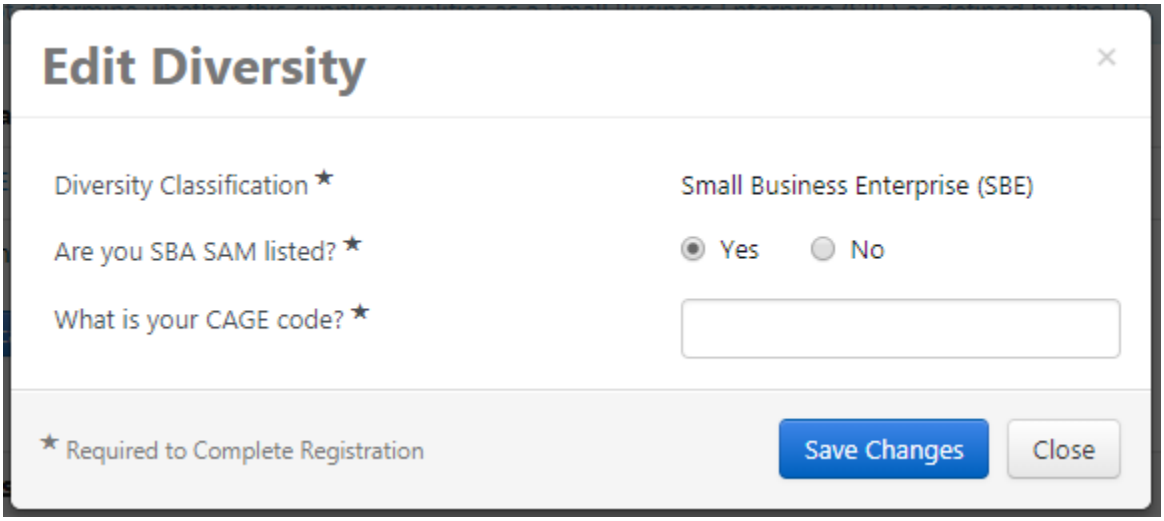
Click the Add Diversity Classifications button.



***If you are an international supplier, please choose "Does Not Qualify As A Diverse Supplier" as these classifications only pertain to domestic suppliers.**

If you choose "Small Business Enterprise", you will need to click the edit button next to that entry and enter your CAGE code if you are SBA SAM listed.

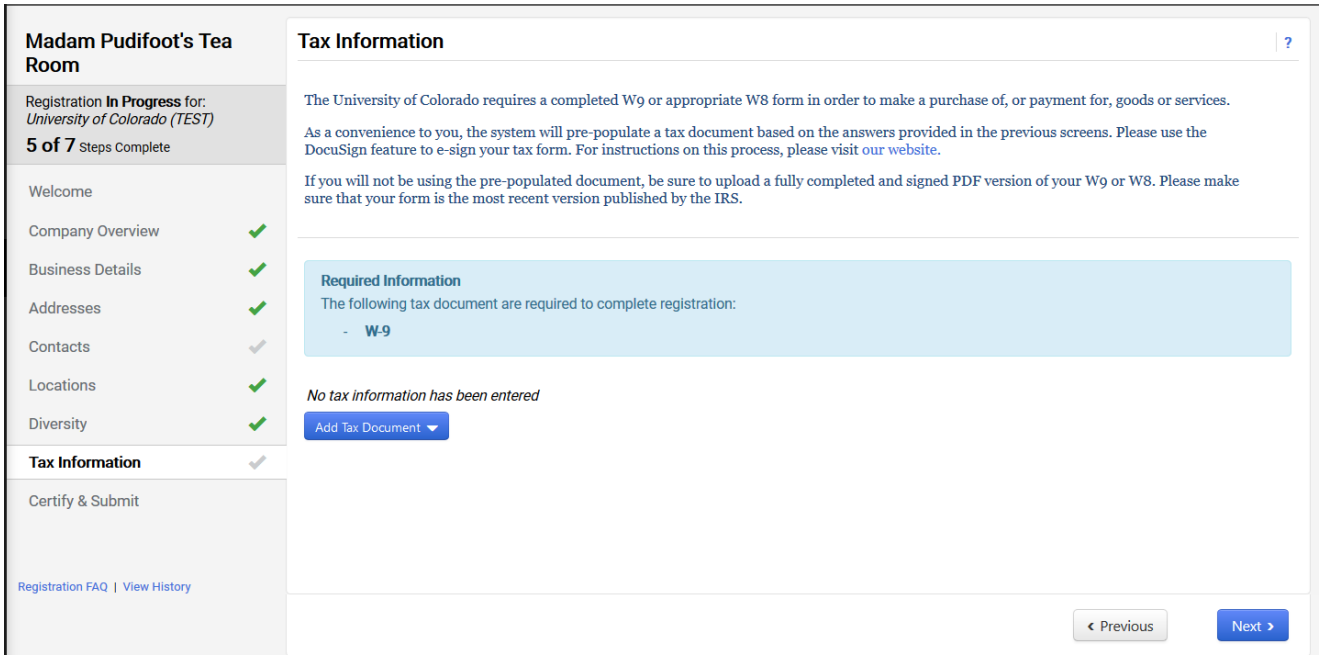




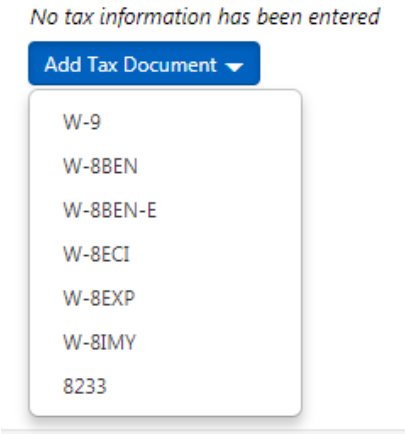
Once you have provided your diversity information, indicate whether or not you are a small business under Additional Questions, then click

Tax Information

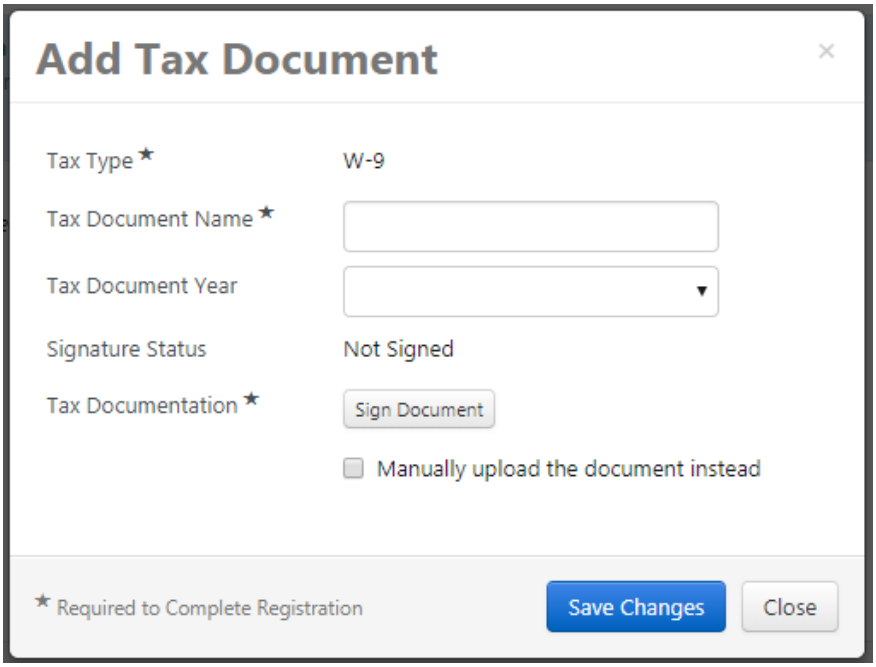
Here you will be required to upload your tax document. Please use the pre-populated document, which has been completed by the system based on your previous answers.



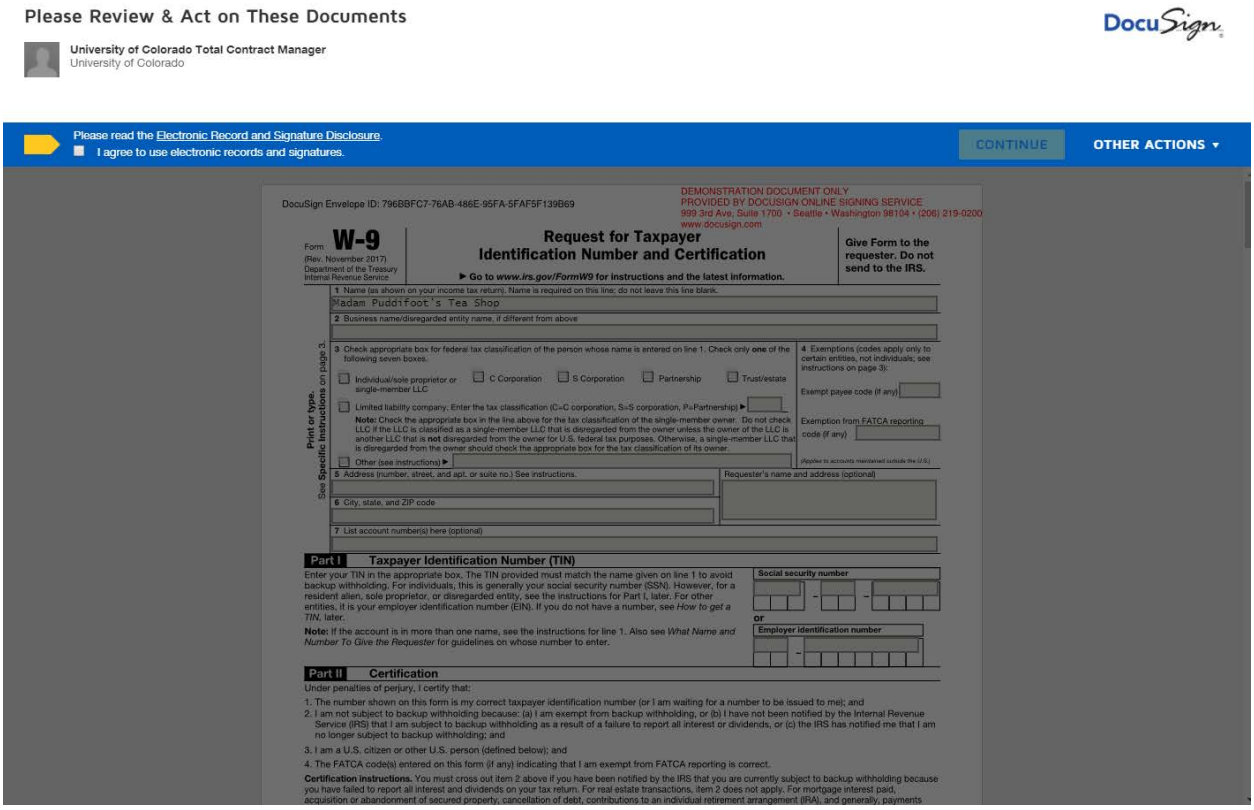
If you choose to use this method, click the button and choose which document you would like to upload. If you are a domestic supplier, your only choice will be a W9. **International suppliers will be shown a list of W8s to choose from. If you have questions about which form to use, please refer to the IRS website: https://www.irs.gov/uac/form-w-8ben-certificate-of-foreign-status-of-beneficial-owner-for-united-states-tax-withholding or contact our international tax specialists at alicia.dandeneau@cu.edu or kendra.zafiratos@cu.edu.**



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-up blockers are disabled on your browser so the document can open in a separate window.**



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 e-signature function. You can also send the PDF to CUSupplier@cu.edu or mail it to:

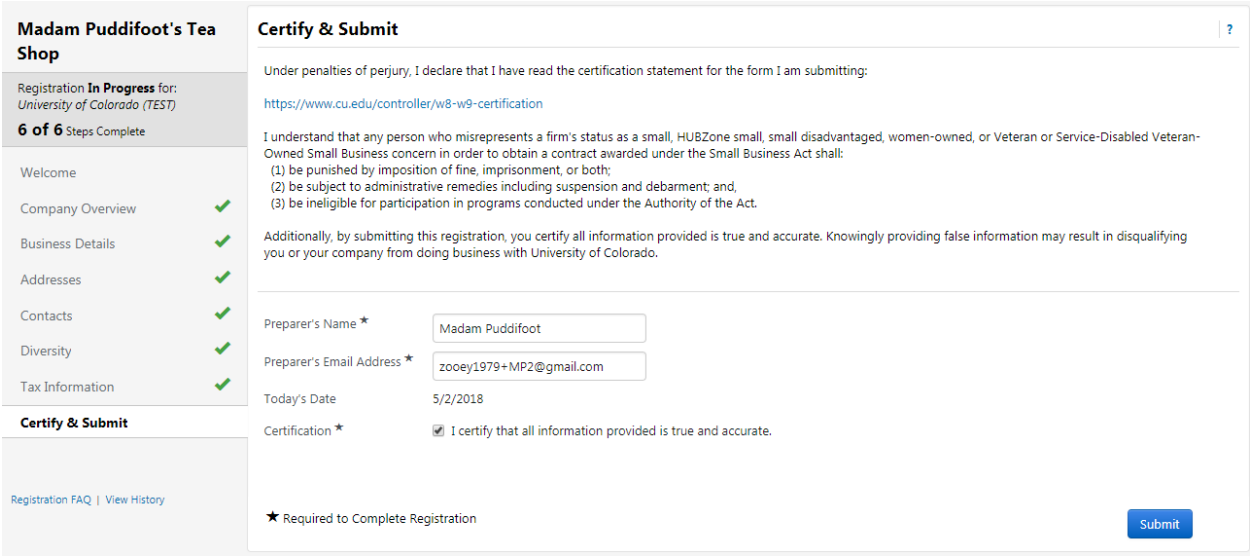
1800 Grant Street

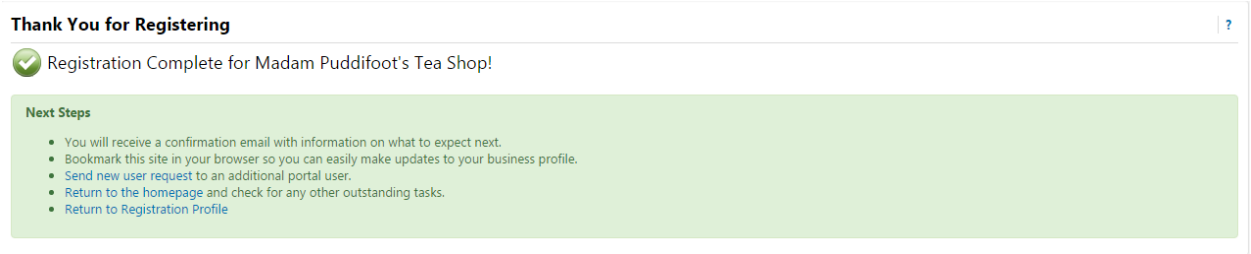
Suite 500

Denver, CO 80203

Certify & Submit

You will then be able to certify and submit your registration for final review. Click the Proceed to Certify and Submit » button. Enter your name and email address. 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.