

## Step-by-Step Guide

### CU Supplier Portal: Inviting Suppliers to Register

#### Not sure what the CU Supplier Portal is?

Visit the [CU Supplier Portal Information page](#) to find out.

#### Procedure

1. Begin by accessing CU Marketplace via [your campus portal](#). Locate your **CU Resources** section and, under the **Business Applications** area, select the **CU Marketplace** link.
2. Use your side navigation bar on the left side of your screen to go to **Supplier Management > Manage Suppliers > Add Suppliers**.
3. Enter information into the required fields, noted by the asterisked (\*) field names:

a. **Registration Type** using the dropdown:

- *Individual* if the supplier is an individual **and** the Payment Voucher (PV) form will be used for purchases from this supplier. (Refer to the PSC Procedural Statement [Payment Voucher/ Authorization](#) for appropriate PV use.)
- *Purchase Order Supplier* for all other suppliers.

b. Supplier Name

c. Email address, twice (one is to confirm)

You can also enter the optional information: Tax ID #, DUNS, and first and last name.

The screenshot shows a web form titled "Invite Supplier" with a question mark icon in the top right corner. The form contains the following fields and values:

Registration Type *	Purchase Order Supplier
Supplier Name *	L Street Incorporated
Supplier Number	
Tax ID Number	
DUNS	
First Name	Emily
Last Name	Smith
Email Address *	emily.smith@lstreet.com
Confirm Email Address *	emily.smith@lstreet.com

At the bottom of the form is a blue button labeled "Invite Supplier to Register".

4. Click the **Invite Supplier to Register** button. The supplier name and email domain (for example: @colorado.com, @lstreet.com) are compared to existing supplier records. Then, one of these three events occurs:
  - a. An invitation is emailed to the supplier with registration details.
  - b. You see the message **The email you want to invite is an exact match to an existing supplier**. This happens when the email address entered has already been used for an existing supplier. You should search for your supplier and resend the invitation – visit the [Supplier Portal FAQs](#) for details.
  - c. You see the message **Is the supplier you'd like to invite displayed below?**. This happens when the supplier is either already in CU Marketplace or another potential match has been found. Click the **Invite Supplier** button to the right of your supplier and an invitation is emailed to the supplier with registration details. If your supplier is not listed, email [CUSupplier@cu.edu](mailto:CUSupplier@cu.edu) with the invitation details so a new supplier profile can be established.

**You will receive an email notification once the supplier is fully approved by the PSC and ready for orders to be placed in CU Marketplace.**