

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](#). Within your portal's top navigation bar, use the **Business Tools** dropdown menu to select **CU Marketplace**.
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:

Field	Value
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 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.