

Step-by-Step Guide

CU Supplier Portal: Inviting Suppliers to Register

In This Guide

The CU Supplier Portal is an alternative to completing the CU W-9 form. It allows suppliers to:

- Manage supplier information, such as addresses, contacts, and diversity classification
- View the CU Sourcing website for solicitations
- Check the status of their invoices

This guide discusses:

- ✓ Which suppliers shouldn't be invited to register in the CU Supplier Portal
- ✓ Inviting a supplier to register

Don't Invite These Suppliers to Register in the CU Supplier Portal

- **Suppliers who are already in CU Marketplace.** Refer to the Step-by-Step Guide [CU Supplier Portal: Searching for Suppliers in PeopleSoft](#) to learn how.
- Additionally, these types of suppliers should not register in the CU Supplier Portal. Instead, fax the required tax document to the Procurement Service Center (PSC) at 303-764-3434.

Supplier Type	Required Tax Document
Hospital/Healthcare provider	CU W-9
International entity or individual	Applicable W-8
State, city, or local government	W-9 (IRS or entity's own version)
Study subject, or stipend or award recipient	W-9 (IRS or entity's own version) For study subjects: Send completed W-9 with the Study Subject Payment (SSP) form to ensure the individual is appropriately set up under the Clinical Trial generic supplier record.
University	W-9 (IRS or entity's own version)

Still not sure whether to invite a supplier?

Visit the Quick Reference Guide [CU Supplier Portal: Should I Invite a Supplier?](#) and use the flowchart to find out.

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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 **bold** field names:
 - a. Supplier Name
 - b. Email address, twice (one is to confirm)
 - c. **Registration Type** using the dropdown:
 - *Individual* if the supplier is an individual or a sole proprietor **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.

Invite Supplier ? [Add Supplier](#)

Complete the applicable information to invite a supplier.

Supplier Name L Street Incorporated

Tax ID Number

DUNS

Additional information for Invitations

First Name Emily

Last Name Smith

Email Address Emily.smith@lstreet.com

Confirm Email Address Emily.smith@lstreet.com

Registration Type Purchase Order Supplier

[Invite Supplier to Register](#)

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

4. Click the **Invite Supplier to Register** button. The supplier name and email domain (for example: @gmail.com, @msn.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. The **The email you want to invite is an exact match to an existing supplier** message appears. This happens when the supplier has already been invited. You can resend the invitation now if you wish.
 - c. The **Is the supplier you'd like to invite displayed below?** message appears. This happens when the supplier is not in CU Marketplace but is part of SciQuest's supplier network. Click the **Invite Supplier** button and an invitation is emailed to the supplier with registration details.

You will receive an email notification once the supplier completes registration.