Becoming A Supplier [1]

Most supplier relationships are established within the departments on the four CU campuses. To be an established supplier, you must be invited by a CU department.

**CU Supplier Portal**

The CU Supplier Portal is available through the University's eProcurement system, CU Marketplace. As an external supplier, register in the CU Supplier Portal to do the following:

- Register online to become a supplier with CU (this is done by invite only).
- Manage supplier information, such as addresses, contacts, and diversity classification
- View and respond to University solicitations on CU's BidNet Website.
- View invoice status online. (This access replaces the need to contact the University for invoice status information.)

**Individual Payees**

If a department wishes to issue you an Honorarium, you will receive an invitation to register as an Individual supplier in the CU Marketplace. Individual suppliers are a condensed registration that is not required to provide as much information as a Company or an Independent Contractor that receives a Purchase Order. Follow the registration steps noted here (Individual Registration Knowledge Article) and in the video below:
Companies/Organizations and Independent Contractors

If your company/organization is working with a CU department, or you are working under a Scope of Work [4], you will need to complete a Company/Independent Contractor registration. This registration collects more information, such as what types of goods/services you will be providing the University, Small Business designations, and more. Follow the registration steps noted here (Company/Independent Contractor Knowledge Article) and in the video below:
Documents Necessary for Supplier Registration

United States Individuals and Organizations

Please note that individuals doing business as an Individual/Sole Proprietor or Single-Member LLC are required to do business under their Social Security Number and will register using their legal name

W-9 [5] (US entity)

Non-US Individuals and Organizations

For additional guidance on international tax, contact the International Tax team [6]

W-8BEN [7] (Foreign Individual)

W-8BEN-E [8] (Foreign Entity)

Small and Diverse Business Certifications

Certifications [9] (Information from the Office of Economic Development and International Trade)

Resources

- W-8BEN [7] (Foreign Individual)
- W-8BEN-E [8] (Foreign Entity)
- W-9 [5] (US entity)
- CU’s BidNet Website [2]
- Tax Exempt Status [10]
- Credit Information [11]
- W-9 (signed by CU) [12]

Related Articles

- Investigating Invoice Payment Status [13]
- Submitting Purchase Order Invoices in the CU Marketplace Portal [14]
- Registering as a Supplier - Companies/Independent Contractors [15]
- Registering as a Supplier - Individuals [16]

SEARCH ALL ARTICLES [17]
Policies & Procedures

- Procurement Rules [18]
- Purchase Order Terms and Conditions [19]
- W-9 & Vendor Authorization [20]

VIEW ALL PROCEDURES [21]

Groups audience:
Procurement Service Center

Source URL: https://www.cu.edu/psc/doing-business-cu/becoming-supplier

Links
[6] https://www.cu.edu/employee-services/international-tax
[10] https://www.cu.edu/controller/tax/tax-exempt-information
[12] https://www.cu.edu/controller/policies/w-9-signed-cu
[16] https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Individuals
[17] https://pschelp.cu.edu/s/
[18] https://www.cu.edu/psc/procurement-rules
[19] https://www.cu.edu/psc/procurement/purchase-order-terms
[21] https://www.cu.edu/psc/procedures