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 [2].
- Submit invoices and view invoice status online (this access replaces the need to submit to apinvoice@cu.edu [3] or to contact the University for invoice status information).

Available Late 2024

**Individual Payees**

If a department wishes to issue you an Honorarium [4], 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 [5], 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 (US entity)

Non-US Individuals and Organizations

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

W-8BEN (Foreign Individual)

W-8BEN-E (Foreign Entity)

Small and Diverse Business Certifications

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

Resources

- W-8BEN (Foreign Individual)
- W-8BEN-E (Foreign Entity)
- W-9 (US entity)
- CU’s BidNet Website
- Tax Exempt Status
- Credit Information
- W-9 (signed by CU)
- Hire An Independent Contractor (Scope of Work)

Related Articles

- Investigating Invoice Payment Status
- Submitting Purchase Order Invoices in the CU Marketplace Portal
- Registering as a Supplier - Companies/Independent Contractors
- Registering as a Supplier - Individuals

SEARCH ALL ARTICLES
Policies & Procedures

- Procurement Rules [19]
- Purchase Order Terms and Conditions [20]
- W-9 & Vendor Authorization [21]

VIEW ALL PROCEDURES [22]

Groups audience:
Procurement Service Center

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

Links
[3] mailto:apinvoice@cu.edu
[7] https://www.cu.edu/employee-services/international-tax
[12] https://www.cu.edu/psc/policies/credit-information
[16] https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Companies-Independent-Contractors
[17] https://pschelp.cu.edu/s/article/Suppliers-Registering-as-a-Supplier-Individuals
[18] https://pschelp.cu.edu/s/
[19] https://www.cu.edu/psc/procurement-rules
[20] https://www.cu.edu/psc/procurement/purchase-order-terms
[22] https://www.cu.edu/psc/procedures