

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 ^[6] (US entity)

Non-US Individuals and Organizations

For additional guidance on international tax, contact the International Tax team ^[7]

W-8BEN ^[8] (Foreign Individual)

W-8BEN-E ^[9] (Foreign Entity)

Small and Diverse Business Certifications

Certifications ^[10] (Information from the Office of Economic Development and International Trade)

Resources

- W-8BEN ^[8] (Foreign Individual)
- W-8BEN-E ^[9] (Foreign Entity)
- W-9 ^[6] (US entity)
- CU's BidNet Website ^[2]
- Tax Exempt Status ^[11]
- Credit Information ^[12]
- W-9 (signed by CU) ^[13]
- Hire An Independent Contractor (Scope of Work) ^[5]

Related Articles

- Investigating Invoice Payment Status ^[14]
- Submitting Purchase Order Invoices in the CU Marketplace Portal ^[15]
- Registering as a Supplier - Companies/Independent Contractors ^[16]
- Registering as a Supplier - Individuals ^[17]

SEARCH ALL ARTICLES ^[18]

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

[1] <https://www.cu.edu/psc/doing-business-cu/becoming-supplier>
[2] <https://www.bidnetdirect.com/colorado/universityofcolorado> [3] <mailto:apinvoice@cu.edu>
[4] <https://www.cu.edu/psc/policies/honorarium-hnr> [5] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work>
[6] <https://www.irs.gov/forms-pubs/about-form-w-9> [7] <https://www.cu.edu/employee-services/international-tax> [8] <https://www.irs.gov/forms-pubs/about-form-w-8-ben> [9] <https://www.irs.gov/forms-pubs/about-form-w-8-ben-e> [10] <https://oedit.colorado.gov/pathway-to-certifications/identify-certifications>
[11] <https://www.cu.edu/controller/tax/tax-exempt-information> [12] <https://www.cu.edu/psc/policies/credit-information> [13] <https://www.cu.edu/controller/policies/w-9-signed-cu>
[14] <https://pschelp.cu.edu/s/article/Suppliers-Investigating-Invoice-Payment-Status>
[15] <https://pschelp.cu.edu/s/article/Suppliers-Submitting-Purchase-Order-Invoices-in-the-CU-Marketplace-Portal> [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> [21] <https://www.cu.edu/psc/policies/psc-procedural-statement-w-9-vendor-authorization> [22] <https://www.cu.edu/psc/procedures>