Supplier Portal Registration Guide: Purchase Order Suppliers

Below are instructions for completing your registration with the University of Colorado’s (CU) Supplier Portal.

When a CU department invites you to register for the supplier portal, you will receive the following email from CUMarketplace@cu.edu:

You must use the link contained in the email to access your profile. If you do not receive the link, please contact CUSupplier@cu.edu. If you start your registration, but need to come back to it at a later date, you can access your profile at www.cu.edu/psc/supplierlogin
Once you click the **Register Now** link from the email, you will be brought to the welcome page for the supplier registration.

![Supplier Registration Welcome Page](image)

**Welcome to Supplier Registration**

You may need to have the following information in order to complete the registration process:

- Addresses - Ordering/Fulfillment, Physical and Remittance addresses
- Contacts information (Sales, Corporate, etc.)
- Signed W9
- Goods/services that you offer (to receive notifications about University solicitations)
- Diversity (business classification) information and certifications

Please see our step by step guide for details on the complete registration process --

https://www.uco.edu/psc/policies/suppliers-registering-cu%20%59s-supplier-portal

Please click **Continue with Registration**. You will then be taken to a page where you can create your account and set up your login information.
Complete all fields that have the star symbol next to them and click Create Account.
Welcome

Verify your legal company name. This is the name that will be entered on all Solicitation Responses, Purchase Orders, and Payments. If your company’s legal name is different from the one you were invited under, this is where you would correct it. Verify the information and click Next.

Company Overview

This is the page where you can add you DBA (doing business as) name, if applicable, and your tax information. If you do not have a DUNS number (Dun & Bradstreet) please check the “no” box. You are not required to have a DUNS number to register as a supplier with the university. If you are an international supplier, please choose Non-US Based Entity from the Legal Structure menu. The tax ID number field will then become optional. When you have completed the information on this page, click Next.
Business Details

This is where you will provide your NAICS and commodity codes. This information helps us to invite appropriate suppliers to solicitation events as well as report on types of goods/services purchased.

We recommend using the search feature to determine your **NAICS** code. Enter text related to the type of business you do. To get the most complete list of available options enter just 1 keyword related to the kind of business.

- **EXAMPLE**: by Entering the word “Drywall” in the search 2 options appear –
  - 238310 Drywall and Insulation Contractors
  - 423320 Brick, Stone, and Related Construction Material Merchant Wholesalers
- The expandable tree is also available to help determine the primary type of work.
The commodity code list is a shortened/condensed version of codes used internally by CU. There are only 20 selections, but you can select more than one.
Once you have chosen the descriptions for your business, please click "Next 3".

**Addresses**

You will need to enter fulfillment, physical, and remit to addresses in order to proceed. The fulfillment address is where the PO will be sent. The remittance address is where payment will be sent, and must match the remit to address on your invoices.
Click on the **Add Address** button. Anything can be entered for the address label. Check all address types that apply to the address you will be entering and click **Next >**

If the entry is for fulfillment, you will need to enter an email or fax number where POs can be sent. The remit to address is where payment will be sent and should match the address on the invoice you will be submitting.
Fill out all the required information and click
You will then be able to add contact information for the individual who will be managing your supplier record. The fulfillment, remittance, and physical contact boxes are automatically checked.

You will then be asked to assign a location for this address. This is a requirement for CU so that departments can build POs and payments can be made to you. The location label should be a description of the address and can be the same as the address label.
Diversity

CU strives to do business with diverse companies, although this does not guarantee, nor preclude any business transaction. However, we do want to know if you qualify as a diverse supplier. If your business can be classified as any of those shown below, please choose Yes for the question at the top of the page. If you select No or Decline to Answer, you will be considered a large business. For more information on small business classifications, please visit the SBA website at https://www.sba.gov/contracting/getting-started-contractor/make-sure-you-meet-sba-size-standards/table-small-business-size-standards
If you state that you are a diverse business, you will be asked to add a diversity classification.

Does Your Business Qualify as a Diverse Supplier?  
- Yes
- No/Non-US Based
- Decline to Answer

Additional Questions

Are you considered a small business?  

No Diversity Classifications Selected
Add Diversity Classification

- Small Business Enterprise (SBE)
- Alaskan Native Corporations / Indian Tribe (ANC)
- Disabled Veteran Owned Business (DVBE)
- Historically Black Colleges and Universities (HBCU)
- Indian Tribes (IT)
- Large Business Enterprise (LBE)
- Minority Owned Large Business (MOLB)
- Woman Owned Large Business (WOLB)
If you choose “Small Business Enterprise”, a new box will appear asking if you are SBA SAM listed and what your CAGE code is. If you do not have a CAGE code, please choose no for the SBA SAM question.
You will also have the option of adding more diversity classifications.

Once you have provided your diversity information, click

**Tax Information**

Here you will be required to upload your tax document. There are a few ways this can be accomplished. The first is to use the pre-populated document, which has been completed by the system based on your previous answers.
If you choose to use this method, click the button and use the link.

International suppliers will be shown a list of W8s to choose from. If you have questions about which form to use, please refer to the IRS website: https://www.irs.gov/uac/form-w-8ben-certificate-of-foreign-status-of-beneficial-owner-for-united-states-tax-withholding

Do not make any changes to the document. Save it as is to your desktop.
# W-9 Request for Taxpayer Identification Number and Certification

**Part I: Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN) if you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

**Part II: Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (as defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 2.

**Sign Here**

Signature of U.S. person ▶

Date ▶

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted. Future developments, information about developments affecting Form W-9 (such as legislation enacted after we release it), is at www.irs.gov/W9.

**Purpose of Form**

An individual or entity (from W-9 requests) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an Information Return the amount paid to you, or other amounts reportable on an Information Return. Examples of Information Returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV dividends, including those from stocks or mutual funds
- Form 1099-ASC (returns of interest on accounts with savings institutions)
- Form 1099-B (broker or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1099-A (sales of real property)
- Form 1099-C (canceled debt)
- Form 1099-D (return of interest on accounts with savings institutions)
- Form 1099-B (returns of interest on accounts with savings institutions)
- Form 1099-D (returns of interest on accounts with savings institutions)
- Form 1099-C (canceled debt)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester, a TIN might be subject to backup withholding. See what is backup withholding on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
3. Claim exemption from backup withholding if you are a U.S. exempt pays or if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partner's share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further instructions.

Cat. No. 10291X

Form W-9 (Rev. 12-2014)
*Note for foreign entities: At this time, our international tax office is unable to accept e-signed W8s. Please hand-sign your tax document and either upload it to your profile or email it to CUSupplier@cu.edu. If you have questions about which document to choose, please contact our international tax specialists at alicia.dandeneau@cu.edu or kendra.zafiratos@cu.edu.

Go back to the Add Tax Document window and click the Upload button.

A new window will pop up asking you to add an attachment. Name the document and click Choose File.

Select the form you just saved to your desktop and check the I certify this tax document box.
You will then need to e-sign your tax document, which is done by entering your portal password in the e-signature box. This is the same password you used to log into the portal.

Click

Another option for this step is to fill out a W9 by hand and upload a PDF of the form to your profile. If you choose this option, there is no need to use the e-signature function. You can also send the PDF to CUSupplier@cu.edu or mail it to:

1800 Grant Street
Suite 500
Denver, CO 80203
Certify & Submit

You will then be able to certify and submit your registration for final review. Click the button. Enter your name and email address. Check the box and click

I certify that all information provided is true and accurate.

Your registration is now complete. It will be reviewed by CU’s supplier management team and you will be contacted if more information is required. If you have any questions during this process, please contact CUSupplier@cu.edu.