

## **Becoming A Supplier** <sup>[1]</sup>



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 Mid-2025***

## **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 <sup>[5]</sup>, 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 <sup>[6]</sup> (US entity)

## Non-US Individuals and Organizations

For additional guidance on international tax, contact the International Tax team <sup>[7]</sup>

W-8BEN <sup>[8]</sup> (Foreign Individual)

W-8BEN-E <sup>[9]</sup>(Foreign Entity)

## Small and Diverse Business Certifications

Certifications <sup>[10]</sup> (Information from the Office of Economic Development and International Trade)

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## Resources

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

## Related Articles

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

SEARCH ALL ARTICLES <sup>[18]</sup>

# 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

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**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://www.sba.gov/local-assistance/federal-contracting-assistance>  
[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>