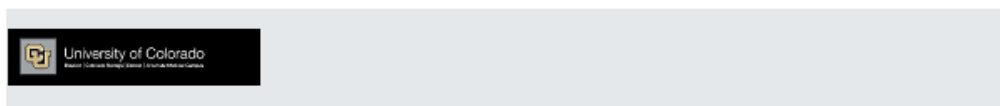


Supplier Portal Registration Guide: Purchase Order Suppliers

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:



Supplier Invitation for University of Colorado

Dear Madam Puddifoot's Tea Shop,

The University of Colorado (CU) has invited you, , to register as a potential supplier within CU's Supplier Portal. Access to the Supplier Portal is required to submit your tax documents securely online and for CU to establish you as a current supplier available for all University faculty and staff to issue purchase orders or pay invoices for Madam Puddifoot's Tea Shop. However, the CU Supplier Portal offers additional benefits, such as:

- View/Respond to Solicitations
- Manage Madam Puddifoot's Tea Shop's Company Data and Contact Information
- View the Status of Invoices submitted against a purchase order for Madam Puddifoot's Tea Shop
- Securely transmit tax documents to CU

Becoming a University of Colorado network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have 24/7 access to your secure portal.

To begin your registration: [Register Now](#)

Thank You,

University of Colorado

Need help? Email the CU Procurement Service Center at cusupplier@cu.edu, or reply to this email.

Why am I receiving this email?

- You have been identified as a contact for Madam Puddifoot's Tea Shop
- CU wants to be sure you are available for potential purchases and/or payments

You must use the [Register Now](#) 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.



The image shows a screenshot of the University of Colorado's supplier registration welcome page. At the top, there is a dark header with the University of Colorado logo (a gold 'CU' monogram) on the left and the text 'University of Colorado' in white, with 'Boulder | Colorado Springs | Denver | Anschutz Medical Campus' below it. Below the header, the page has a light blue sidebar on the left with two links: 'Registration Checklist' and 'Registration FAQ'. The main content area has a title 'Welcome to Supplier Registration' followed by a paragraph stating that users need specific information to complete registration. This information is listed in a bulleted format: Addresses (Ordering/Fulfillment, Physical and Remittance), Contacts (Sales, Corporate, etc.), Signed W9, Goods/services offered, and Diversity information. Below the list, there is a link to a step-by-step guide and a 'Continue with Registration' button.

Registration Checklist
[Registration FAQ](#)

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.cu.edu/psc/policies/suppliers-registering-cu%E2%80%99s-supplier-portal>

[Continue with Registration](#)

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.



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Supplier Registration

This is the only way for you to access and update your supplier account information.

Contact Information

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title	<input type="text"/>
Phone Number *	<input type="text"/> ext. <input type="text"/>

For international numbers, begin the number with +

Login Information

Email *	<input type="text"/>
Confirm Email *	<input type="text"/>
Create Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

Security Information

Select your Security Question and enter an answer. This information will be used in the future if you forget your password.

Question *	<input type="text"/>
------------	----------------------

* Required to Create Account

Create Account

Complete all fields that have the star symbol next to them and click [Create Account](#)

Welcome

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado
1 of 7 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Locations ✓
- Diversity ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

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.cu.edu/psc/policies/suppliers-registering-cu%E2%80%99s-supplier-portal>

Required to Start Registration

Legal Company Name *

* Required to Complete Registration

[Next >](#)

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

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado
1 of 7 Steps Complete

Company Overview ✓

- Business Details ✓
- Addresses ✓
- Contacts ✓
- Locations ✓
- Diversity ✓
- Tax Information ✓
- Certify & Submit

Registration FAQ | View History

Company Overview

Doing Business As (DBA)

Country of Origin

Does your business have a DUNS number? ☒ Yes ☐ No

Legal Structure *

Legal Structure is used by the IRS to classify the form of a business organization and ultimately determines which tax documentation is required. Please provide the appropriate Legal Structure information as it is currently stated with the IRS. For more information about business structures, please visit www.irs.gov.

Tax ID Number *

Website

* Required to Complete Registration

[< Previous](#) [Next >](#)

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.

The screenshot shows a registration interface for 'Madam Puddifoot's Tea Shop'. On the left is a sidebar with a progress indicator showing '2 of 7 Steps Complete' and a list of steps: Welcome, Company Overview, Business Details (highlighted), Addresses, Contacts, Locations, Diversity, Tax Information, and Certify & Submit. The main content area is titled 'Business Details' and includes a help icon. It has two sections: 'Products and Services' and 'Additional Questions'. The 'Products and Services' section contains fields for 'NAICS Codes' (with a note 'No Primary NAICS Code Selected' and an 'Edit' button) and 'Commodity Codes' (with a '-' value and an 'Edit' button). The 'Additional Questions' section has a checkbox for 'Payment Plus' and a note about its benefits. Below this is a section marked with an asterisk as 'Required to Complete Registration'. At the bottom of the main area are 'Previous' and 'Next' navigation buttons. The footer of the sidebar contains links for 'Registration FAQ' and 'View History'.

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado
2 of 7 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Locations ✓

Diversity ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

Business Details ?

Products and Services

NAICS Codes ★ No Primary NAICS Code Selected [Edit](#)

Commodity Codes ★ - [Edit](#)

Additional Questions

☐ Payment Plus is a program which offers payment in net 10 days as compared to the paper check of net 30 days. If you would like more information on this program, please select the box and a PSC representative will contact you to discuss the program.

★ Required to Complete Registration

[Previous](#) [Next](#)

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.

NAICS Codes

×

Use Search or drill down in the tree view to select a Primary NAICS Code.

Q

NAICS Code/Description/Keyword

0 Selected Codes

NAICS Code

+

11 - Agriculture, Forestry, Fishing and Hunting

+

21 - Mining, Quarrying, and Oil and Gas Extraction

+

22 - Utilities

+

23 - Construction

+

31 - Manufacturing

+

32 - Manufacturing

+

33 - Manufacturing

+

42 - Wholesale Trade

+

44 - Retail Trade

+

45 - Retail Trade

+

48 - Transportation and Warehousing

+

49 - Transportation and Warehousing

+

51 - Information

+

52 - Finance and Insurance

+

53 - Real Estate and Rental and Leasing

+

54 - Professional, Scientific, and Technical Services

+

55 - Management of Companies and Enterprises

+

56 - Administrative and Support and Waste Management and Remediation Services

+

61 - Educational Services

+

62 - Health Care and Social Assistance

+

71 - Arts, Entertainment, and Recreation

+

72 - Accommodation and Food Services

+

81 - Other Services (except Public Administration)

+

92 - Public Administration

Done

Close

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.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

0 Selected Codes

Showing **1 - 20** of 20 Results

Results Per Page 20
Sort by: Best Match
Page 1 of 1

Commodity Code	Description
01	Advertising, Marketing & Print Services
02	Athletics, Apparel & Linens
03	Benefits
04	Books, Subscriptions, & Library Services
05	Construction Materials & Services
06	Facilities Related Supplies, Materials & Services
07	Food Related Products & Services
08	Furniture
09	IT Hardware & Maintenance
10	IT Software & Maintenance
11	Office / Classroom Supplies & Equipment
12	Official Function
13	Professional Services & Training
14	Real Estate
15	Scientific / Laboratory / Medical Equipment & Supplies
16	Storage, Moving & Mailing Services
17	Subcontracts / Sponsored Programs
18	Telecommunications / AV
19	Travel
20	Vehicles & Equipment/Transportation

Results Per Page 20
Page 1 of 1

Once you have chosen the descriptions for your business, please click

Next >

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

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado

3 of 7 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Locations ✓

Diversity ✓

Tax Information ✓

Certify & Submit

Registration FAQ | View History

Addresses ?

Your **Order/Fulfillment** address is where your company receives and processes requests (purchase orders) for goods/services.

Your **Remit** address is where your company receives payments for goods/services.

Your **Physical** address is where your company receives mail or other official communications.

These addresses can be the same.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

Add Address

Hide Inactive Addresses

< Previous

Next >

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 >**

Add Address ×

Basic Information (Step 1 of 4) ?

What would you like to label this address? ★

Example: Headquarters, Houston Office

Which of the Following Business Activities Take Place at this Address? (select all that apply) ★

☐ Takes Orders (fulfillment)

☐ Receives Payment (remittance)

☐ Other (physical)

★ Required to Complete Registration

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.

Add Address

Address Details (Step 2 of 4)

?

How would you like to receive purchase orders for this fulfillment address? *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

ext.

For international numbers, begin the number with +

Toll Free Phone

ext.

For international numbers, begin the number with +

Fax

For international numbers, begin the number with +

★ Required to Complete Registration

< Previous

Next >

Fill out all the required information and click

Next >

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.

Add Address

Primary Contact For This Address (Step 3 of 4)

?

You can also update and add Contacts later from the Contacts page.

☒ Enter New Contact ☐ Not Applicable

Select additional contact type(s) to apply

☒ Takes Orders (fulfillment)

☒ Receives Payment (remittance)

☒ Other (physical)

☐ Catalog

☐ Corporate

☐ Customer Care

☐ Sales

☐ Technical

☐ PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

ext.

For international numbers, begin the number with +

Toll Free Phone

ext.

For international numbers, begin the number with +

Fax

For international numbers, begin the number with +

★ Required to Complete Registration

< Previous

Next >

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.

Add Address

Assign this Address to a Location (Step 4 of 4) ?

You can also update and add Locations later from the Locations page.

Locations represent the various places in which your business operates. Some examples of locations are regional offices, fulfillment centers, divisions, etc. If your organization only operates out of one location, please enter "Main Office" for the Location Label.

☒ Enter New Location

What would you like to label this location? *

Description

700 characters remaining

★ Required to Complete Registration

< Previous

Save Changes

Click

Save Changes

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>

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado

5 of 7 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Locations ✓

Diversity ✓

Tax Information ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

Diversity ?

The University of Colorado strives to do business with diverse companies. Below you can add appropriate diversity classifications for your company.

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

Additional Questions

Are you considered a small business? ★

< Previous

Next >

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

No Diversity Classifications Selected

Add Diversity Classification ▼

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.

Add Diversity

Diversity Classification ★

Small Business Enterprise (SBE)

Are you SBA SAM listed? ★

☒ Yes ☐ No

★ Required to Complete Registration

Add Diversity Classification

Close

Add Diversity

Diversity Classification ★

Small Business Enterprise (SBE)

Are you SBA SAM listed? ★

☒ Yes ☐ No

What is your CAGE code? ★

★ Required to Complete Registration

Add Diversity Classification

Close

You will also have the option of adding more diversity classifications.

Small Business Enterprise (SBE)

Add Diversity Classification ▼

- SBE - HUBZone Small Business (HUBZ)
- SBE - Small Disadvantaged Business (SDB)
- SBE - Veteran-Owned Small Business (VOSB)
- SBE - Woman-Owned Small Business (WOSB)
- 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)

Once you have provided your diversity information, click

Next >

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.

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado

6 of 7 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Locations

Diversity

Tax Information

Certify & Submit

Registration FAQ | View History

Tax Information

The University of Colorado requires a completed W-9 or appropriate W-8 form in order to make a purchase of, or payment for, goods or services.

As a convenience to you, the system will pre-populate a tax document based on the answers provided in the previous screens. To use this feature, you will need to save the form to your desktop then upload it. After uploading it, you will have the opportunity to e-sign it. To use the pre-populated W8 or W9, please follow the steps listed below:

1. Click on "Add Tax Document"
2. Choose the form
3. On the pop up form, fill in the blanks – create a name, pick a year, and click on "Download Pre-populated Tax Document". Choose "Save File" and "OK".
4. Save the form to your desktop. **NOTE: IF OPENING FORM TO SAVE IT, DO NOT OPEN IN BROWSER; INSTEAD, OPEN IN ADOBE READER AS PDF. DO NOT E-SIGN THE DOCUMENT -- THAT IS DONE AFTER UPLOADING.**
5. Click on "Upload". Create a "Title". Click "Browse" and click on the file you downloaded earlier, then click "Add".
6. Click on the file you just downloaded to ensure the document is still filled out.
7. Click on the box next to "I certify this tax document". A separate form will pop up. This is where you e-sign the form.
8. Enter the password you used to sign into the portal and click "Save Changes".

If you are not using the pre-populated document be sure you have a fully completed and signed PDF version of a IRS tax document that you will upload here.

Required Information

At least one tax document is required to complete this section.

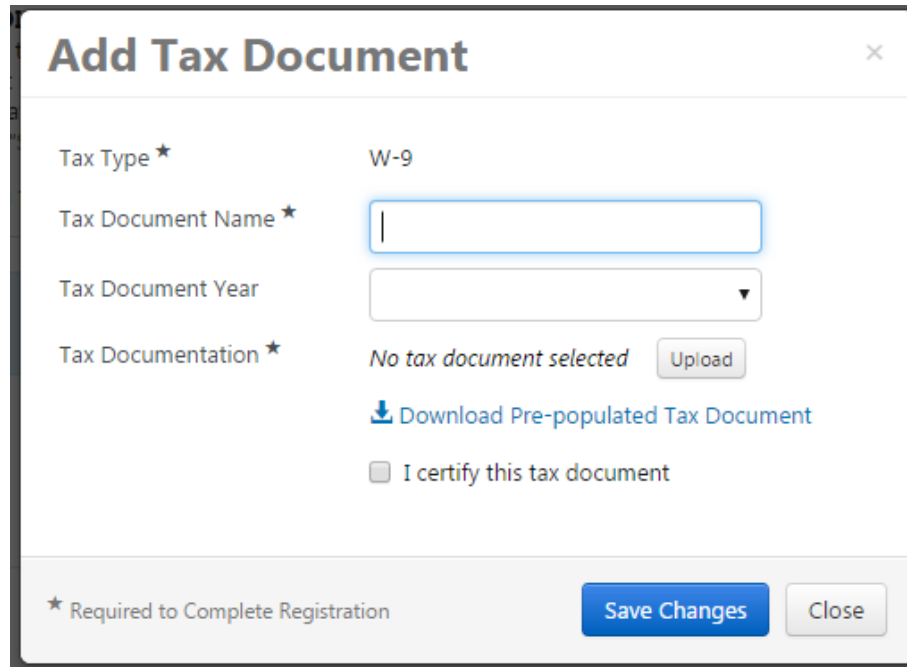
No tax information has been entered

Add Tax Document ▼

< Previous

Next >

If you choose to use this method, click the **Add Tax Document** button and use the [Download Pre-populated Tax Document](#) link.

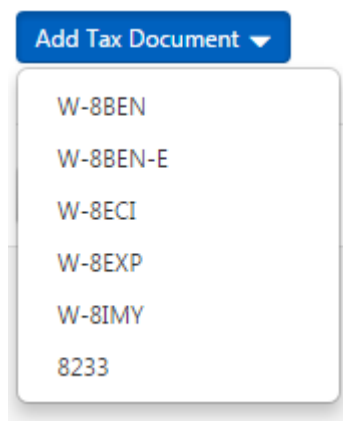


The screenshot shows a web form titled "Add Tax Document" with a close button (X) in the top right corner. The form contains the following fields and options:

- Tax Type ***: A dropdown menu currently showing "W-9".
- Tax Document Name ***: A text input field.
- Tax Document Year**: A dropdown menu.
- Tax Documentation ***: A section with the text "No tax document selected", an "Upload" button, a link to "Download Pre-populated Tax Document", and a checkbox labeled "I certify this tax document".

At the bottom of the form, there is a note: "★ Required to Complete Registration". To the right of this note are two buttons: "Save Changes" and "Close".

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>



This screenshot shows a dropdown menu that appears after clicking the "Add Tax Document" button. The menu lists the following options:

- W-8BEN
- W-8BEN-E
- W-8ECI
- W-8EXP
- W-8IMY
- 8233

Do not make any changes to the document. Save it as is to your desktop.

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Madam Puddifoot's Tea Shop	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 1800 Leprosy Lane 1800 Leprosy Lane	Requester's name and address (optional)
	6 City, state, and ZIP code Denver, CO 80203	
	7 List account number(s) here (optional)	

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.

Social security number									
			-						
OR									
Employer identification number									
1	5	-	4	9	6	7	8	9	4

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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 (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 3.

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/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) 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), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount 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-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock 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 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

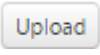
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

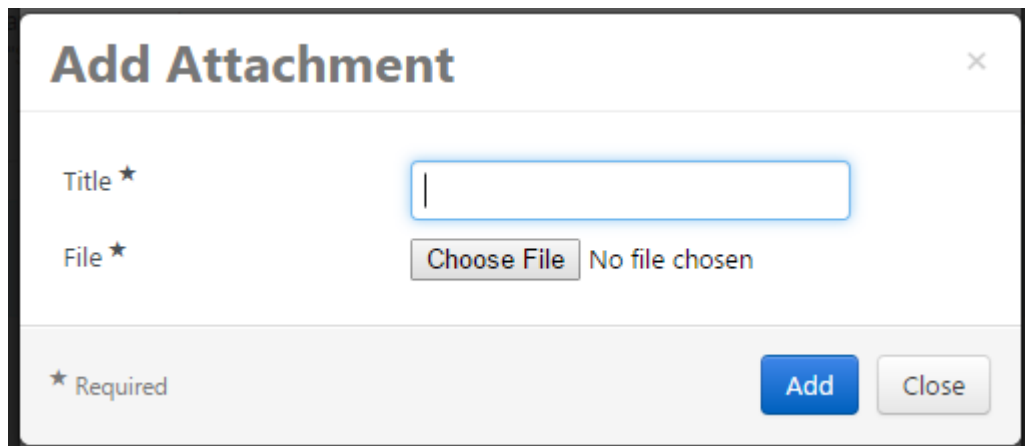
By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. 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 partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

***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.**

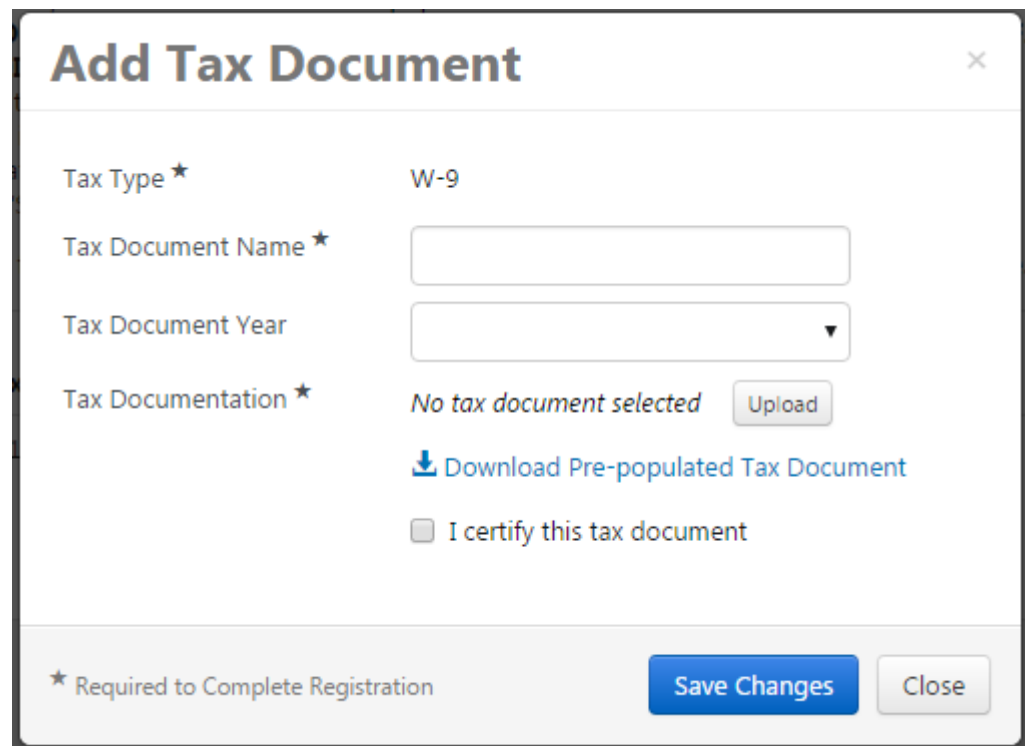
Go back to the Add Tax Document window and click the  button.

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



The "Add Attachment" dialog box features a title bar with a close button. It contains two required fields: "Title" with a text input box, and "File" with a "Choose File" button and the text "No file chosen". A legend at the bottom left indicates that the star symbol denotes required fields. At the bottom right, there are "Add" and "Close" buttons.

Select the form you just saved to your desktop and check the ☐ I certify this tax document box.



The "Add Tax Document" dialog box includes a title bar with a close button. It contains several fields: "Tax Type" (a dropdown menu currently showing "W-9"), "Tax Document Name" (a text input box), "Tax Document Year" (a dropdown menu), and "Tax Documentation" (a text input box showing "No tax document selected" with an "Upload" button). Below these fields is a link "Download Pre-populated Tax Document" and a checkbox "I certify this tax document". A legend at the bottom left states "Required to Complete Registration". At the bottom right, there are "Save Changes" and "Close" buttons.

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.

Add Tax Document

Tax Type *

W-9

Tax Document Name *

Tax Document Year

Tax Documentation *

MP W9

Replace

[Download Pre-populated Tax Document](#)

☒ I certify this tax document

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:

- I am exempt from backup withholding, or
- I have been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or
- The IRS has notified me that I am no longer subject to backup withholding, **AND**

3. I am a U.S. or other U.S. person (defined below).

- An individual who is a U.S. citizen or U.S. resident alien
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States
- An estate (other than a foreign estate) or
- A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission

Under penalties of perjury, I certify that:

* I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.

* By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

eSignature

Enter Portal Password

* Required to Complete Registration

Save Changes

Close

Click

Save Changes

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 [Proceed to Certify and Submit >>](#) button. Enter your name and email address. Check the [I certify that all information provided is true and accurate.](#) box and click [Submit](#)

Madam Puddifoot's Tea Shop

Registration **In Progress** for:
University of Colorado

7 of 7 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Locations

Diversity

Tax Information

Certify & Submit

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Under penalties of perjury, I certify that:

(1) I represent a non-us based entity or am a foreign individual, or

(2) 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

(3) 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 (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or,

(c) the IRS has notified me that I am no longer subject to backup withholding; and,

(4) I am a U.S. citizen or other U.S. person.

Furthermore, I understand that any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, women-owned, or Veteran or Service-Disabled Veteran-Owned Small Business concern in order to obtain a contract awarded under the Small Business Act shall:

(1) be punished by imposition of fine, imprisonment, or both;

(2) be subject to administrative remedies including suspension and debarment; and,

(3) be ineligible for participation in programs conducted under the Authority of the Act.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with University of Colorado.

Preparer's Initials

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

Today's Date 8/31/2016

Certification * ☐ I certify that all information provided is true and accurate.

* Required to Complete Registration

[Submit](#)

Thank You for Registering

Registration Complete for Madam Puddifoot's Tea Shop!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

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.