

Purpose

Vendors who are new to doing business with CDOT need to use this procedure to request an initial account on CDOT's Vendor Portal.



Vendors who were already doing business with CDOT prior to December 1, 2014, do not need to request an account. These vendors will be sent an initial user name and password and will need to create the permanent user name and password for their company's account.

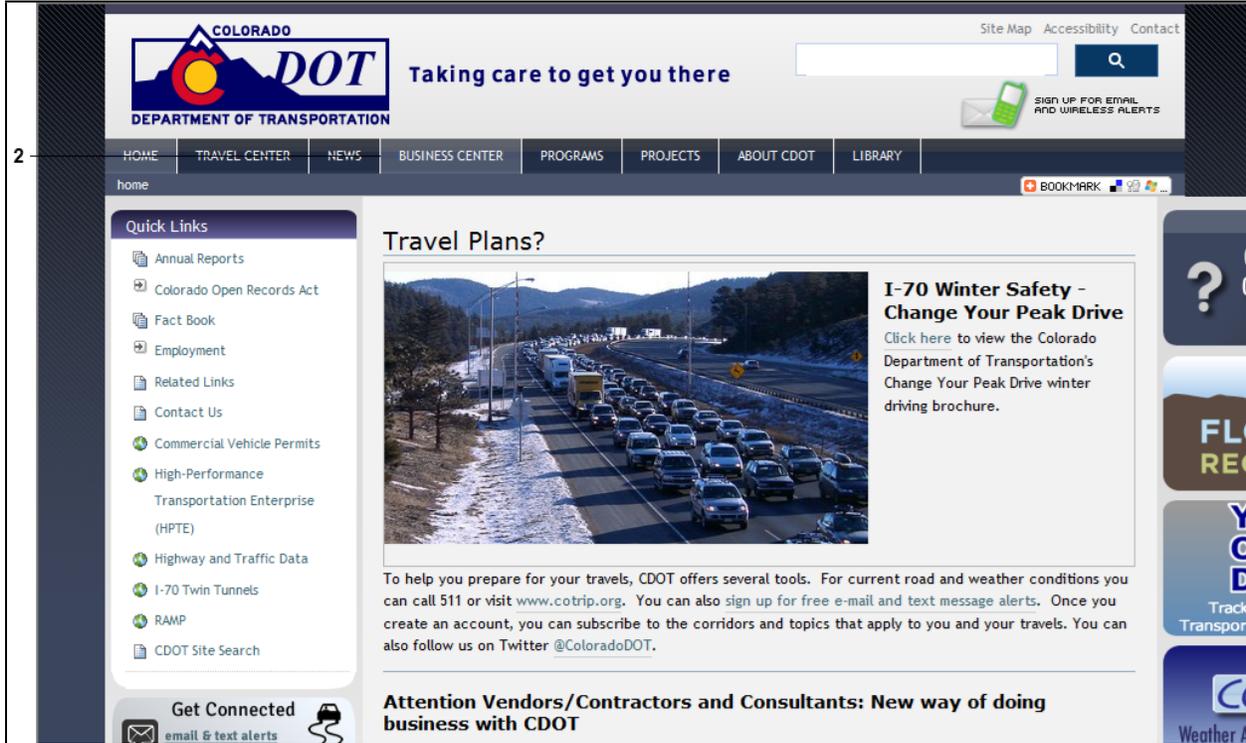
Helpful Hints

- This document provides step-by step instructions with screenshots. If you have trouble finding the location of a button or a field included in a step, look for step's number next to one of the preceding screenshots. That number will point to the button's or field's location on the screen.
- To ensure that you are using the most updated document, open it directly from CDOT's website in the Business Center.
- CDOT's Vendor Self-Service Portal is compatible with any version of Internet Explorer, Google Chrome or Mozilla Firefox. If you experience compatibility issues using newer versions of Internet Explorer, enable the compatibility/enterprise mode to be fully compatible with this portal.

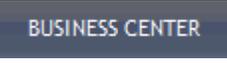
Procedure

1. Start the transaction using the URL: <http://www.coloradodot.info/>.

Travel Plans? — CDOT



The screenshot shows the CDOT website interface. At the top, there is a search bar and a 'SIGN UP FOR EMAIL AND WIRELESS ALERTS' button. The navigation menu includes 'HOME', 'TRAVEL CENTER', 'NEWS', 'BUSINESS CENTER', 'PROGRAMS', 'PROJECTS', 'ABOUT CDOT', and 'LIBRARY'. The 'BUSINESS CENTER' tab is highlighted. On the left, a 'Quick Links' sidebar lists various services. The main content area features a 'Travel Plans?' section with a photo of a highway and a 'I-70 Winter Safety - Change Your Peak Drive' article. At the bottom left of the screenshot, there is a 'Get Connected' button with an email icon and the text 'email & text alerts'.

2. Click **BUSINESS CENTER** tab .

Business Center — CDOT

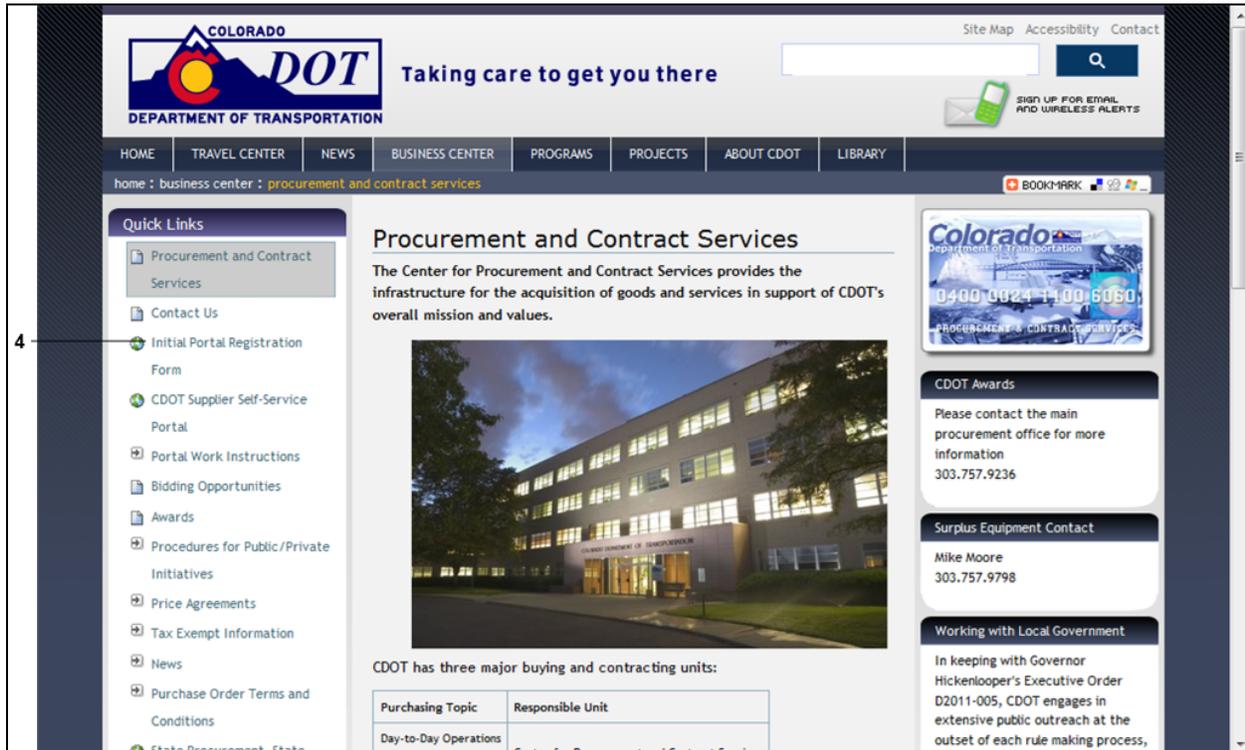
The screenshot shows the CDOT Business Center website. At the top, there is a navigation menu with links for HOME, TRAVEL CENTER, NEWS, BUSINESS CENTER (which is highlighted), PROGRAMS, PROJECTS, ABOUT CDOT, and LIBRARY. Below the navigation menu is a 'Quick Links' panel on the left, listing various services such as 'Business Center', 'Advertisement for Final Settlement', 'Approved Products List', 'Highway and Bridge Construction Bidding', 'Civil Rights & Business Resource Center', 'Consultants', 'Coping With Construction', 'Design and Construction Project Support', 'Emergency Flood Information & Forms', 'Engineering Applications', 'Engineering Estimates and Market Analysis', and 'Financial Management and'. The main content area is titled 'Business Center' and features a search bar, a '2012 M&S Standard Plans Book' announcement, and a 'Working with Local Government' section. The 'Working with Local Government' section mentions Governor Hickenlooper's Executive Order D2011-005 and the registration of municipal advisors. The 'CDOT Financials' section provides information on rules pertaining to the registration of municipal advisors.

3. From the *Quick Links* panel, click *Consultants*, *Highway and Bridge Construction Bidding* or *Procurement and Contract Services* link.



You may need to use your scrollbar to find the link in the *Quick Links* panel.

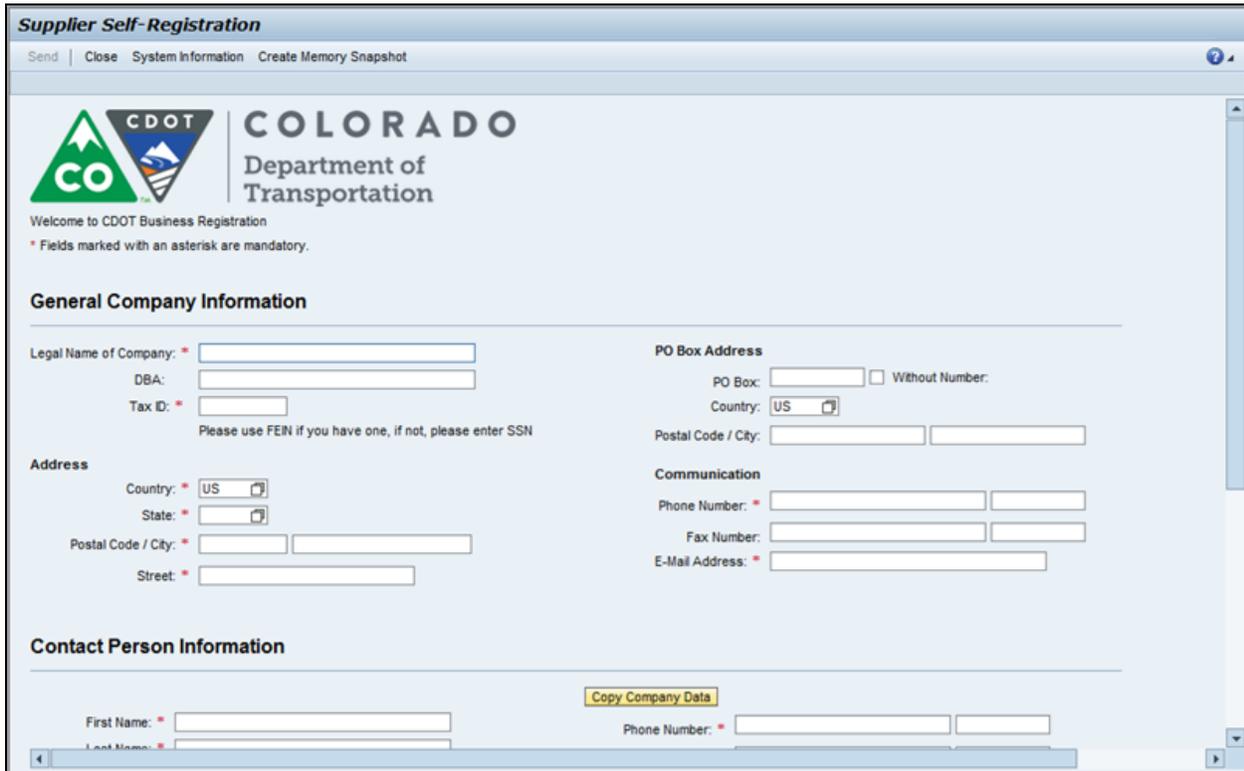
Overview — CDOT



The screenshot shows the CDOT website's 'Procurement and Contract Services' page. The top navigation bar includes links for HOME, TRAVEL CENTER, NEWS, BUSINESS CENTER, PROGRAMS, PROJECTS, ABOUT CDOT, and LIBRARY. A search bar and a 'SIGN UP FOR EMAIL AND WIRELESS ALERTS' button are also present. The main content area is titled 'Procurement and Contract Services' and includes a description of the center's mission, a photo of a CDOT building, and a table listing purchasing topics and responsible units. A sidebar on the left contains a 'Quick Links' menu with various options, including 'Initial Portal Registration Form', which is highlighted by a red arrow and the number '4'.

4. Click the *Initial Portal Registration Form* link to request an initial account on CDOT's Vendor Portal. The *Supplier Self-Registration* screen displays.

Supplier Self-Registration



Supplier Self-Registration

Send | Close System Information Create Memory Snapshot

COLORADO
Department of
Transportation

Welcome to CDOT Business Registration
* Fields marked with an asterisk are mandatory.

General Company Information

Legal Name of Company: *
 DBA:
 Tax ID: *
Please use FEIN if you have one, if not, please enter SSN

Address

Country: *
 State: *
 Postal Code / City:
 Street: *

PO Box Address

PO Box: Without Number:
 Country:
 Postal Code / City:

Communication

Phone Number: *
 Fax Number:
 E-Mail Address: *

Contact Person Information

First Name: *
 Last Name: *
 Phone Number: *

- Complete the fields in the **General Company Information** section to provide CDOT with your company's basic contact information. Complete all required fields that are designated with a red asterisk *, as well as any optional fields that may be applicable to your company.



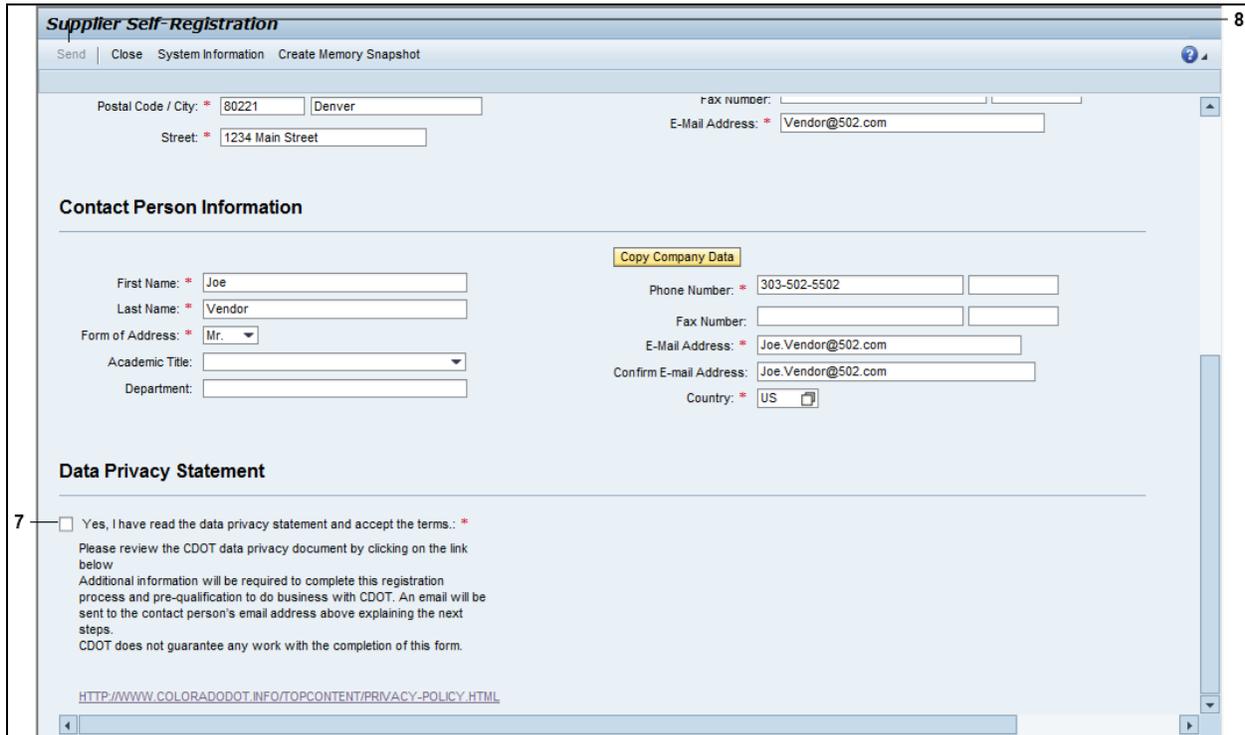
You may need to scroll down the screen to see the next section, **Contact Person Information**.

- Complete the required fields in the **Contact Person Information** section to inform CDOT of your company's contact person and how to communicate with that person directly.



The name entered here will be the contact person for your organization. The contact person will be the only person who can access the account unless they share the user name and password.

General Company Information



Supplier Self-Registration 8

Send Close System Information Create Memory Snapshot

Postal Code / City: * 80221 Denver
Street: * 1234 Main Street
E-Mail Address: * Vendor@502.com

Contact Person Information

First Name: * Joe
Last Name: * Vendor
Form of Address: * Mr.
Academic Title: *
Department: *

Copy Company Data

Phone Number: * 303-502-5502
Fax Number: *
E-Mail Address: * Joe.Vendor@502.com
Confirm E-mail Address: * Joe.Vendor@502.com
Country: * US

Data Privacy Statement

7 Yes, I have read the data privacy statement and accept the terms.: *
Please review the CDOT data privacy document by clicking on the link below
Additional information will be required to complete this registration process and pre-qualification to do business with CDOT. An email will be sent to the contact person's email address above explaining the next steps.
CDOT does not guarantee any work with the completion of this form.
[HTTP://WWW.COLORADODOT.INFO/TOPCONTENT/PRIVACY-POLICY.HTML](http://www.coloradodot.info/topcontent/privacy-policy.html)

- The **Data Privacy Statement** section provides a link to CDOT's Privacy Policy. Once you've read and agreed to CDOT's Privacy Policy, click the **Yes, I have read the data privacy statement and accept the terms.:** check box .



Before this checkbox is selected, the **Send** button **Send** is grayed out. When you select it, this button is activated.

- Click **Send** button **Send** .

Confirm

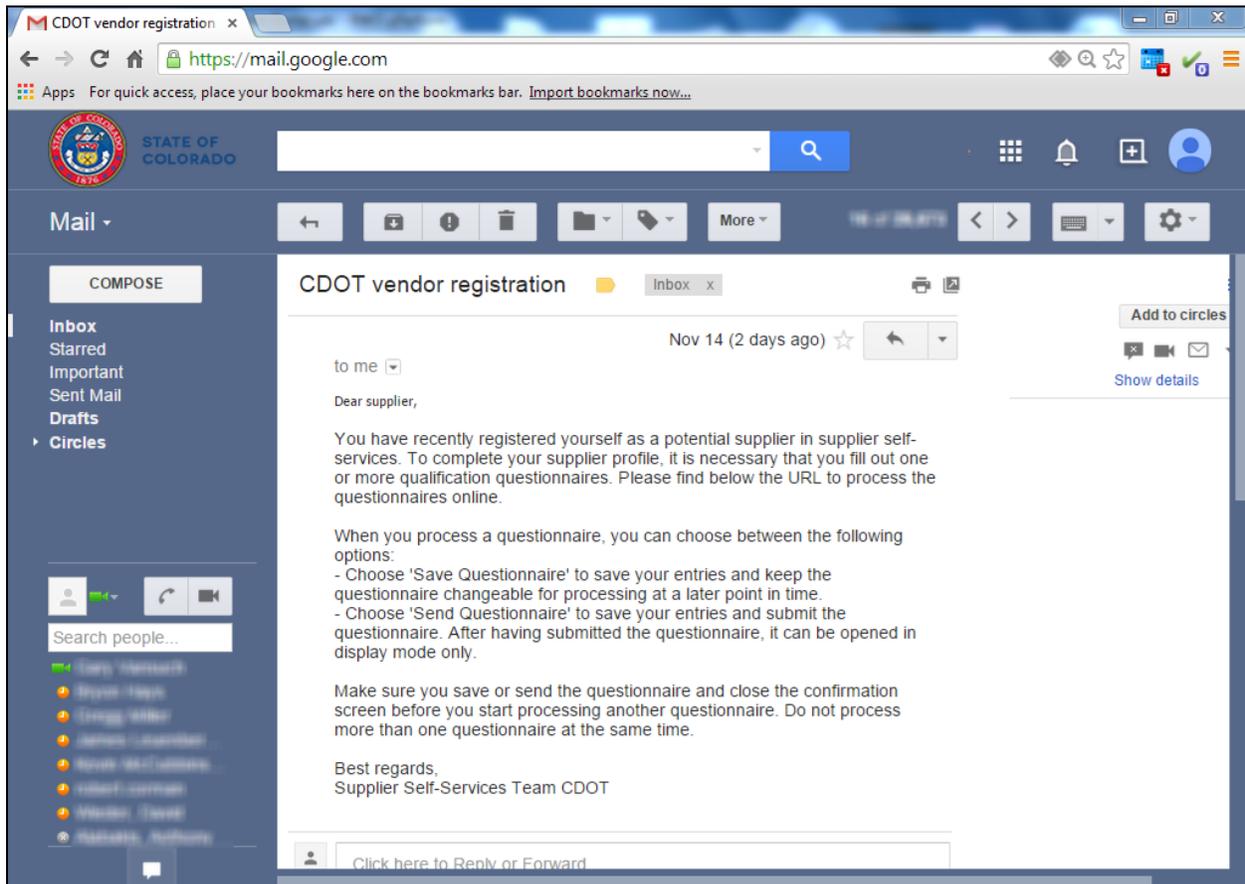


Confirm X

Your registration was successful. You will receive a confirmation e-mail soon.

Close 9

- Click **Close** button **Close** .

Desktop

10. You will receive an automatically-generated email to confirm that CDOT has received your request for an account on CDOT's Vendor Portal.



Once your account request has been processed, you will receive two additional emails:

- One email will include your temporary user ID and the link to the *Vendor Portal Account Creation* screen.
- The other email will include your temporary password.



See the "Create Account on CDOT's Vendor Portal" instructions for more detail on how to create your user name and password.

11. You have completed this transaction.

Result

You have successfully requested an account on CDOT's Vendor Portal. CDOT will process your request and send you two separate emails with a link to the *Vendor Portal Account Creation* screen, your initial user name and your initial password. You will then need to create your account on CDOT's Vendor Portal. See the "Create Account on CDOT's Vendor Portal" instructions for more detail on how to do this.