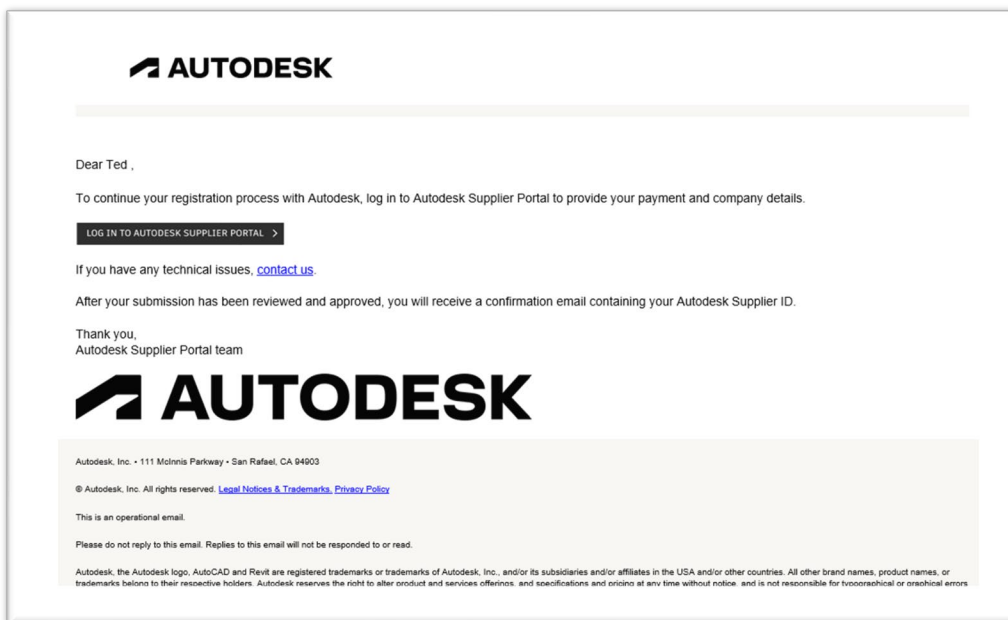# Accessing the Autodesk Supplier Portal

Autodesk Supplier Portal is the **one stop for all invoicing and payment matters**, where suppliers can:

- Submit and update your banking details and contact information as needed
- Submit invoices through the portal with immediate confirmation by Accounts Payable
- Get real-time information about your invoices, purchase orders, and payments
- Contact Accounts Payable directly using the contact link within the portal

Access to Supplier Portal is by invitation only after compliance review.

Creating Your Account

Once your engagement with Autodesk has been approved, you will receive an e-mail invitation to register as a supplier with Autodesk:

Follow these steps to complete the registration:

1. Click the link **LOG IN TO AUTODESK SUPPLIER PORTAL** and complete the information required to create your account:

2. Once your account has been created, click **Sign-In** to access the portal and complete the **General Data Form:**
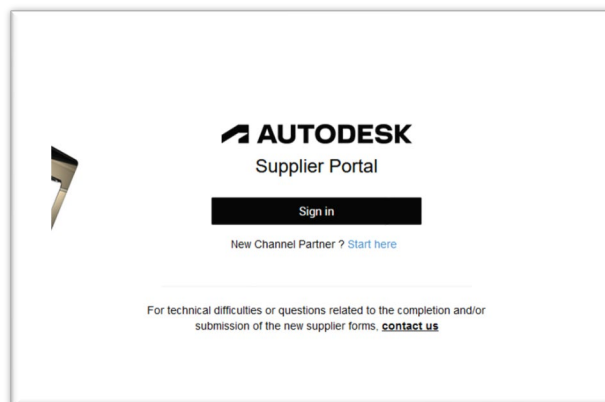
3. Once your account has been created, click **Sign-In** to access the portal and complete the **General Data Form.** This form will be used to capture your company's basic information and primary contact information

   NOTE: Ensure that you are entering your company's full legal name in this section. You will not be able to edit your company name once this form is submitted. If you require your company name to be changed after submission, you will need to contact the Autodesk Supplier Certification Team for assistance.

4. As the primary contact for your company's account, you are assigned as your company's account Admin by default.

5. Using the **General Data Form**, you can also assign additional contacts from your company as Billing and Security contacts. If you do not want to assign contacts at this point, you can still manage additional contacts at any time using the **User Management Module.** Additional instructions are available in Supplier Portal on the User Management page**.**