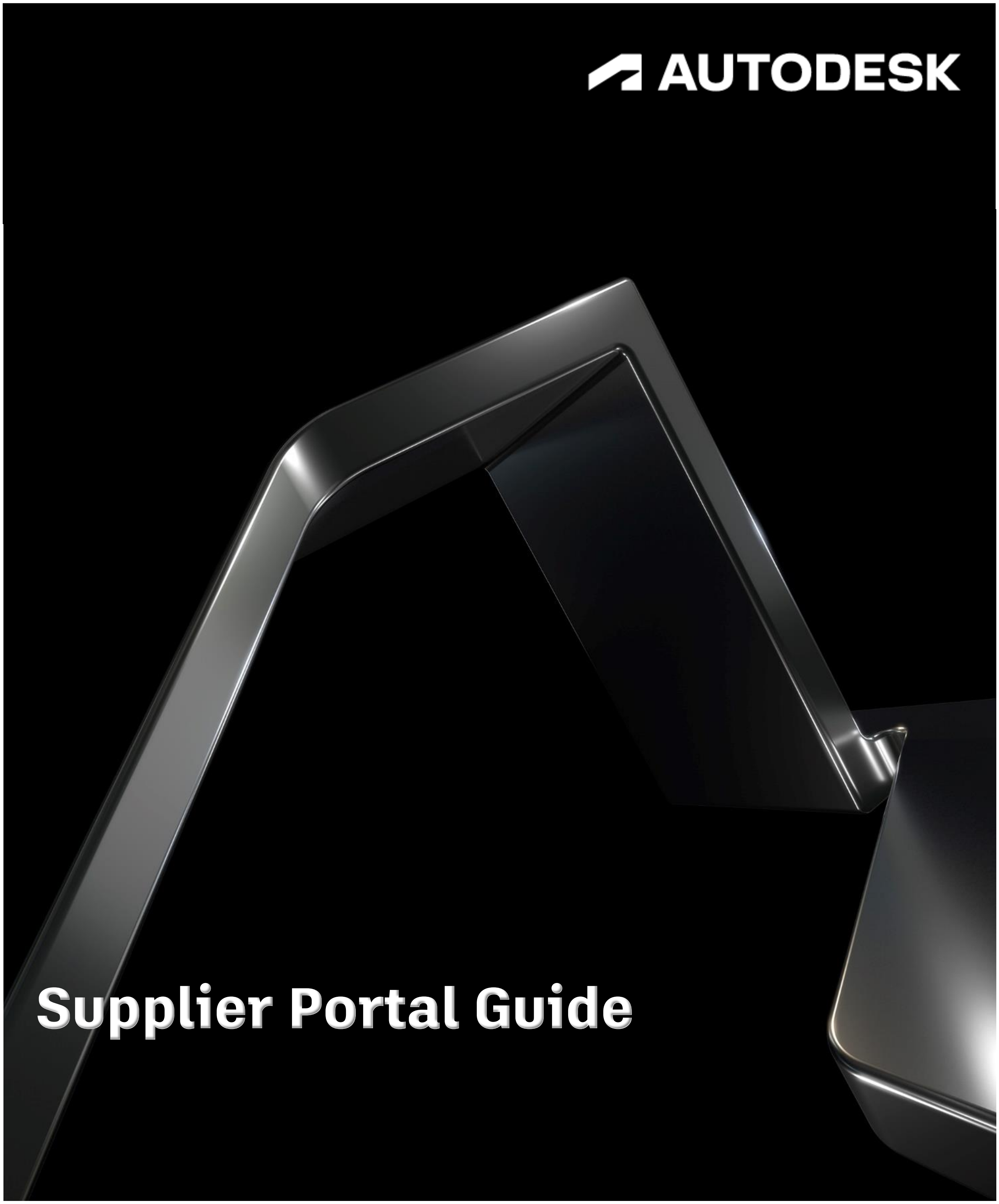


AUTODESK

Supplier Portal Guide

Table of Contents

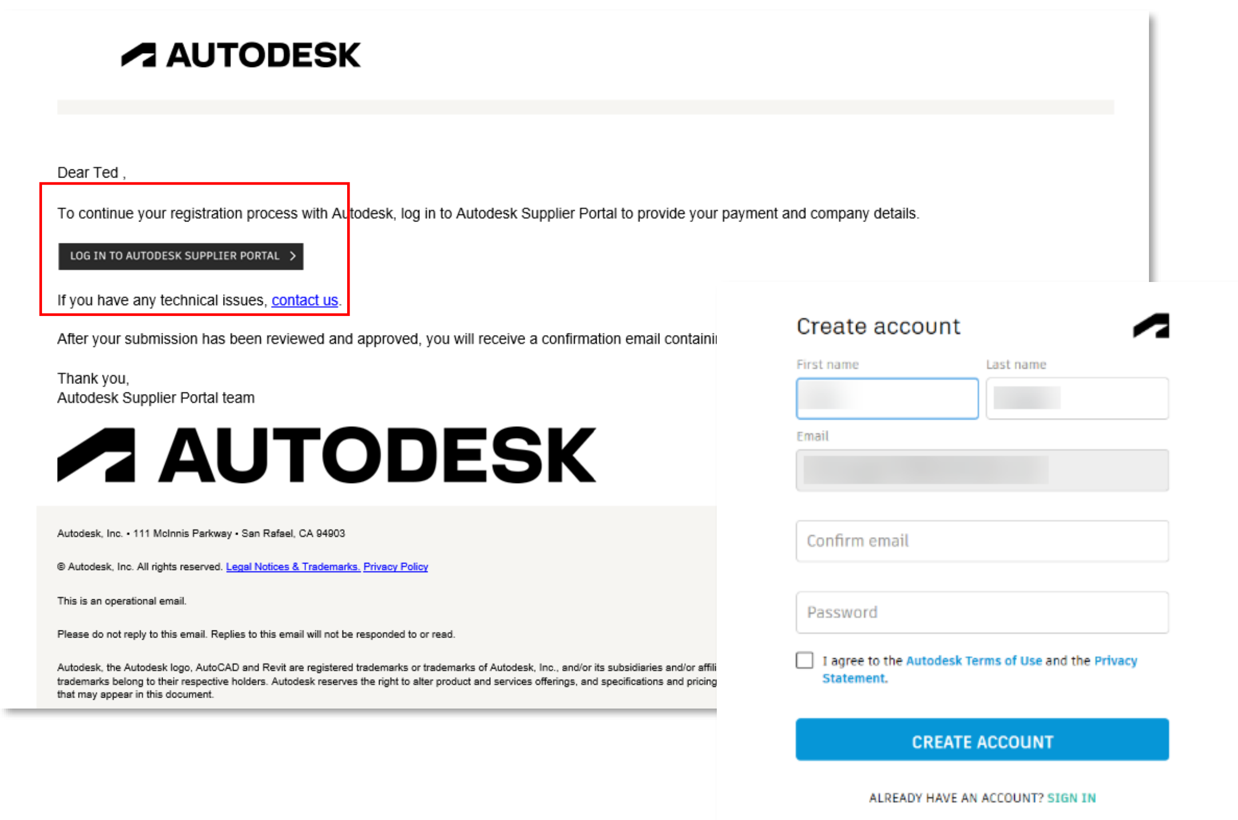
Accessing the Autodesk Supplier Portal

Creating your account

Once your engagement with Autodesk has been approved, you will receive an email invitation to register as a supplier with Autodesk. Please keep in mind that you will need to have your banking information readily available in order to complete the registration process. View the [Registration Checklist] in preparation for those steps.

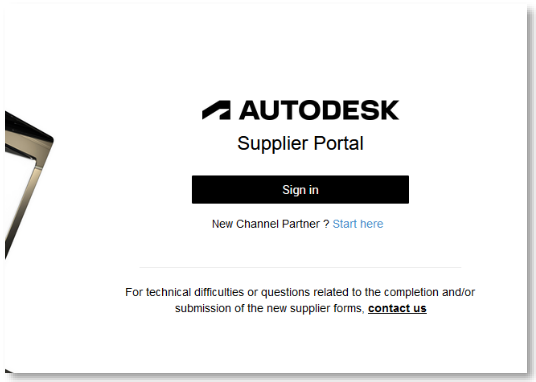
To begin, click the **LOG IN TO AUTODESK SUPPLIER PORTAL** button and fill in the information requested to create your account.

Once your account has been created, click **Sign In** to access the Autodesk Supplier Portal.



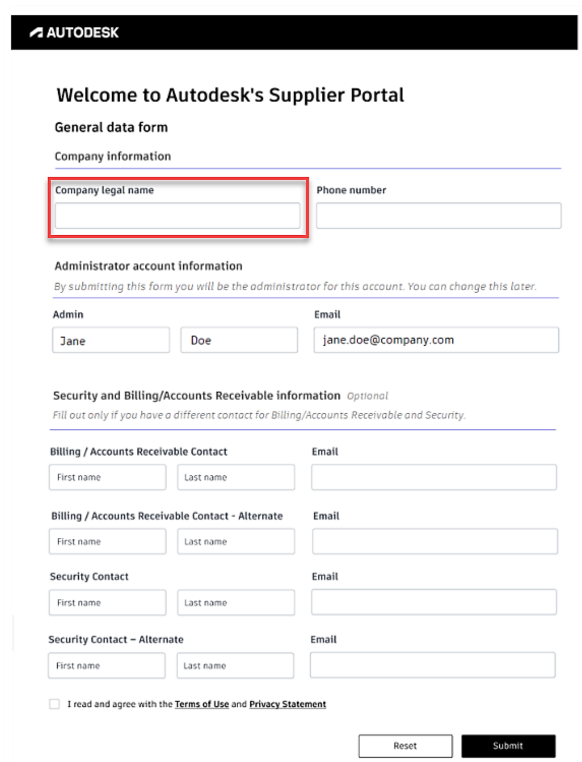
Completing the General Data Form

Once your account has been created, **sign in to your account.** You will then be directed to the General Data Form.



In the first section of the form, you will need to fill out your basic **Company Information**.

NOTE: Please ensure that you are entering your company's full legal name in this section. You will <u>not</u> 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.



In the second section of the form, you will see your **Administrator Account Information**. As the primary contact for your company's account, you are assigned as your company's account administrator by default.

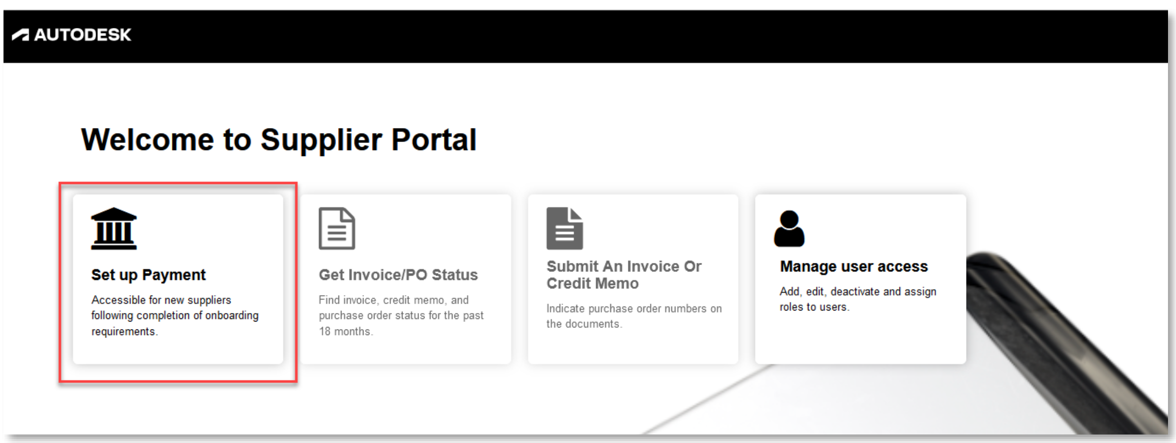
In the final section of the form, you have the ability to assign additional contacts in the **Security and Billing/Account Receivable Information**. You have the option to input additional contacts from your company as billing and security contacts, however, if you do not wish to assign contacts at this point, you can edit your contacts at any time using the User Management module.

Once you have completed the General Data Form, click **Submit**. You will then be redirected to the Supplier Portal landing page to set up your payment information.

Supplier Registration

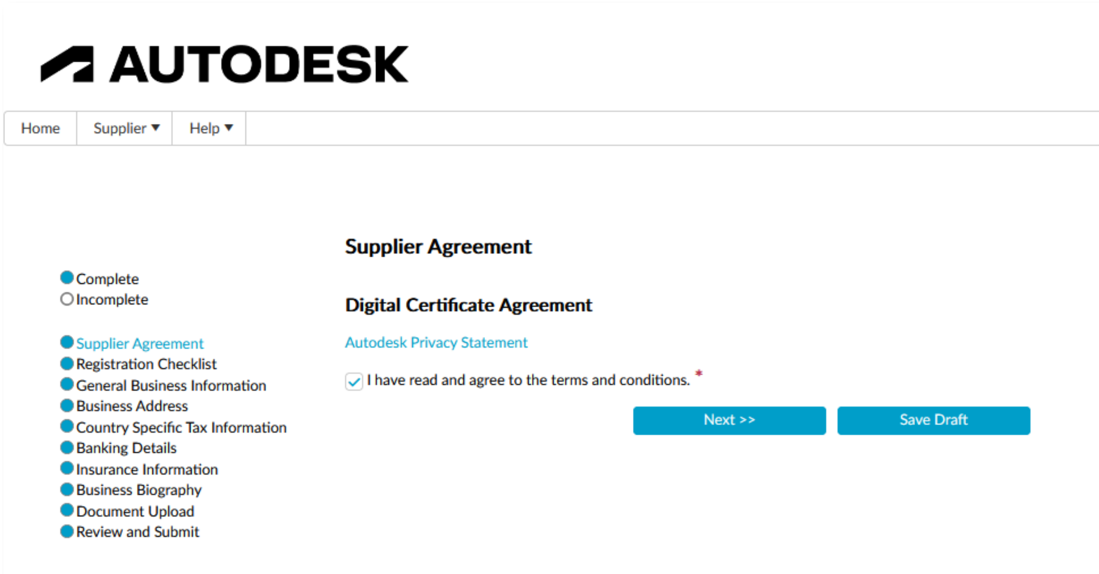
Setting up your payment information

Once you have created your account and filled out all of the contact details, you must now set up your payment information. On the Supplier Portal landing page, select the first tile to **Set up Payment**.



All of the information gathered during this process will be used to create your applicable tax documents.

Please click the link to read Autodesk's Privacy Statement and select the checkbox to acknowledge you have read and agree to our Terms and Conditions. Click **Next**.



Registration checklist

To complete your payment setup, you must provide the information requested in the **Registration Checklist** in order for us to validate your banking details.

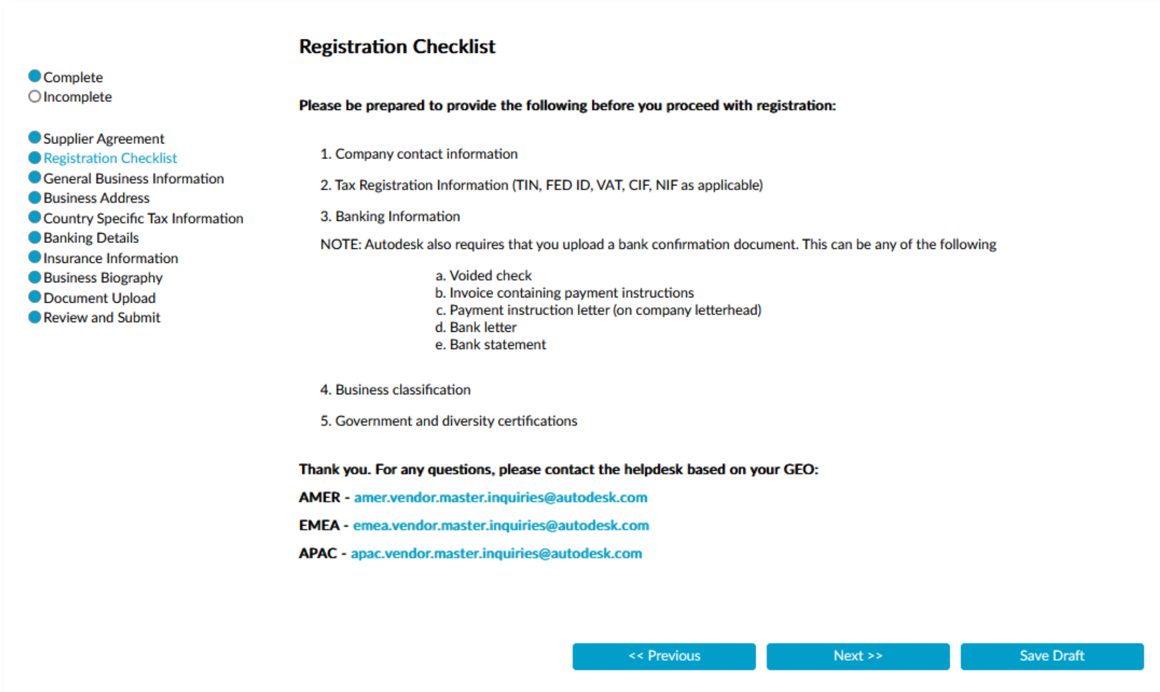
As pictured on the screen, you will need to upload the following documents:

1. Company contact information
2. Tax registration information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking information
4. Bank confirmation document (e.g. voided check, invoice containing payment instructions, payment instruction letter on official company letterhead, bank letter, bank statement)
5. Business classification
6. Government and diversity certifications

If you are registering as a supplier with Autodesk, Inc, you will be required to provide a valid W9 or W-8BEN form.

To easily **track your progress**, a list of the documents required can be found on the left-hand side of the Registration Checklist to show which steps you have completed and what actions are still required to finalize your registration.

If at any time you need to exit the checklist, be sure to click **Save Draft** before leaving to ensure your information is saved for your next login. When you log back in, you can go to [Update Profile] in the Quick Apps to continue the registration process.


Registration Checklist

- Complete
- Incomplete

- Supplier Agreement
- Registration Checklist
- General Business Information
- Business Address
- Country Specific Tax Information
- Banking Details
- Insurance Information
- Business Biography
- Document Upload
- Review and Submit

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, FED ID, VAT, CIF, NIF as applicable)
3. Banking Information

NOTE: Autodesk also requires that you upload a bank confirmation document. This can be any of the following

a. Voided check
b. Invoice containing payment instructions
c. Payment instruction letter (on company letterhead)
d. Bank letter
e. Bank statement

4. Business classification
5. Government and diversity certifications

Thank you. For any questions, please contact the helpdesk based on your GEO:

AMER - amer.vendor.master.inquiries@autodesk.com

EMEA - emea.vendor.master.inquiries@autodesk.com

APAC - apac.vendor.master.inquiries@autodesk.com

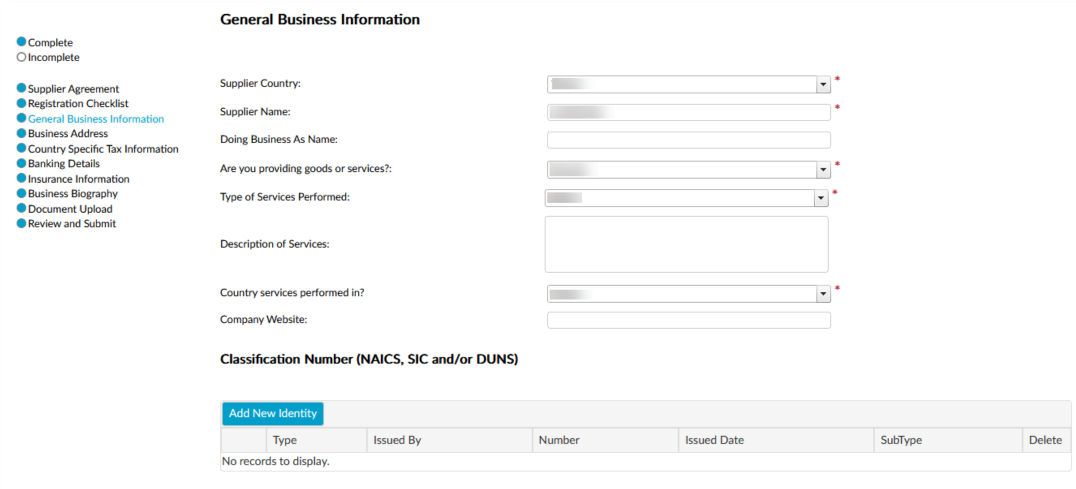
<< Previous | Next >> | Save Draft

General business information

As you move onto the next page, you will see the information you already entered in the General Data Form pre-populated in the **General Business Information** section.

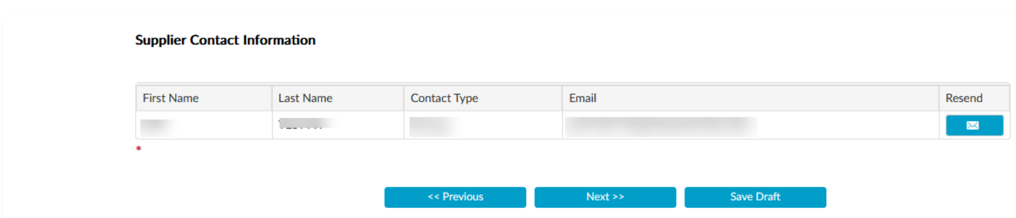
Enter the remaining fields as requested. Fields marked with an asterisk (*) are required.

- ***Supplier Country**** Select the country. If you need to change this information for the remaining pages in this process, you will need to return to this field to do so.
- ***Supplier Name**** This field is pre-populated from the information you provided in the General Data Form. The Supplier Name should reflect the company name as it appears on the tax forms. If you need to change your company name, please contact our Support Team.
- ***Doing Business As Name (optional)*** Use this field if your company has an alternative legal name.
- ***Are you providing goods or services?**** Select the appropriate answer from the drop-down menu.
- ***Type of Services Performed**** This field will appear depending on your response to the question directly above. If you have indicated that you are performing services, please choose the category of service that best describes the services you will be providing
- ***Description of Services (optional)*** If you would like to provide additional detail about the type of services being provided, please use this field.
- ***Country services performed in?**** Indicate the country in which services are being performed.
- ***Company Website (optional)*** Add a link to your official company website here.



The Classification Number section is optional. Use this section to provide your NAICS, SIC, and/or DUNS as desired.

In the final **Supplier Contact Information** section of this page, you should see your contact information pre-populated as you are the account administrator. First name, last name, email address, and a contact phone number are required.



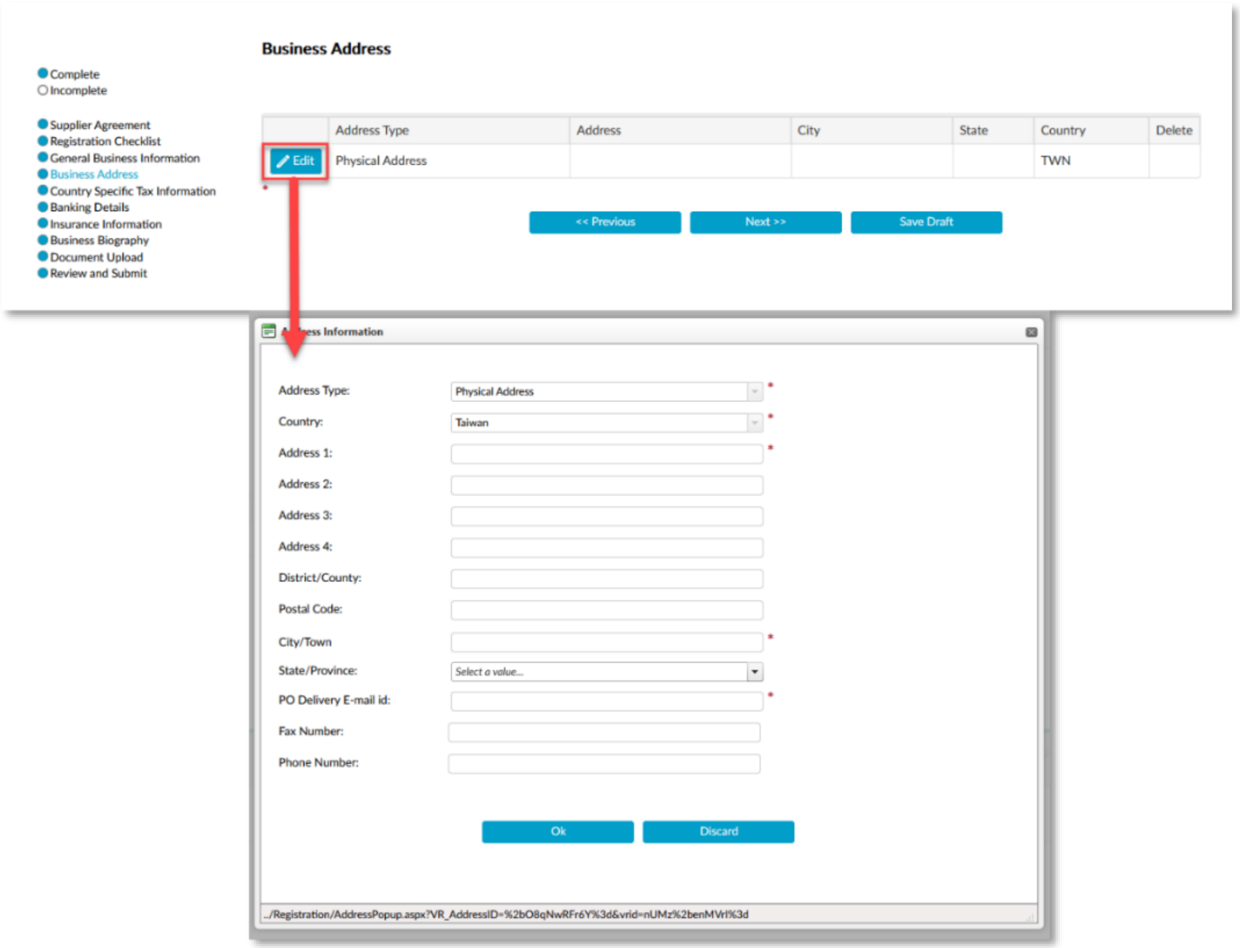
Click **Next** to continue or **Save Draft** to finish completing the registration process later.

Business address

On the **Business Address** screen, click the **Edit** button next to "Physical Address" Address Type. A window will appear with various address fields to fill as needed.

- ***Address Type**** Only one physical address may be listed in the Business Address portion.
- ***Country**** The country was determined on the previous General Business Information page. To change the country prior to approval, return to the General Business Information.
- ***City/Town**** Enter your city or town.
- ***PO Delivery E-mail id**** Specify the email address that will receive purchase orders.

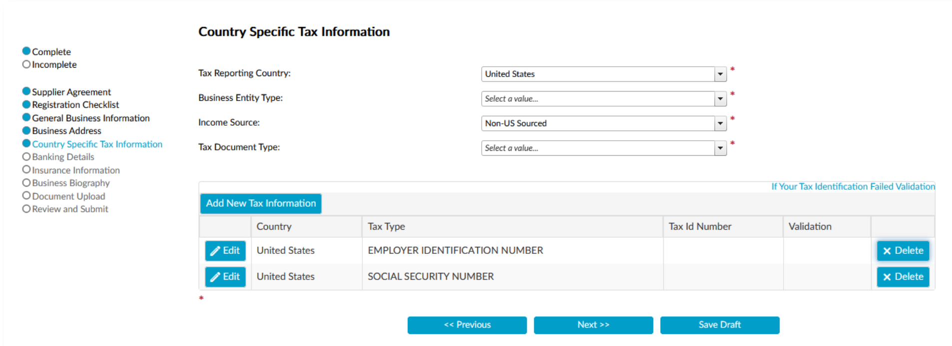
This field only supports one email address. If you would like to set up multiple addresses, please contact us at supplier.registration@autodesk.com.



Country specific tax information

On the Country Specific Tax Information page, make the appropriate selection in each of the drop-down menus.

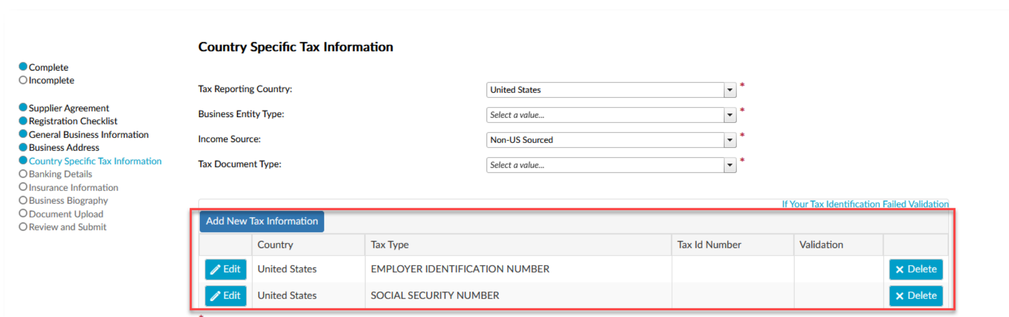
- ***Tax Reporting Country**** Select the country in which your company files taxes.
- ***Business Entity Type**** Select the entity type that best describes your company.
- ***Income Source**** If services are being performed entirely outside of the U.S. then select “Non-US Sourced.”
- ***Tax Document Type**** For all domestic U.S. suppliers registering with Autodesk, Inc, please select W9. If you are a non-US supplier being registering with Autodesk, Inc select W8. This field is only required for any company registering with Autodesk, Inc.

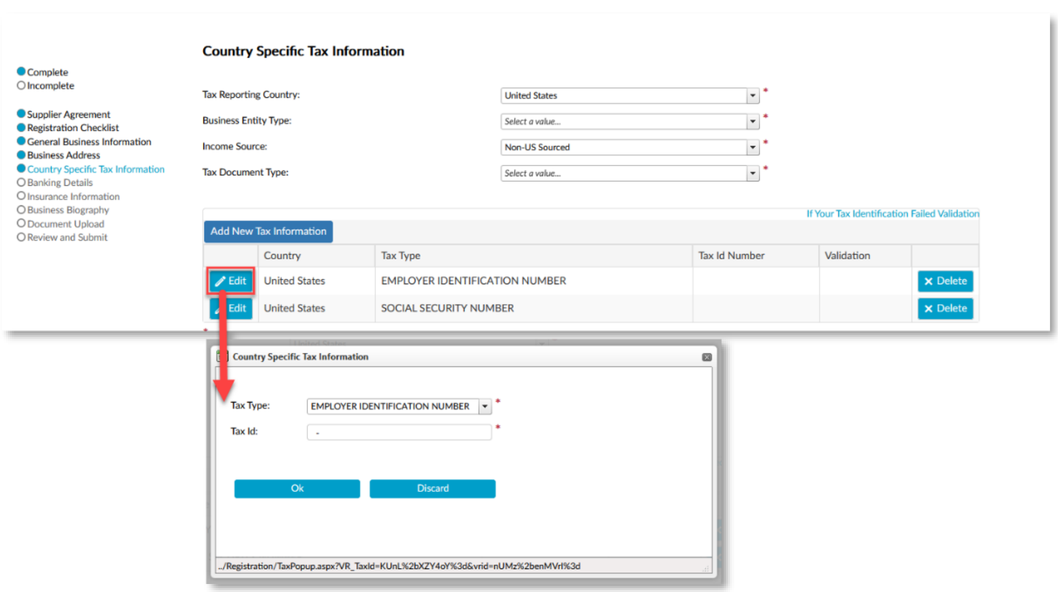


Tax ID grid

The tax ID grid below the entry fields will populate with the appropriate tax types based on the country you select as your **Tax Reporting Country**. For example, if 'United States' is selected, then the tax types Employer Identification Number (EIN) and Social Security Number (SSN) will be available.

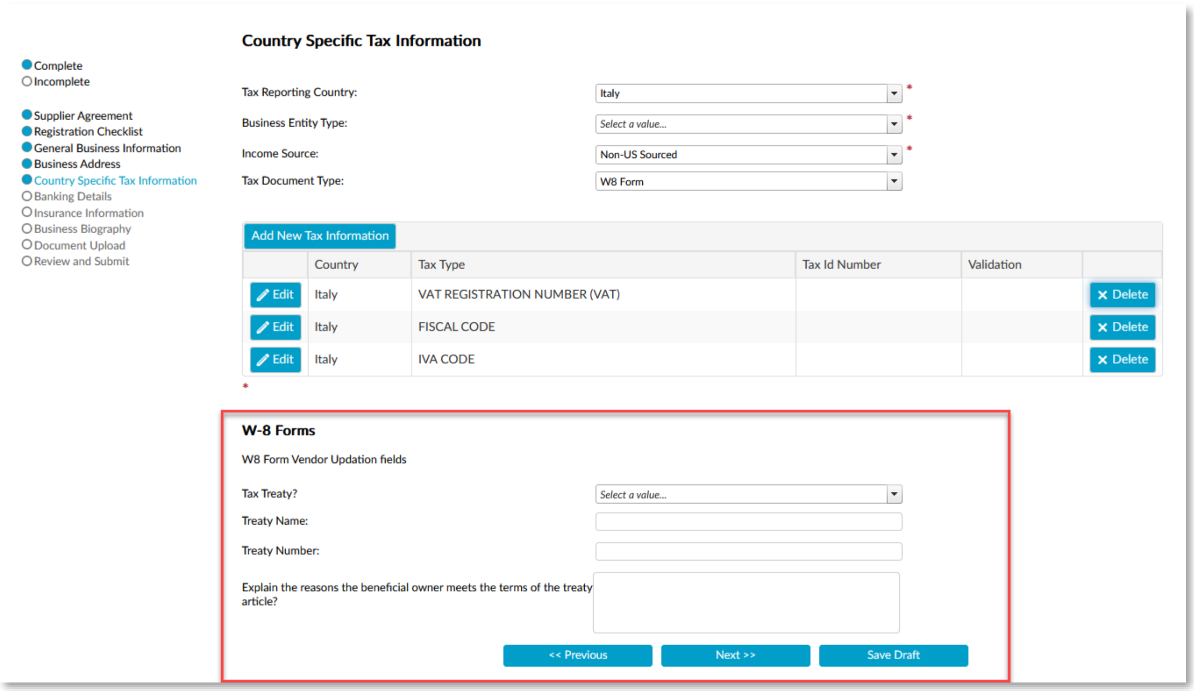
Autodesk requires that at least one type of tax ID be provided during registration. Enter your tax ID by clicking **Edit** next to the tax type you wish to enter. A pop-up window will open and allow you to enter your tax ID. Once you are finished, click **OK**.





W-8 forms

If you are a foreign supplier registering with Autodesk, Inc. (US) and your country has an existing tax treaty with the US that will exempt you from being subject to withholding tax, enter the information in this section highlighted in the screenshot below.

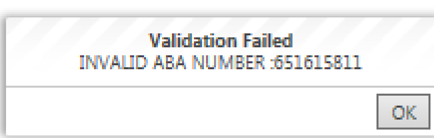


Banking details

The next section involves your company's banking information. To begin, select the **Add Bank Account** button.

A window will appear where you must enter the banking information for electronic (ACH and wire) and SUA payments. Some fields will be auto-populated based on your country.

- ***ABA Routing Number**** A nine-digit code at the bottom of negotiable instruments to identify the financial institution on which it was drawn.
    - Once you have entered your ABA routing number, banking validation will take place. If a "Validation Failed" message appears, please verify your account and re-enter the correct information.

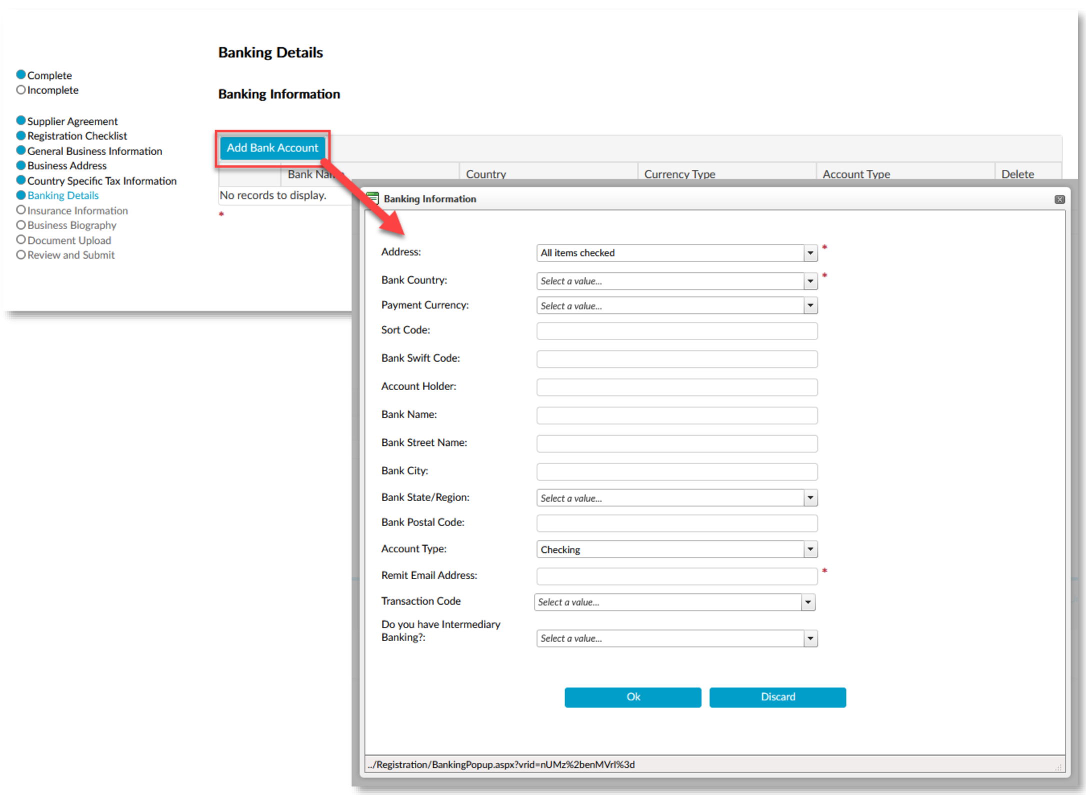


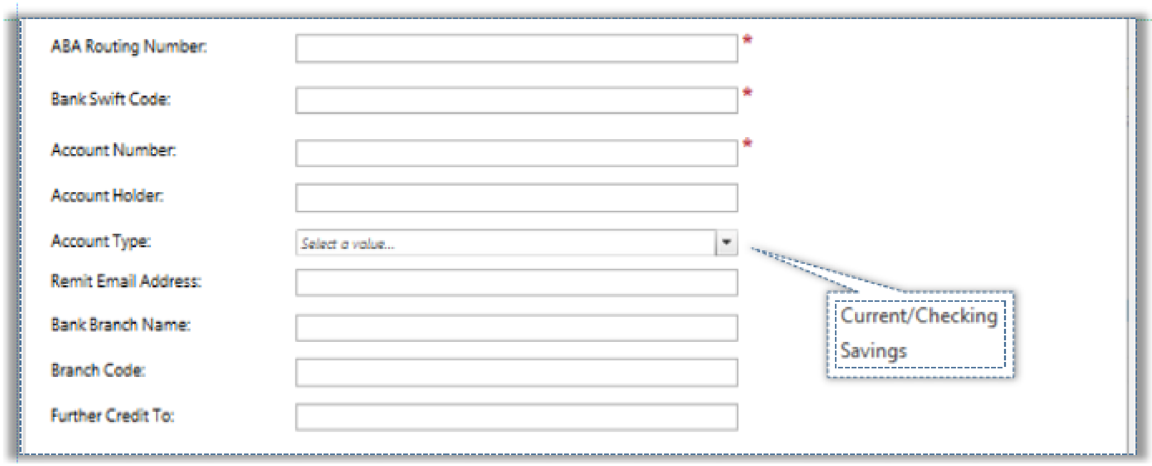
- ***Bank Swift Code**** The code is used to uniquely identify banks and financial institutions globally. These codes are used when transferring money between banks, in particular for international wire transfers.

- ***Account Number**** Enter your account number provided by the financial institution.
- **Account Holder.** Enter the individual permitted to access the bank account.
- **Account Type.** Select the type of banking account (current/checking or savings) from the drop-down menu.
- **Remit Email Address.** This is the email address where all Remit correspondences are submitted.
- **Branch Code.** Enter the specific branch number of the financial institution.

When you are finished, click **OK** to return to the **Account Information** screen. If you would like to enter multiple bank accounts, click **Add Bank Account** again to enter additional bank account information.

Click **Next** to continue to **Insurance Information.**



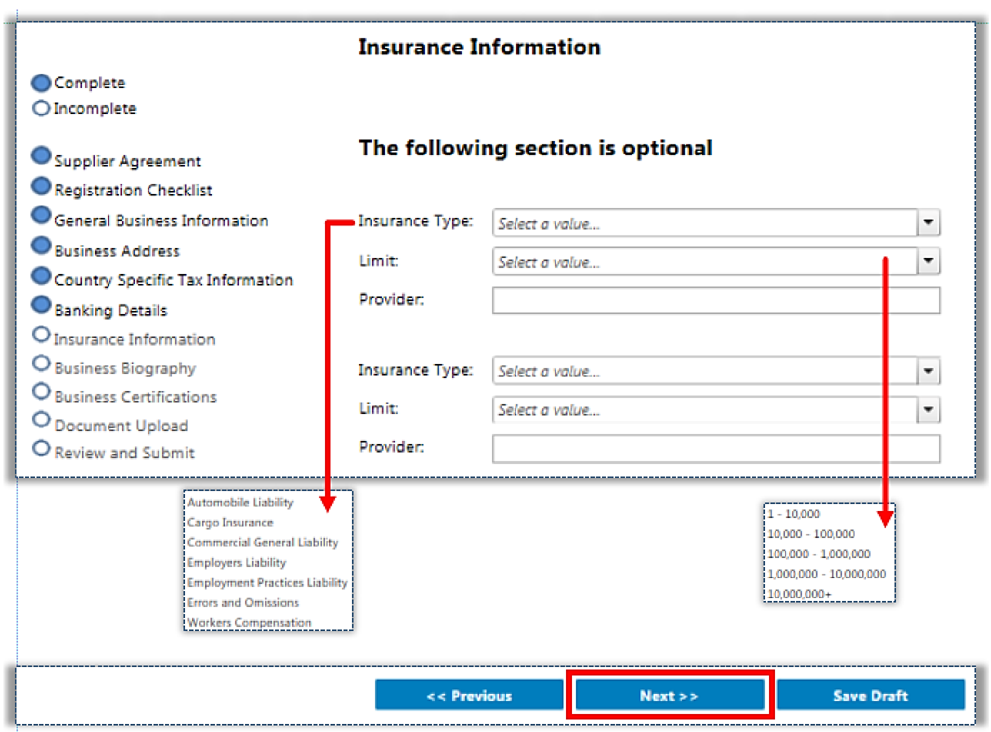


Insurance information (optional)

The next section provides optional information about the supplier's insurance and is visible dependent on the supplier country previously selected in the General Business Information.

If this section is completed, the information will be sent to the appropriate administration member(s).

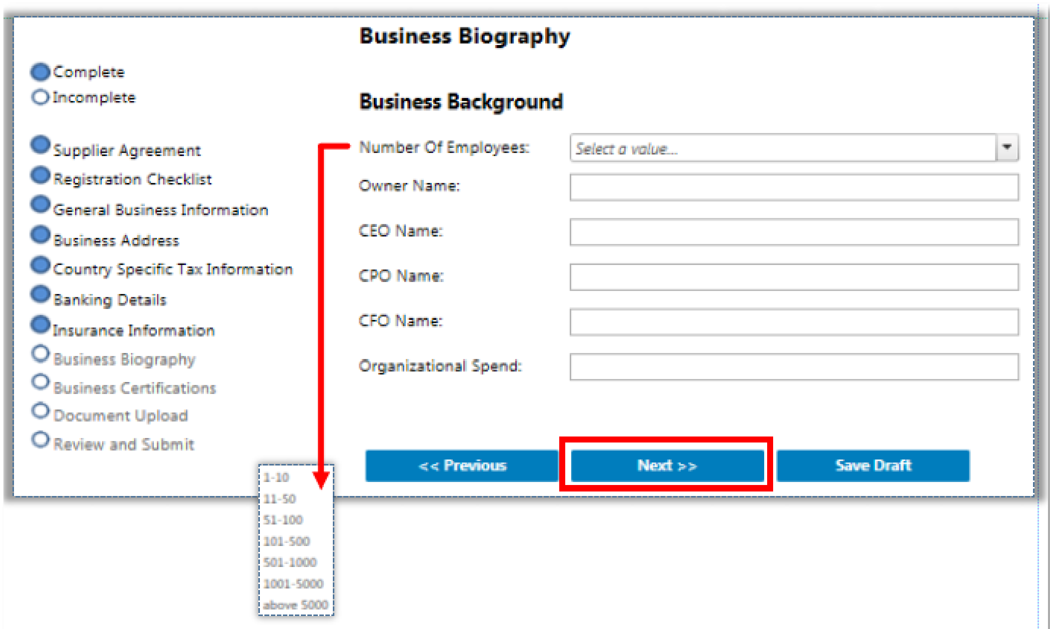
Click **Next** to continue to **Business Biography**.



Business biography (optional)

This section provides optional information about the business and is visible dependent on the supplier country previously selected in the General Business Information.

Click **Next** to continue to **Business Certifications.**



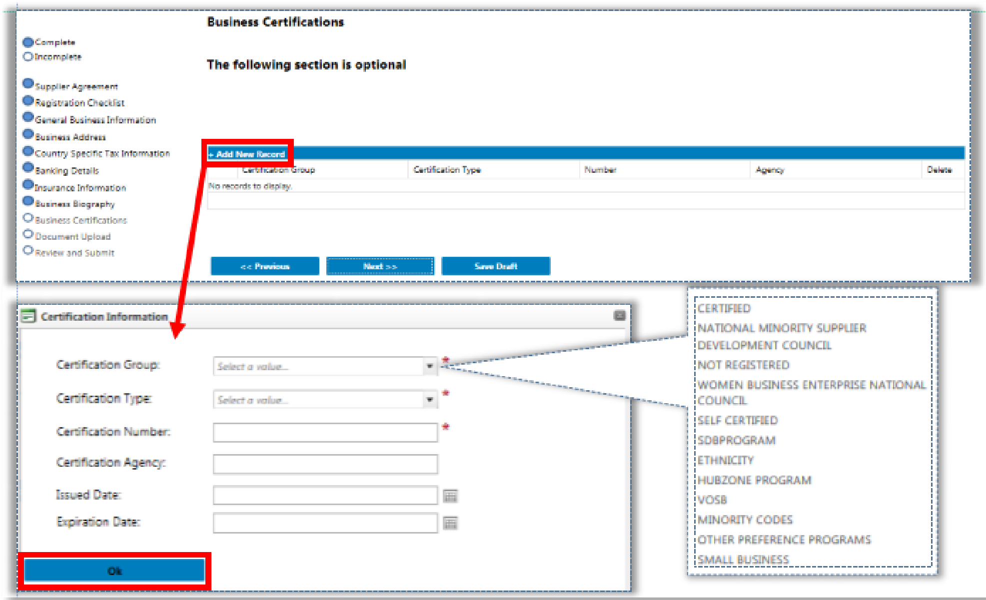
Business certifications (optional)

This section provides optional information about the diversity certification type and is visible dependent on the supplier country previously selected in the General Business Information.

NOTE: For suppliers based in India who are registered with the Ministry of Micro, Small and Medium Enterprises, please enter your certification details in this section.

To begin, click **Add New Record**. Using the fields provided, select the appropriate options from the drop-down menus. The ***Certification Type*** will vary depending on the Certification Group selection. Click **OK** when finished.

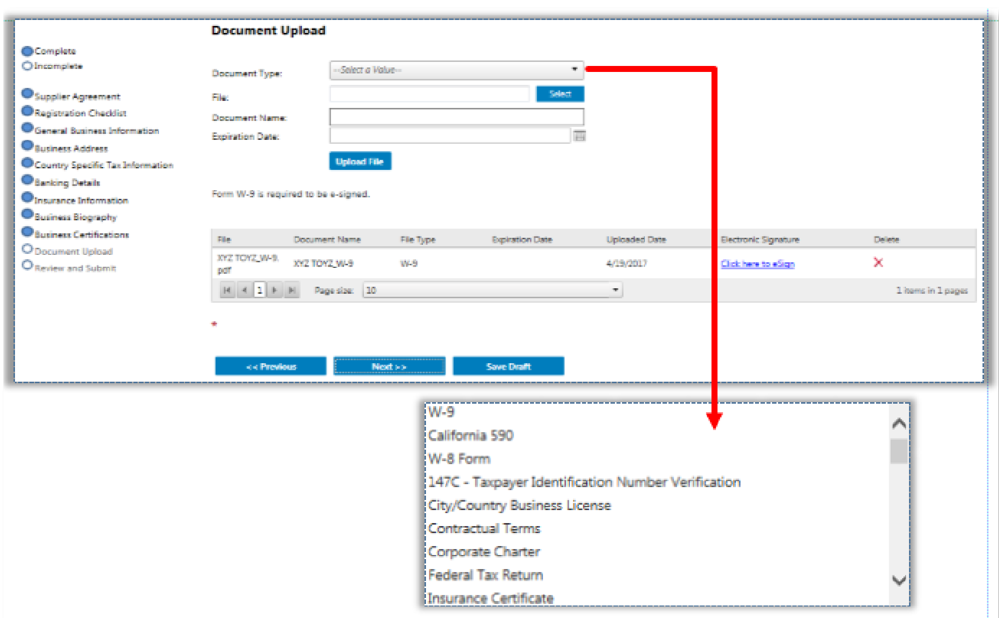
Click **Next** to continue to **Document Upload.**

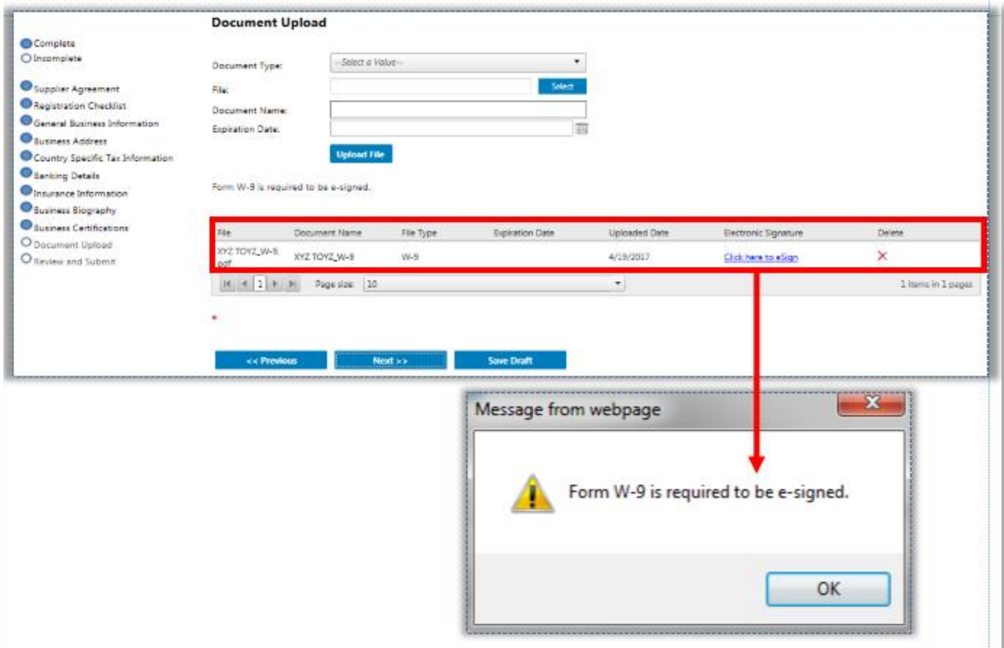


Document upload

This page is where all required documents will be displayed after auto-creation, or manually uploaded if required (ex: W-9, W-8, IRS 147C, Contractual Terms, California 590). Please make sure all documents are electronically filed on the local PC.

The **W-9** and **California 590** will be shown in the document listing when a supplier creates the registration. These were created as the information was being populated through the prior steps. Be sure all documents are e-signed where required. A warning will appear if any of the documents are not e-signed.

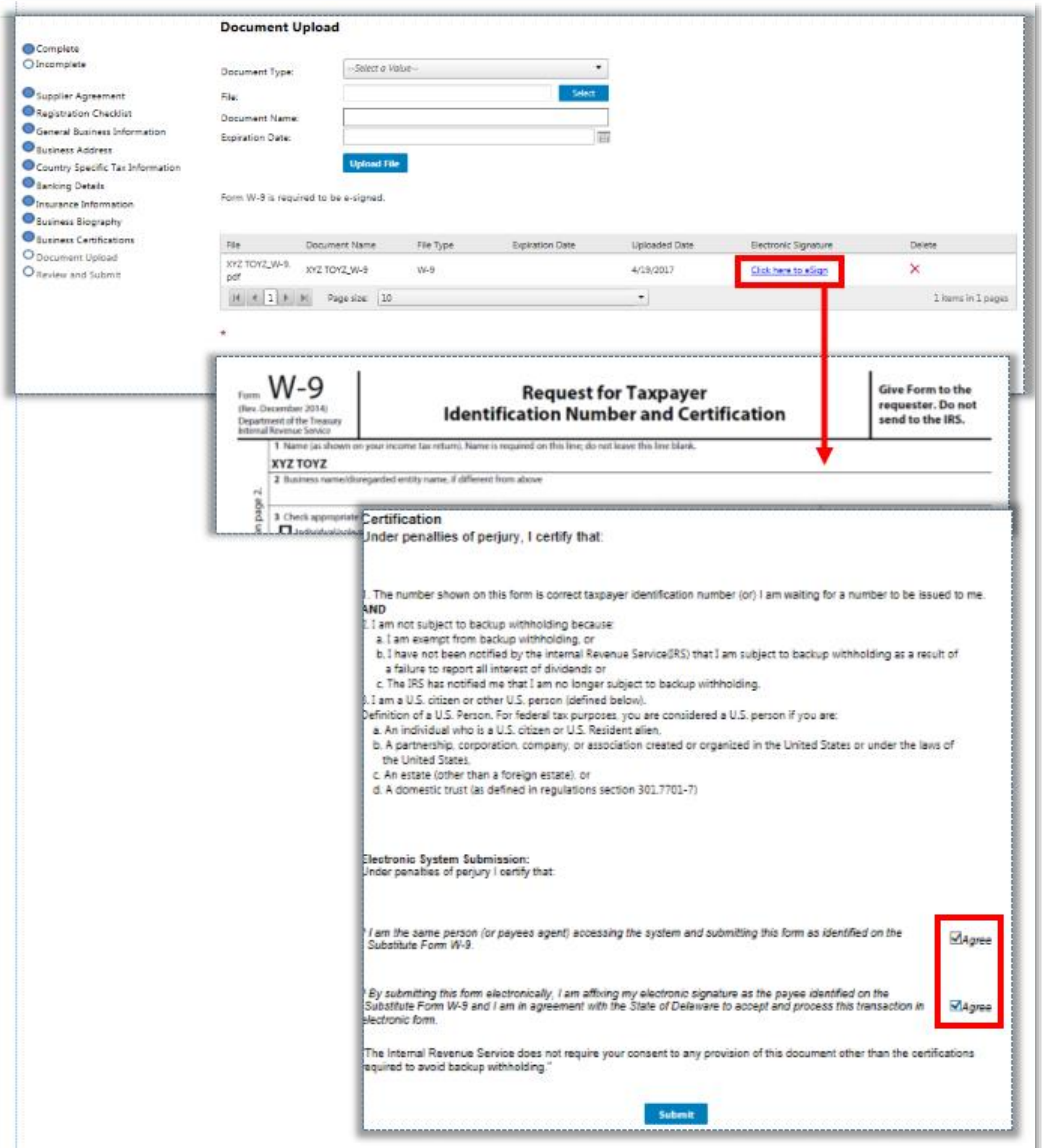




In the grid on the **Document Upload** page, you may see some files that have been automatically created and are awaiting your electronic signature (e-signature).

To sign these documents, select the link that says, "**Click here to eSign**." A pop-up window will appear with the electronic version of the document. Carefully review the entire document and check the **Agree** options to certify the statements. Click **Submit**.

After agreeing to the terms of the document(s), the Electronic Signature column will show the supplier's name.



Manual document upload

If you have previously completed a version of these documents and would prefer to upload your own copy, you can click the ‘X’ at the end of the document entry to delete the version created by Supplier Portal.

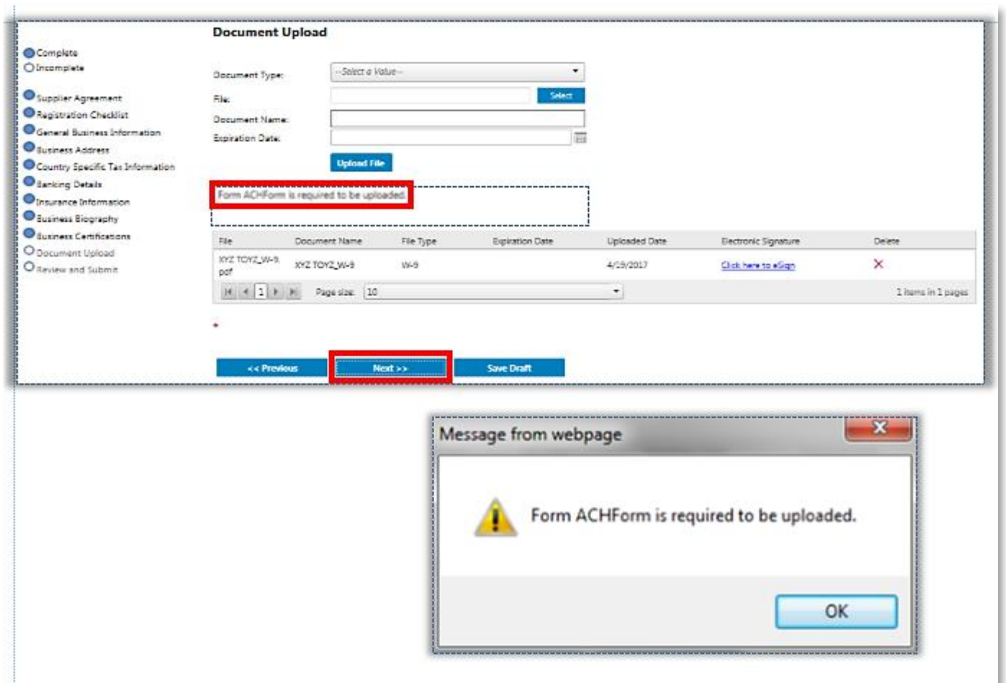
To manually add your document, select the **Document Type** and click **Select** in the File field to search through your local PC and attach your document.

Provide a **Document Name** (optional) and **Expiration Date** (optional).

Once all of the information has been entered, click **Upload File.** After uploading each document, it will appear in the file grid.

Repeat the upload process for each document required. If a required document has not been uploaded, a warning will appear with the name(s) of the documents still needed.

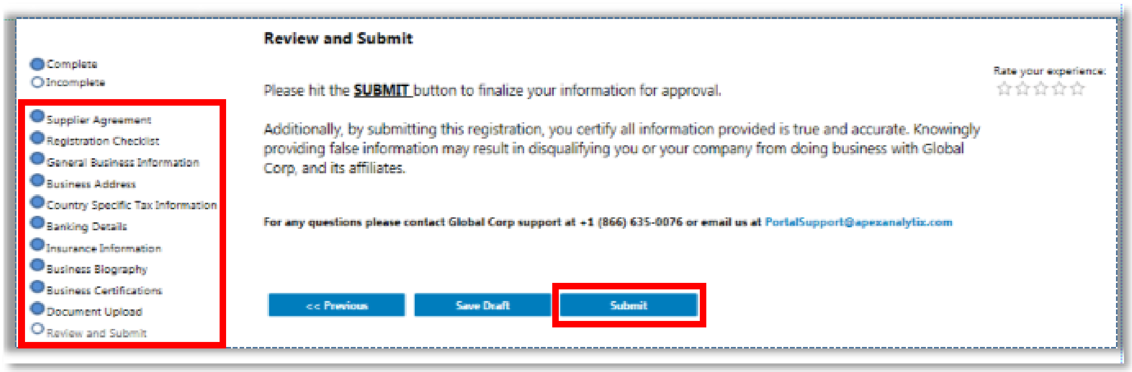
After all required (and optional) documents are uploaded, click **Next** to continue to **Review and Submit**.



Review and submit

At this point, all pages have now been completed. You should see all of the circles in the Registration Checklist marked 'Complete.' If you see any pages still marked 'Incomplete,' please click **Previous** to go back to the page and provide the remaining information.

If you need more time to review the information you have provided throughout the registration process, click **Save Draft** to complete it at a later time. If not, click **Submit** to complete the registration.

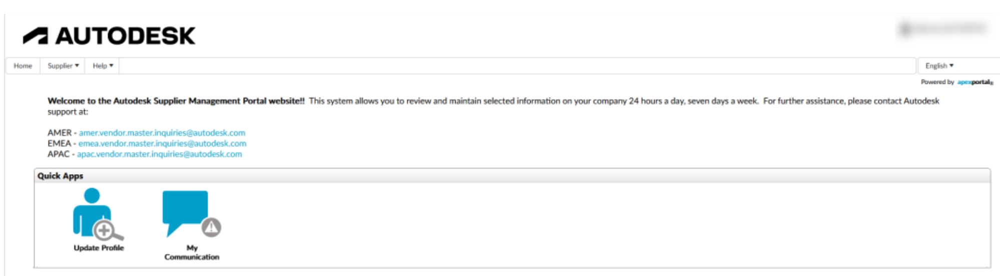


Once you have submitted all of the required information, the details will be reviewed by the appropriate team. You will receive an email confirmation once your registration has been reviewed and approved. The email confirmation will contain your newly issued Supplier ID. Moving forward, as the primary contact, you will be able to use this ID to submit requisitions on the company’s behalf and invoice against purchase orders.

Supplier Portal Navigation

Once the registration process is completed, the Supplier Portal home page displays several items after approval.

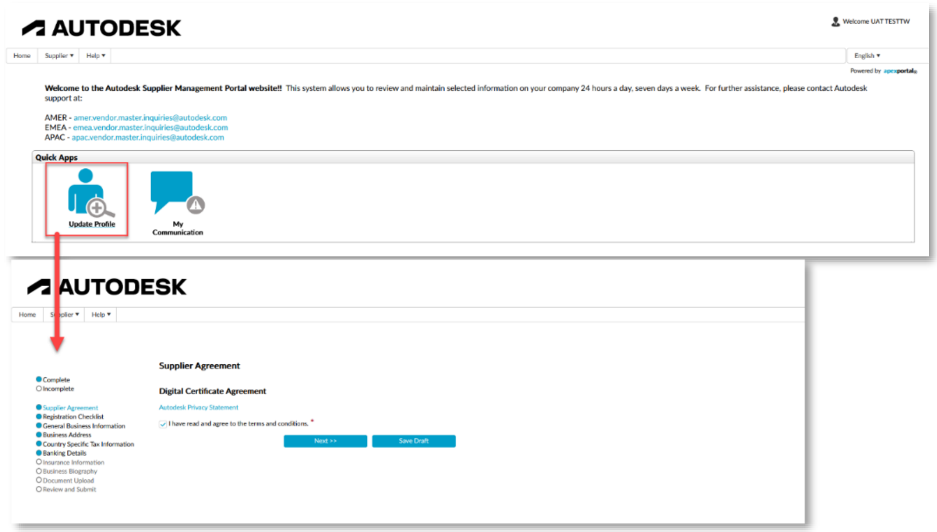
- **Update Profile**. Provides the same functionality as prior to registration.
- **My Communication**. Provides the same functionality as prior to registration.



Updating my supplier profile

If you need to edit the information you submitted in your supplier profile any time after your registration has been approved, select the **Update Profile** option under your Quick Apps. You can also access this by choosing the Supplier Tab > **Update Profile**.

You will then be directed to the Supplier Agreement, or the most recent section completed. Be sure to submit or save if you make any changes to the information in your profile.

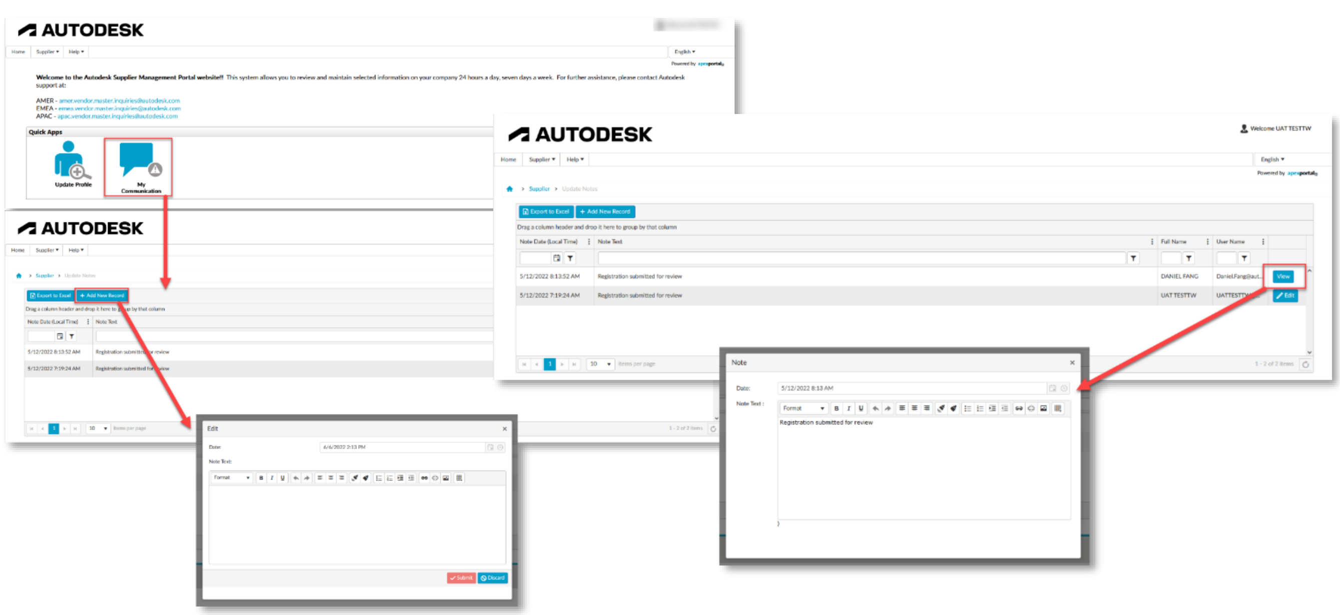


My communication

In the My Communication option under your Quick Apps, you will be able to see all of the current notes about your account. All contacts listed for a specific company are able to access this section and create notes for each other to reference.

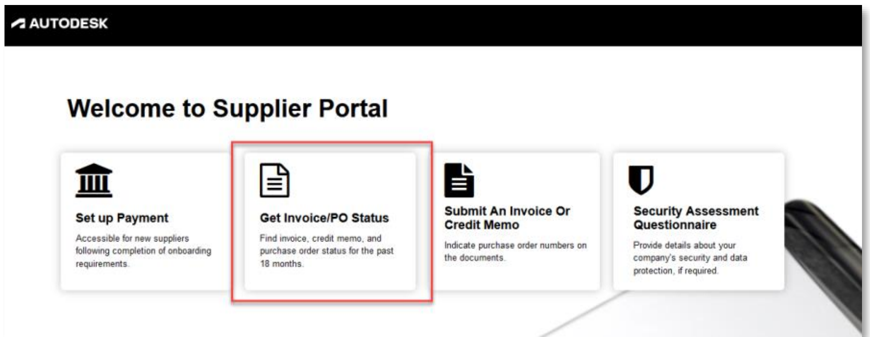
When you click on **My Communication**, all of your current account notes will be displayed. To add notes, click **Add New Record**. When a note is added, all contacts including the designated account administrator will receive an email notification of the update.

To see the full text of the note including a timestamp and the author, click **View**. In **View** mode, you can update the note as needed.



Invoice/Payment Status

You can view the status of your invoices and purchase orders by logging into the Autodesk Supplier Portal (https://vendors.autodesk.com) and by clicking the **Get Invoice/PO Status** tile:

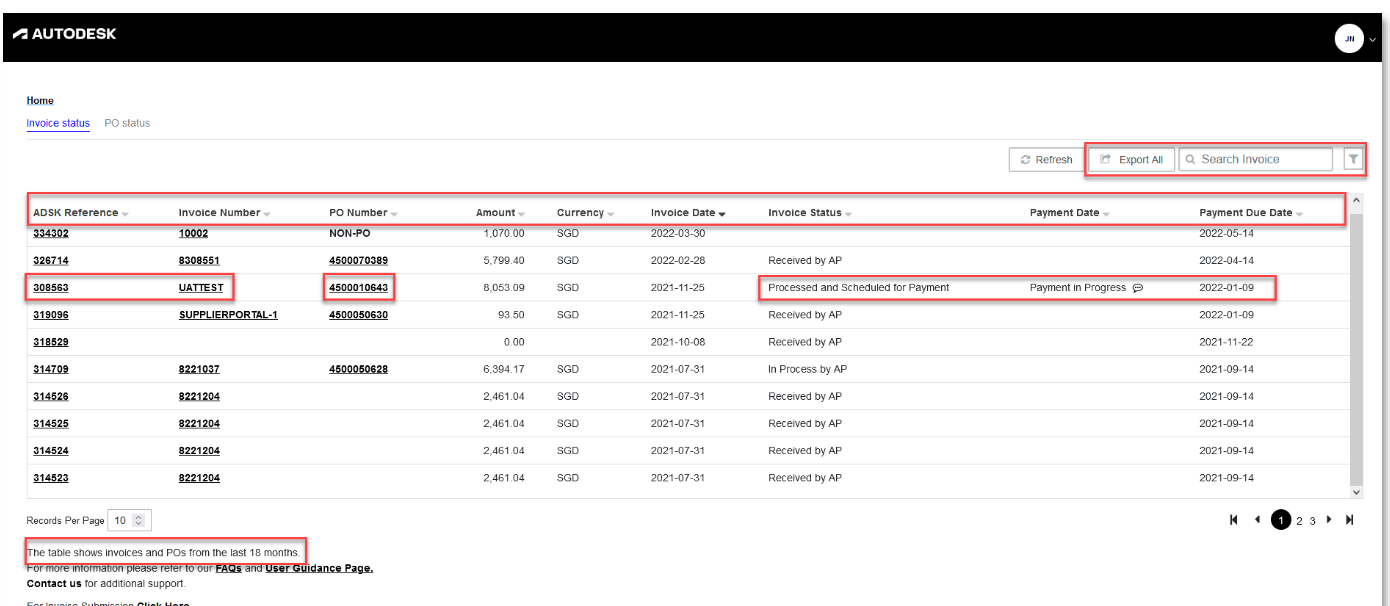


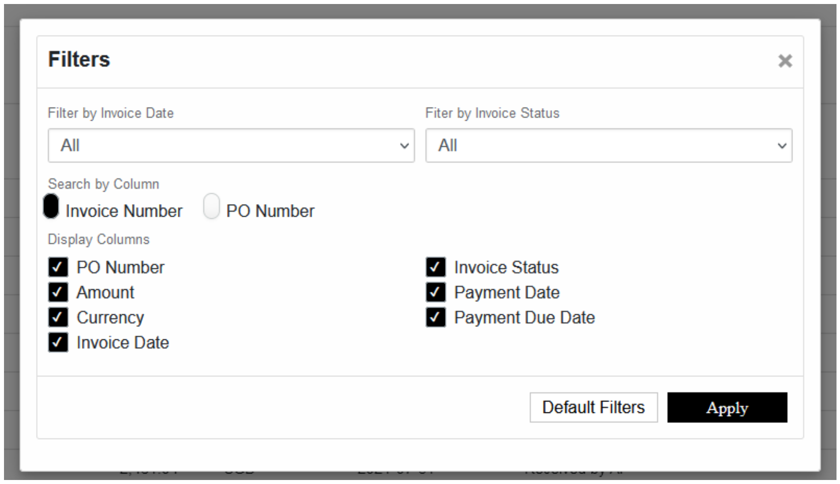
If you need to filter through your account invoices, you have the abilituy to view by **Invoice Date**, **Invoice Status**, **Invoice Number**, and **PO Number**. By default, all columns will be displayed.

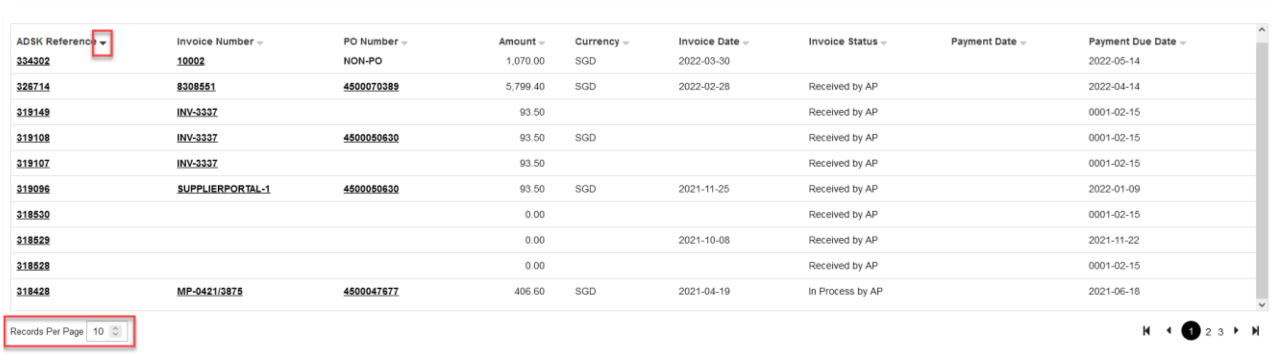
Click **Apply** to apply the selected filters or **Default Filters** to reset your selections.

You can also arrange the columns in ascending or descending order, in addition to selecting the number of records that appear on each page by using the **Records Per Page** filter on the bottom left.

NOTE: Supplier Portal only contains invoices received by Autodesk for the last 18 months.







ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
334302	10002	NON-PO	1,070.00	SGD	2022-03-30			2022-05-14
326714	8308551	4500070389	5,799.40	SGD	2022-02-28	Received by AP		2022-04-14
319149	INV-3337		93.50			Received by AP		0001-02-15
319108	INV-3337	4500050630	93.50	SGD		Received by AP		0001-02-15
319107	INV-3337		93.50			Received by AP		0001-02-15
319096	SUPPLIERPORTAL-1	4500050630	93.50	SGD	2021-11-25	Received by AP		2022-01-09
318530			0.00			Received by AP		0001-02-15
318529			0.00		2021-10-08	Received by AP		2021-11-22
318528			0.00			Received by AP		0001-02-15
318428	MP-0421/3875	4500047677	406.60	SGD	2021-04-19	In Process by AP		2021-06-18

Reading your invoices and POs

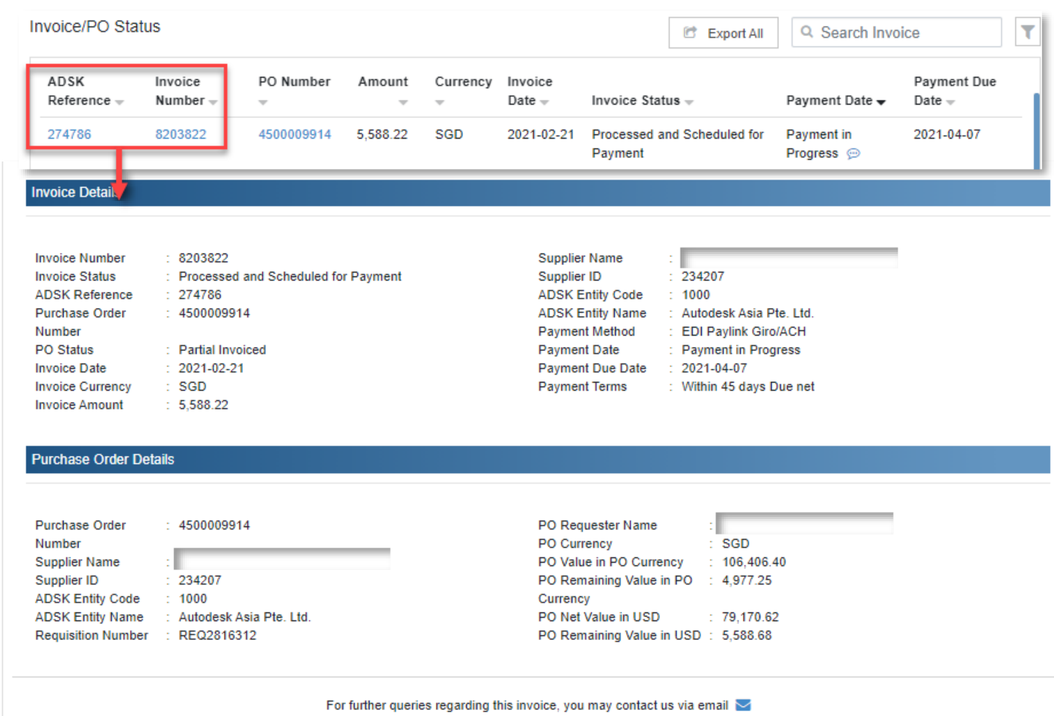
Refer to the following tables to help you understand your invoices and purchase orders.

INVOICE STATUS	DESCRIPTION
RECEIVED BY AP	The invoice has been received by Accounts Payable (AP) and is routed for processing.
IN PROCESS BY AP	AP is reviewing the invoice for compliance/billing requirements.
AWAITING APPROVAL	AP reviewed the invoice and sent for approval to the PO requester. *
	*All invoices equal to or greater than $5,000 USD must be approved by the PO requester after AP's review.
REJECTED BY APPROVER	The invoice has been rejected by the PO requester.
PROCESSED AND SCHEDULED FOR PAYMENT	AP reviewed the invoice, and it has been approved for payment by the PO requester. The payment will be scheduled on the nearest weekly payment date before the Payment Due Date.*
	*Payment Due Date is calculated based on the Payment Terms set up in Autodesk's supplier data.
PAID	The invoice was processed, and the payment transaction was completed successfully.

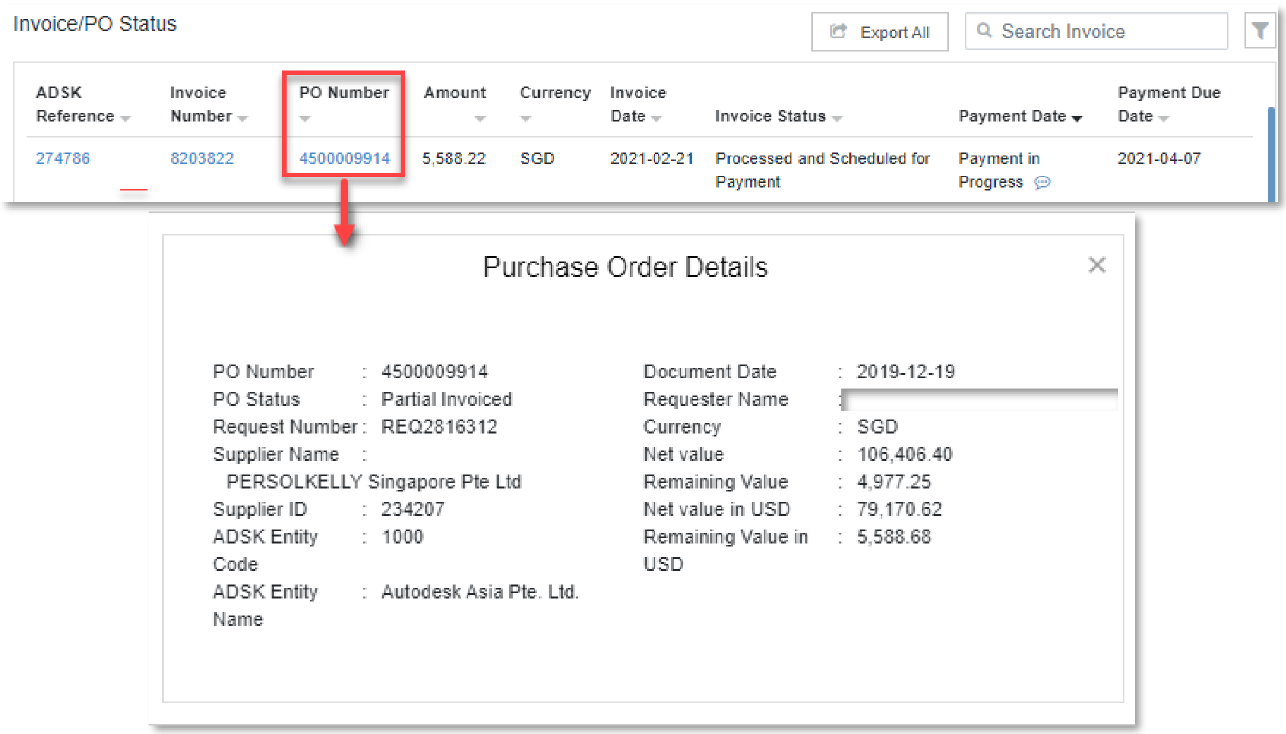
PROCESSED AND BLOCKED FOR PAYMENT	The invoice has been reviewed and approved, but the payment is on hold due to internal checks or the supplier's incorrect remittance information.
CANCELLED BY AP	The invoice was reviewed and approved, but the invoice processing record has reversed from the system. Please contact Accounts Payable for the cancellation reason.
REJECTED - DUPLICATE SUBMISSION	The invoice has been rejected as the same invoice was already submitted and processed for payment.
REJECTED BY AP	The Invoice has been rejected as the invoice did not meet Autodesk's invoice requirements.

PAYMENT DATE STATUS	DESCRIPTION
DATE YYYY-MM-DD	Actual payment date instructed from Autodesk to the paying bank.
PAYMENT IN PROGRESS*	The invoice has been processed and is pending for payment when due.
FIELD IS BLANK	The invoice has been received and pending for one of the following actions to be taken: • Accounts Payable team is reviewing the invoice for compliance • Invoice approval from the purchase order requestor
N/A	The invoice has been rejected. It may be due to one of the following reasons: • The invoice did not meet Autodesk's invoice requirements • The same invoice was submitted, processed, and paid.

To view additional details about your invoices, click **ADSK Reference** or **Invoice Number**.

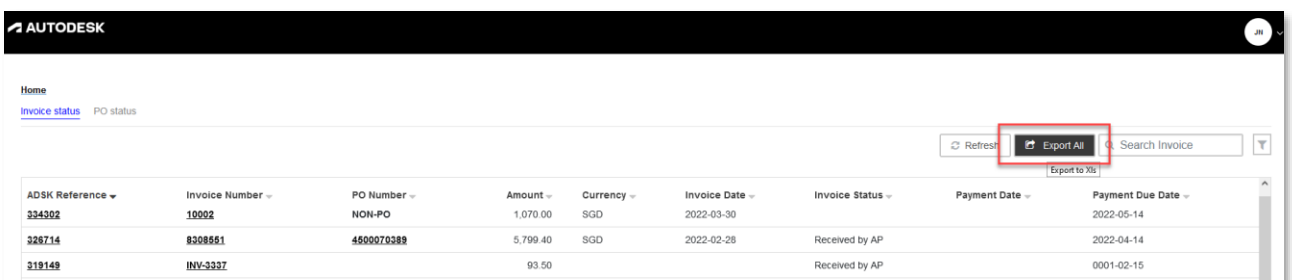


To view additional details about your purchase orders, click **PO Number**.



Exporting invoice/PO details

Need to export your invoice and/or PO details to Excel? Use the **Export** button.

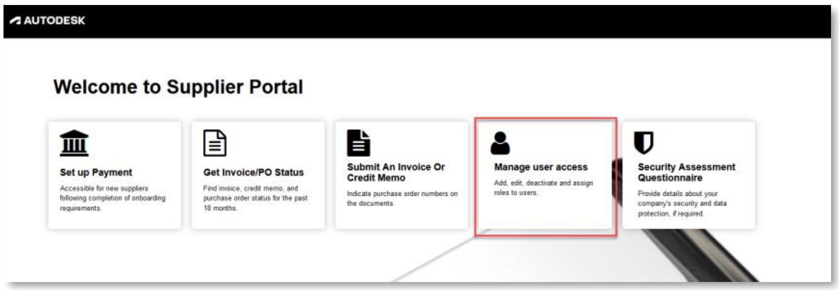


Supplier Portal User Management

A contact from your organization is designated as a Supplier Administrator. The initial contact information provided by Autodesk in the supplier engagement request is auto-assigned Supplier Administrator access.

If you are the administrator, you may use the **Manage user access** feature on the Supplier Portal homepage to perform the following actions:

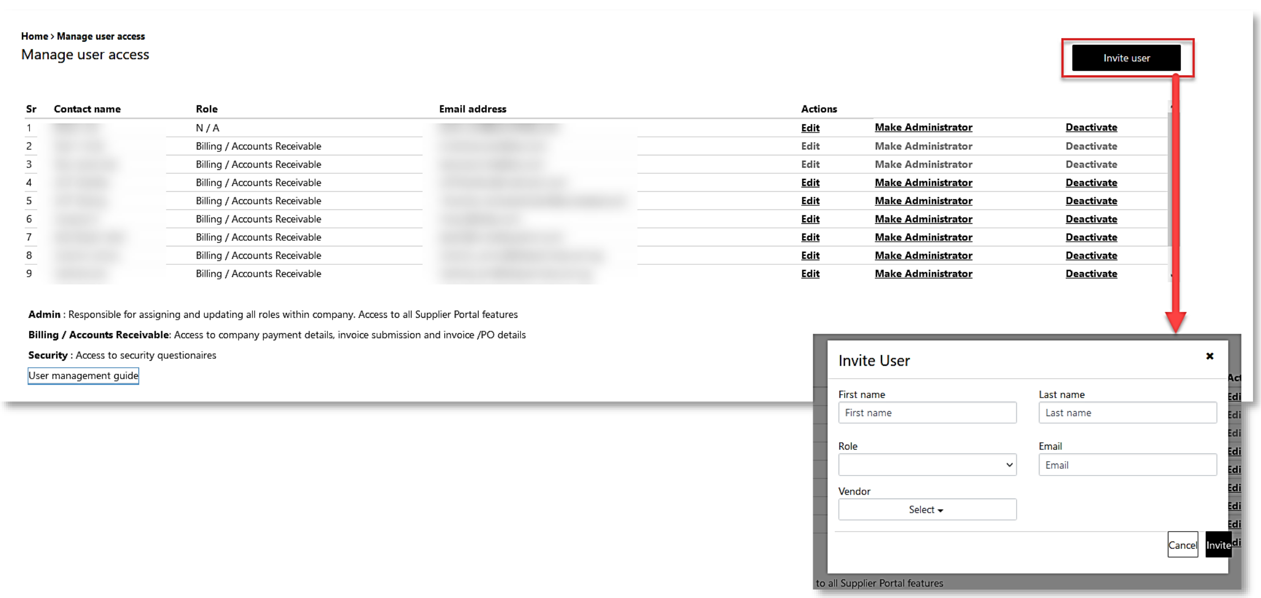
- Invite team members
- Update administrator
- Deactivate administrator
- Edit contact information



Invite team members

As the account administrator, you can invite members of your organization to set up account information such as billing/accounts receivable and security contact information.

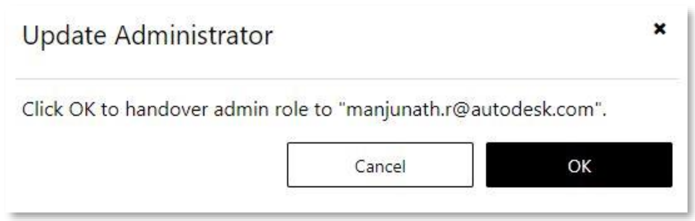
Click the **Invite User** button on the top right. Fill out the fields shown. Click **Submit**.



Update administrator

If you need to change the designated Supplier Administrator, use **Manage user access** to find the name of the person you wish to assign as the new administrator.

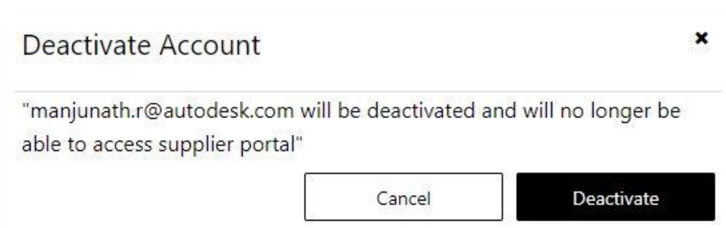
Search for the name in the **Manage user access dashboard**. When you find their name, click **Make Administrator** next to their name. The Update Administrator dialog will appear. Click **OK** to change the admin role.



Deactivate administrator

As the account administrator, you can deactivate the individual account of the billing/accounts receivable or security contact.

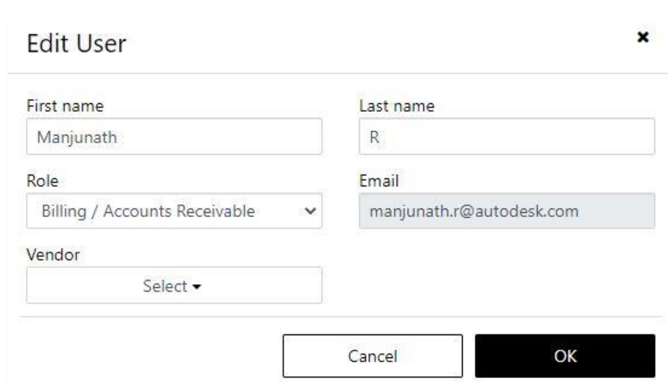
In the **Manage user access dashboard**, find the name of the person whose account you wish to deactivate. Click **Deactivate** next to their name. The Deactive Account dialog will appear. Click **Deactivate** to remove the Autodesk Supplier Portal account of the selected individual.



Edit contact information

As the account administrator, you can edit the first name, last name, or role of an existing contact.

Find the name of the person whose account you wish to edit in the **Manage user access dashboard**. Click the **Edit** next to their name. In the **Edit User** dialog, modify the first name, last name, or role as desired. Click **OK** to save your changes.

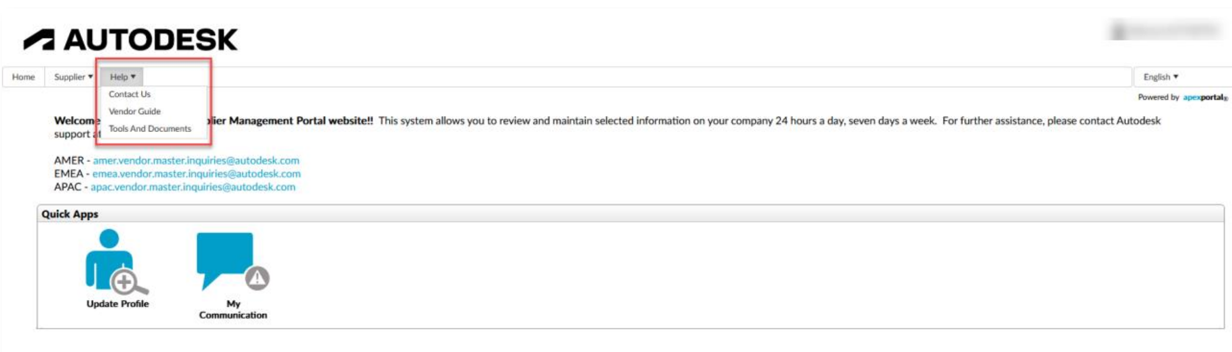


Supplier Portal Help

General Supplier Portal assistance

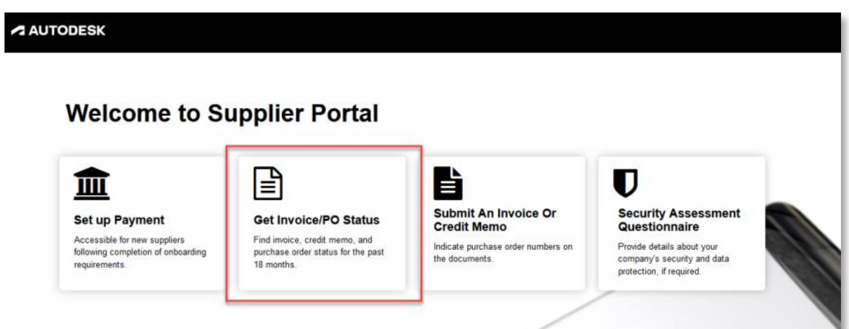
If at any time you need assistance navigating Supplier Portal, return to the **Supplier Portal Home Page** and select the **Help** tab. A drop-down of options will appear:

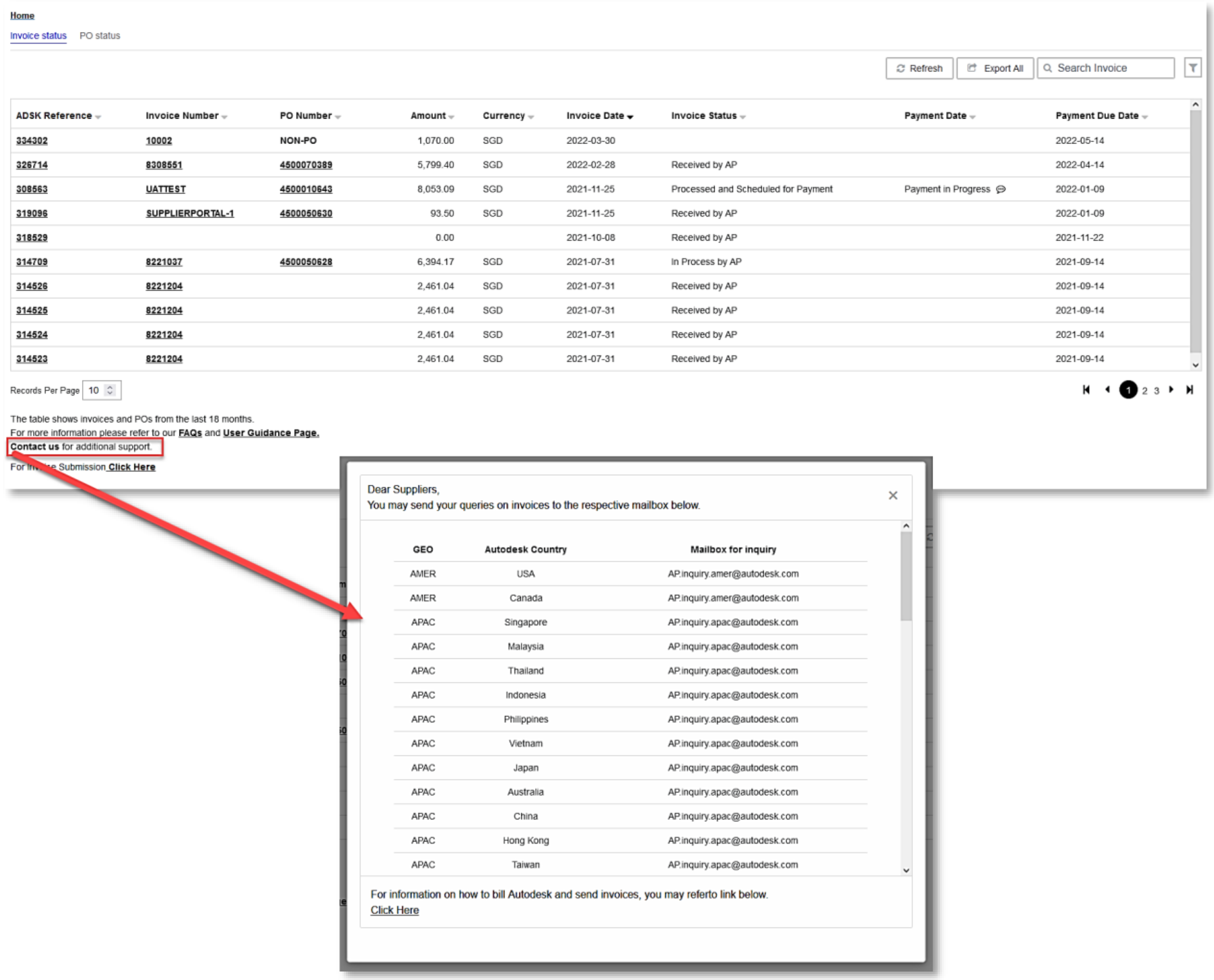
- **Contact Us**. Need help? If you have any questions or comments, visit the Contact Us page where you can submit a form and an Autodesk representative will contact you within 24 hours.
- **Vendor Guide**. Access the Autodesk Supplier Portal **Terms of Use** and **Privacy Center**. Other documents can be added to this section by the administrator.



Invoice assistance

If you need assistance with your invoices, go to **Get Invoice/PO Status** and select the Contact us for additional support to identify the appropriate support email address for your region.





If you need assistance with a specific invoices, click on ✉ to open new email which will be addressed to relevant Autodesk Accounts Payable mailbox.