



Supplier Portal Guide

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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.

The image shows two overlapping screenshots. The background screenshot is an email from Autodesk. It features the Autodesk logo at the top. The body of the email says "Dear Ted," followed by a message about continuing the registration process. A red rectangle highlights a button labeled "LOG IN TO AUTODESK SUPPLIER PORTAL >". Below this, there is a link to "contact us" and a thank you message from the Autodesk Supplier Portal team. The footer contains Autodesk's address, copyright information, and a disclaimer. The foreground screenshot is a "Create account" form. It has the Autodesk logo in the top right corner. The form includes input fields for "First name", "Last name", "Email", "Confirm email", and "Password". There is a checkbox for "I agree to the Autodesk Terms of Use and the Privacy Statement". At the bottom, there is a blue "CREATE ACCOUNT" button and a link for "ALREADY HAVE AN ACCOUNT? SIGN IN".

AUTODESK

Dear Ted,

To continue your registration process with Autodesk, log in to Autodesk Supplier Portal to provide your payment and company details.

LOG IN TO AUTODESK SUPPLIER PORTAL >

If you have any technical issues, [contact us](#).

After your submission has been reviewed and approved, you will receive a confirmation email containing your account details.

Thank you,
Autodesk Supplier Portal team

AUTODESK

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This is an operational email.

Please do not reply to this email. Replies to this email will not be responded to or read.

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Create account

First name Last name

Email

Confirm email

Password

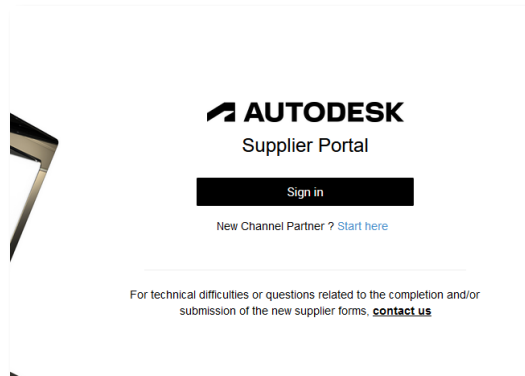
☐ I agree to the [Autodesk Terms of Use](#) and the [Privacy Statement](#).

CREATE ACCOUNT

ALREADY HAVE AN ACCOUNT? [SIGN IN](#)

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 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.

A screenshot of the Autodesk Supplier Portal 'General data form'. The form is titled 'Welcome to Autodesk's Supplier Portal' and 'General data form'. The 'Company information' section has a red box around the 'Company legal name' field. The 'Administrator account information' section includes fields for 'Admin' (Jane Doe) and 'Email' (jane.doe@company.com). The 'Security and Billing/Accounts Receivable information' section is optional and includes fields for 'Billing / Accounts Receivable Contact', 'Billing / Accounts Receivable Contact - Alternate', 'Security Contact', and 'Security Contact - Alternate'. At the bottom, there is a checkbox for 'I read and agree with the Terms of Use and Privacy Statement' and 'Reset' and 'Submit' buttons.

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.

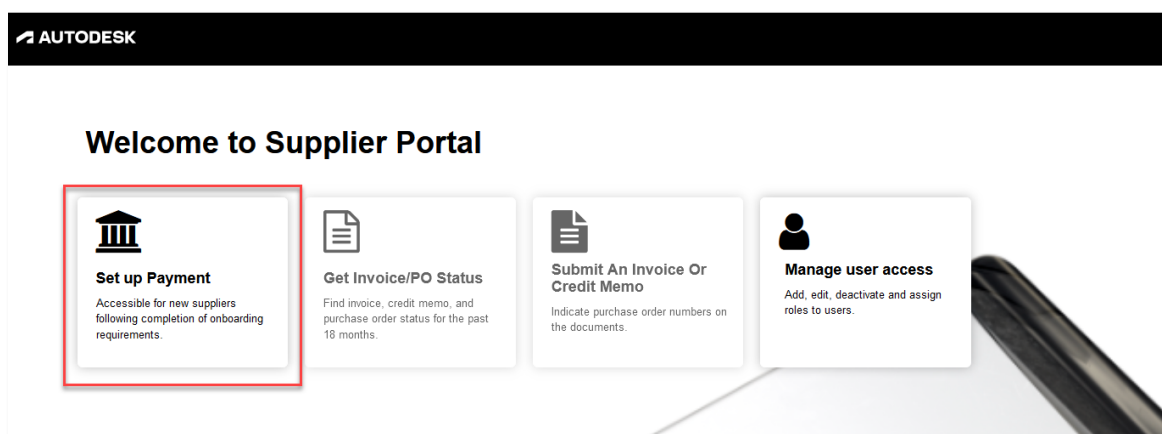
In the final section of the form, you have the ability to assign additional contacts in the **Security and Billing/Account Receivable Information**. You have the option to input additional contacts from your company as billing and security contacts, however, if you do not wish to assign contacts at this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

AUTODESK

Home Supplier ▾ Help ▾

Supplier Agreement

● 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

Digital Certificate Agreement

Autodesk Privacy Statement

☒ I have read and agree to the terms and conditions. *

Next >> Save Draft

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.

● 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

Registration Checklist

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.

General Business Information

☒ 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

Supplier Country: *
 Supplier Name: *
 Doing Business As Name:
 Are you providing goods or services?: *
 Type of Services Performed: *
 Description of Services:
 Country services performed in?: *
 Company Website:

Classification Number (NAICS, SIC and/or DUNS)

[Add New Identity](#)

Type	Issued By	Number	Issued Date	SubType	Delete
No records to display.					

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.

Supplier Contact Information

First Name	Last Name	Contact Type	Email	Resend
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Resend"/>

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

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.

Business Address

● 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

Address Type	Address	City	State	Country	Delete
Physical Address				TWN	

<< Previous Next >> Save Draft

Address Information

Address Type: Physical Address *

Country: Taiwan *

Address 1: *

Address 2: *

Address 3: *

Address 4: *

District/Country: *

Postal Code: *

City/Town: *

State/Province: Select a value... *

PO Delivery E-mail id: *

Fax Number: *

Phone Number: *

Ok Discard

.../Registration/AddressPopup.aspx?VR_AddressID=%2b08qNwRf6Y%3d&vrid=nUMz%2benMWf%3d

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.

Country Specific Tax Information

☒ 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

Tax Reporting Country: *
 Business Entity Type: *
 Income Source: *
 Tax Document Type: *

If Your Tax Identification Failed Validation

[Add New Tax Information](#)

	Country	Tax Type	Tax Id Number	Validation	
Edit	United States	EMPLOYER IDENTIFICATION NUMBER			X Delete
Edit	United States	SOCIAL SECURITY NUMBER			X Delete

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

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**.

Country Specific Tax Information

☒ 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

Tax Reporting Country: *
 Business Entity Type: *
 Income Source: *
 Tax Document Type: *

If Your Tax Identification Failed Validation

[Add New Tax Information](#)

	Country	Tax Type	Tax Id Number	Validation	
Edit	United States	EMPLOYER IDENTIFICATION NUMBER			X Delete
Edit	United States	SOCIAL SECURITY NUMBER			X Delete

Country Specific Tax Information

☒ 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

Tax Reporting Country: *
 Business Entity Type: *
 Income Source: *
 Tax Document Type: *

If Your Tax Identification Failed Validation

[Add New Tax Information](#)

	Country	Tax Type	Tax Id Number	Validation	
Edit	United States	EMPLOYER IDENTIFICATION NUMBER			X Delete
Edit	United States	SOCIAL SECURITY NUMBER			X Delete

Country Specific Tax Information

Tax Type: *

Tax Id: *

[OK](#)
[Discard](#)

.../Registration/TaxPopup.aspx?VR_TaxId=KUnL%2bXZY4o%3d&vid=nUMz%2benMVW%3d

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.

Country Specific Tax Information

● 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

Tax Reporting Country: Italy

Business Entity Type: Select a value...

Income Source: Non-US Sourced

Tax Document Type: W8 Form

Add New Tax Information

	Country	Tax Type	Tax Id Number	Validation	
	Italy	VAT REGISTRATION NUMBER (VAT)			
	Italy	FISCAL CODE			
	Italy	IVA CODE			

W-8 Forms

W8 Form Vendor Updation fields

Tax Treaty? Select a value...

Treaty Name:

Treaty Number:

Explain the reasons the beneficial owner meets the terms of the treaty article?

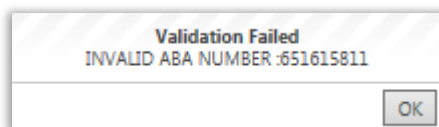
<< Previous Next >> Save Draft

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**.

The screenshot displays the 'Banking Details' section of a registration form. On the left, a progress bar shows various steps, with 'Banking Details' currently selected. The main area features a table titled 'Banking Information' which is currently empty. A red box highlights the 'Add Bank Account' button above the table. A modal window titled 'Banking Information' is open, containing the following fields:

- Address: (dropdown menu, currently set to 'All items checked')
- Bank Country: (dropdown menu, currently set to 'Select a value...')
- Payment Currency: (dropdown menu, currently set to 'Select a value...')
- Sort Code: (text input field)
- Bank Swift Code: (text input field)
- Account Holder: (text input field)
- Bank Name: (text input field)
- Bank Street Name: (text input field)
- Bank City: (text input field)
- Bank State/Region: (dropdown menu, currently set to 'Select a value...')
- Bank Postal Code: (text input field)
- Account Type: (dropdown menu, currently set to 'Checking')
- Remit Email Address: (text input field)
- Transaction Code: (dropdown menu, currently set to 'Select a value...')
- Do you have Intermediary Banking?: (dropdown menu, currently set to 'Select a value...')

At the bottom of the modal are 'Ok' and 'Discard' buttons. The URL at the bottom of the page is `../Registration/BankingPopup.aspx?vid=nUMz%2benMWf%3d`.

ABA Routing Number:

Bank Swift Code:

Account Number:

Account Holder:

Account Type:

Remit Email Address:

Bank Branch Name:

Branch Code:

Further Credit To:

Current/Checking
Savings

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**.

Insurance Information

☒ Complete
☐ Incomplete

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

The following section is optional

Insurance Type:

Limit:

Provider:

Insurance Type:

Limit:

Provider:

Automobile Liability
Cargo Insurance
Commercial General Liability
Employers Liability
Employment Practices Liability
Errors and Omissions
Workers Compensation

1 - 10,000
10,000 - 100,000
100,000 - 1,000,000
1,000,000 - 10,000,000
10,000,000+

<< Previous **Next >>** Save Draft

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 Biography

☒ Complete
☐ Incomplete

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

Business Background

Number Of Employees:

Owner Name:

CEO Name:

CPO Name:

CFO Name:

Organizational Spend:

<< Previous **Next >>** Save Draft

1-10
11-50
51-100
101-500
501-1000
1001-5000
above 5000

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**.

Business Certifications

Complete
Incomplete

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

The following section is optional

Add New Record

Certification Group	Certification Type	Number	Agency	Delete
No records to display.				

<< Previous Next >> Save Draft

Certification Information

Certification Group: *

Certification Type: *

Certification Number:

Certification Agency:

Issued Date:

Expiration Date:

OK

CERTIFIED
NATIONAL MINORITY SUPPLIER
DEVELOPMENT COUNCIL
NOT REGISTERED
WOMEN BUSINESS ENTERPRISE NATIONAL
COUNCIL
SELF CERTIFIED
SOBPROGRAM
ETHNICITY
HUBZONE PROGRAM
VOSB
MINORITY CODES
OTHER PREFERENCE PROGRAMS
SMALL BUSINESS

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.

Document Upload

Complete
Incomplete

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

Document Type:

File:

Document Name:

Expiration Date:

Form W-9 is required to be e-signed.

File	Document Name	File Type	Expiration Date	Uploaded Date	Electronic Signature	Delete
XYZ TOYZ-W-9.pdf	XYZ TOYZ-W-9	W-9		4/13/2017	Click here to eSign	X

Page size: 10 1 item in 1 page

<< Previous Next >> Save Draft

W-9
California 590
W-8 Form
147C - Taxpayer Identification Number Verification
City/Country Business License
Contractual Terms
Corporate Charter
Federal Tax Return
Insurance Certificate

Document Upload

☒ Complete
☐ Incomplete

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


Document Type:
 File:
 Document Name:
 Expiration Date:

Form W-9 is required to be e-signed.

File	Document Name	File Type	Expiration Date	Uploaded Date	Electronic Signature	Delete
XYZ TOYZ_W-9.pdf	XYZ TOYZ_W-9	W-9		4/19/2017	Click here to eSign	<input type="button" value="X"/>

Page size: 10 1 item in 1 page

Message from webpage

 Form W-9 is required to be 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.

Document Upload

☒ Complete
☐ Incomplete

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

Document Type:

File: **Select**

Document Name:

Expiration Date:

Upload File

Form W-9 is required to be e-signed.

File	Document Name	File Type	Expiration Date	Uploaded Date	Electronic Signature	Delete
XYZ TOYZ_W-9.pdf	XYZ TOYZ_W-9	W-9		4/19/2017	Click here to eSign	X

Page size: 10 1 Items in 1 pages

W-9
Form (Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
XYZ TOYZ

2. Business name/disregarded entity name, if different from above

3. Check appropriate ☐ Individual ☐ Disregarded entity

Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is 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:
 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 of dividends or
 c. The IRS has notified me that I am no longer subject to backup withholding.
 3. I am a U.S. citizen or other U.S. person (defined below).
 Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:
 a. An individual who is a U.S. citizen or U.S. Resident alien,
 b. A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
 c. An estate (other than a foreign estate), or
 d. 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 the Substitute Form W-9. ☒ **Agree**

By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 and I am in agreement with the State of Delaware to accept and process this transaction in electronic form. ☒ **Agree**

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

Submit

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**.

The screenshot displays the 'Document Upload' section of a web application. On the left is a sidebar with a list of steps: Complete, Incomplete, Supplier Agreement, Registration Checklist, General Business Information, Business Address, Country Specific Tax Information, Banking Details, Insurance Information, Business Biography, Business Certifications, Document Upload, and Review and Submit. The 'Document Upload' step is currently active. The main area contains a form with fields for 'Document Type' (a dropdown menu), 'File' (with a 'Select' button), 'Document Name', and 'Expiration Date' (with an 'Upload File' button). Below the form, a red-bordered box contains the text 'Form ACHForm is required to be uploaded.' Below this is a table with the following columns: File, Document Name, File Type, Expiration Date, Uploaded Date, Electronic Signature, and Delete. The table contains one row with the following data: File: XYZ TOYZ_W-9.pdf, Document Name: XYZ TOYZ_W-9, File Type: W-9, Expiration Date: (blank), Uploaded Date: 4/28/2017, Electronic Signature: Click here to eSign, and Delete: (red X icon). Below the table is a pagination bar showing 'Page size: 10' and '1 items in 1 pages'. At the bottom of the form are three buttons: '<< Previous', 'Next >>', and 'Save Draft'. The 'Next >>' button is highlighted with a red border. Below the main form area is a 'Message from webpage' dialog box with a yellow warning icon and the text 'Form ACHForm is required to be uploaded.' with an 'OK' button.

File	Document Name	File Type	Expiration Date	Uploaded Date	Electronic Signature	Delete
XYZ TOYZ_W-9.pdf	XYZ TOYZ_W-9	W-9		4/28/2017	Click here to eSign	X

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.

Review and Submit

Complete
Incomplete

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

Please hit the **SUBMIT** button to finalize your information for approval.

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 Global Corp, and its affiliates.

For any questions please contact Global Corp support at +1 (866) 635-0076 or email us at PortalSupport@apexanalytix.com

Rate your experience: ☆☆☆☆☆

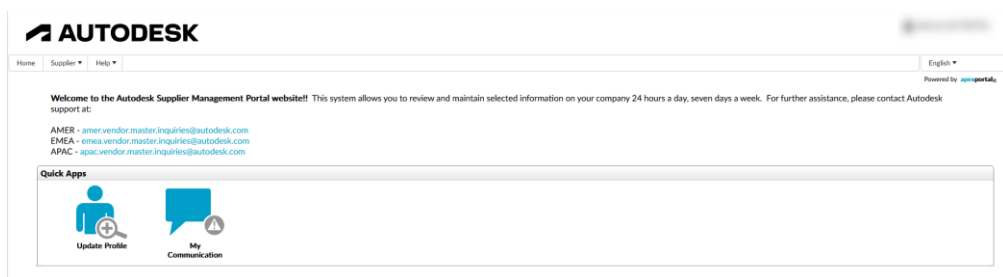
Previous Save Draft **Submit**

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.

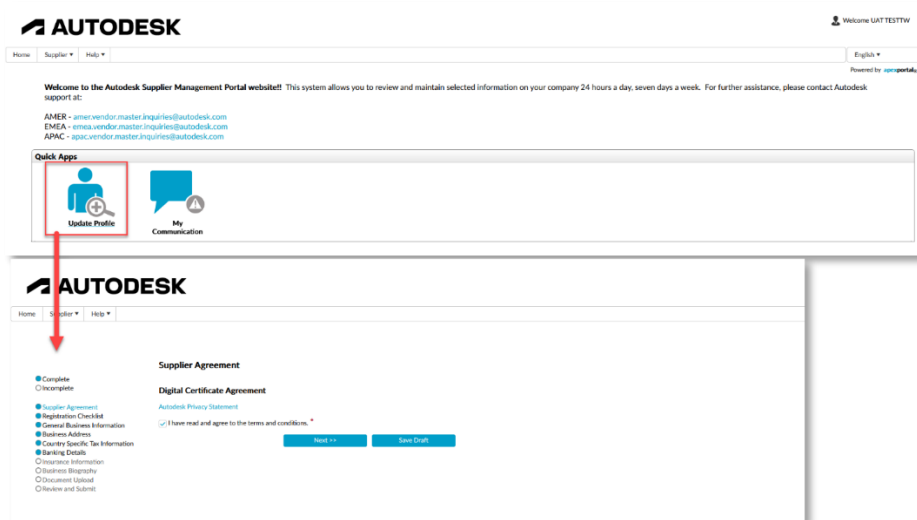
- **Update Profile.** Provides the same functionality as prior to registration.
- **My Communication.** Provides the same functionality as prior to registration.



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.

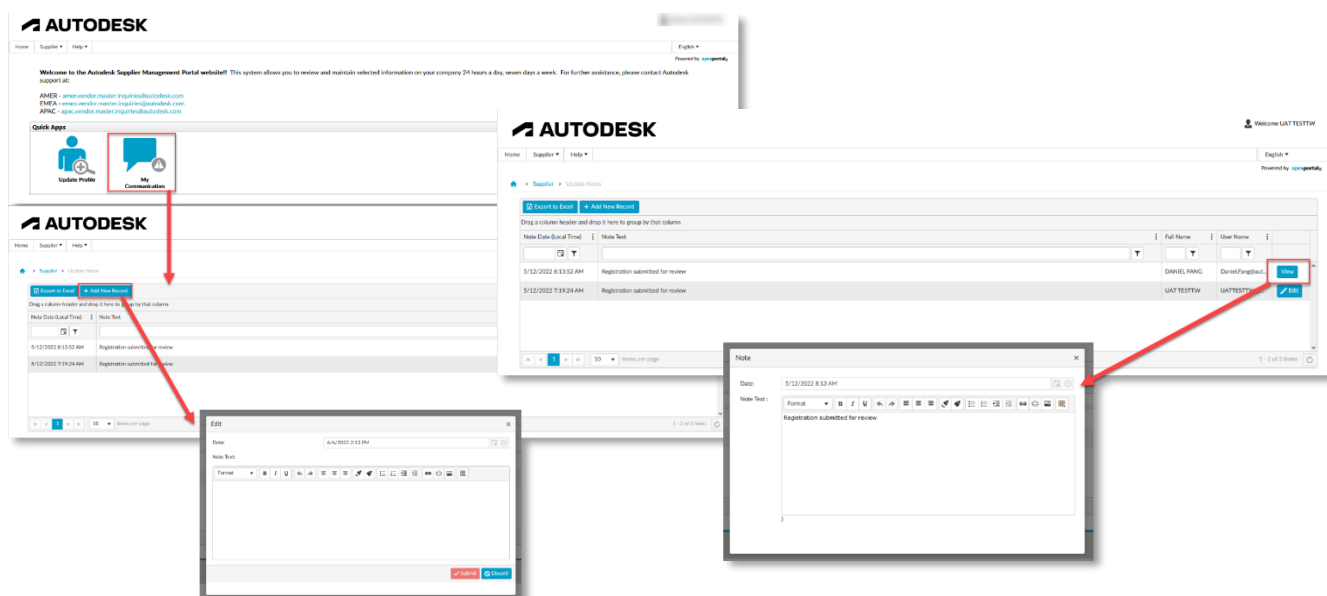


My communication

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.

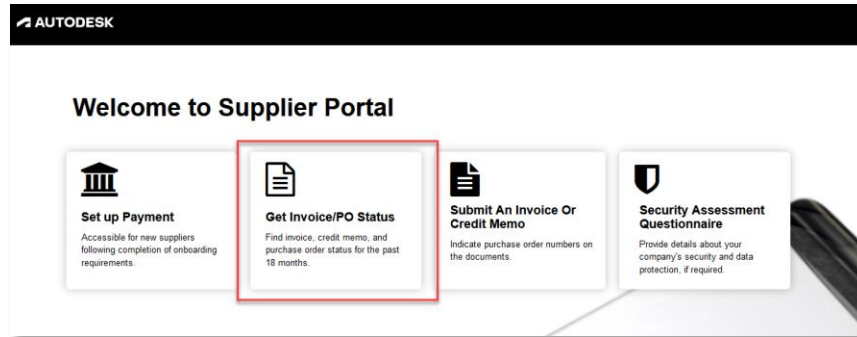
When you click on **My Communication**, all of your current account notes will be displayed. To add notes, click **Add New Record**. When a note is added, all contacts including the designated account administrator will receive an email notification of the update.

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 ability 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.

The screenshot shows the 'Invoice status' page in the Autodesk Supplier Portal. It includes a navigation bar with 'Home' and 'Invoice status' (selected). Below the navigation bar, there are buttons for 'Refresh', 'Export All', and a search bar labeled 'Search Invoice'. The main content is a table of invoices. The row for invoice 308563 is highlighted with a red box. Below the table, there is a 'Records Per Page' dropdown set to 10, and a note stating 'The table shows invoices and POs from the last 18 months. For more information please refer to our [FAQs](#) and [User Guidance Page](#). Contact us for additional support. For Invoice Submission [Click Here](#)'.

ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
324302	10002	NON-PO	1,070.00	SGD	2022-03-30			2022-05-14
328714	8308551	4500070389	5,799.40	SGD	2022-02-28	Received by AP		2022-04-14
308563	UATTEST	4500010643	8,053.09	SGD	2021-11-25	Processed and Scheduled for Payment	Payment in Progress	2022-01-09
319096	SUPPLIERPORTAL-1	4500050630	93.50	SGD	2021-11-25	Received by AP		2022-01-09
318529			0.00		2021-10-08	Received by AP		2021-11-22
314709	8221037	4500050628	6,394.17	SGD	2021-07-31	In Process by AP		2021-09-14
314526	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314526	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314524	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314523	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14

Filters

Filter by Invoice Date

All

Filter by Invoice Status

All

Search by Column

☒ Invoice Number
☐ PO Number

Display Columns

☒ PO Number
☒ Invoice Status

☒ Amount
☒ Payment Date

☒ Currency
☒ Payment Due Date

☒ Invoice Date

Default Filters

Apply

ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
334502	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

Records Per Page: 10

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.*
PAID	*Payment Due Date is calculated based on the Payment Terms set up in Autodesk's supplier data. 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	<u>The invoice was reviewed and approved, but the invoice processing record has reversed from the system. Please contact Accounts Payable for the cancellation reason.</u>
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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**.

Invoice/PO Status

Export All
Search Invoice

ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
274786	8203822	4500009914	5,588.22	SGD	2021-02-21	Processed and Scheduled for Payment	Payment in Progress	2021-04-07

Invoice Details

Invoice Number : 8203822
Invoice Status : Processed and Scheduled for Payment
ADSK Reference : 274786
Purchase Order Number : 4500009914
PO Status : Partial Invoiced
Invoice Date : 2021-02-21
Invoice Currency : SGD
Invoice Amount : 5,588.22

Supplier Name :
Supplier ID : 234207
ADSK Entity Code : 1000
ADSK Entity Name : Autodesk Asia Pte. Ltd.
Payment Method : EDI Paylink Giro/ACH
Payment Date : Payment in Progress
Payment Due Date : 2021-04-07
Payment Terms : Within 45 days Due net

Purchase Order Details

Purchase Order Number : 4500009914
Supplier Name :
Supplier ID : 234207
ADSK Entity Code : 1000
ADSK Entity Name : Autodesk Asia Pte. Ltd.
Requisition Number : REQ2816312

PO Requester Name :
PO Currency : SGD
PO Value in PO Currency : 106,406.40
PO Remaining Value in PO : 4,977.25
Currency :
PO Net Value in USD : 79,170.62
PO Remaining Value in USD : 5,588.68

For further queries regarding this invoice, you may contact us via email [✉](#)

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

Invoice/PO Status

Export All Search Invoice

ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
274786	8203822	4500009914	5,588.22	SGD	2021-02-21	Processed and Scheduled for Payment	Payment in Progress	2021-04-07

Purchase Order Details

PO Number : 4500009914
PO Status : Partial Invoiced
Request Number : REQ2816312
Supplier Name : PERSOLKELLY Singapore Pte Ltd
Supplier ID : 234207
ADSK Entity : 1000
Code :
ADSK Entity : Autodesk Asia Pte. Ltd.
Name :

Document Date : 2019-12-19
Requester Name :
Currency : SGD
Net value : 106,406.40
Remaining Value : 4,977.25
Net value in USD : 79,170.62
Remaining Value in USD : 5,588.68

Exporting invoice/PO details

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

AUTODESK

Home
Invoice status PO status

Refresh Export All Search Invoice

Export to Xls

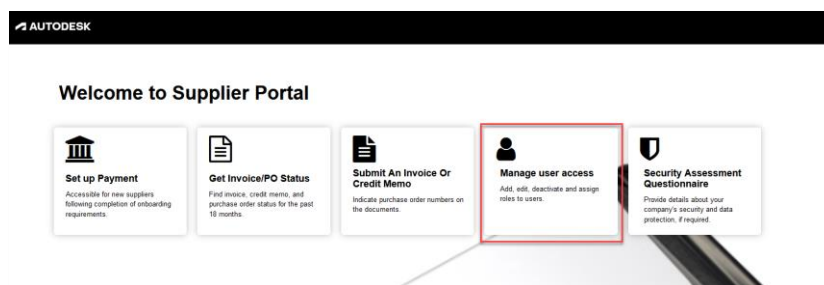
ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
334302	10002	NON-PO	1,070.00	SGD	2022-03-30			2022-05-14
328714	8308881	4500070389	5,799.40	SGD	2022-02-28	Received by AP		2022-04-14
319149	INV-3337		93.50			Received by AP		0001-02-15

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**.

Home > Manage user access
Manage user access

Invite user

Sr	Contact name	Role	Email address	Actions
1		N / A		Edit Make Administrator Deactivate
2		Billing / Accounts Receivable		Edit Make Administrator Deactivate
3		Billing / Accounts Receivable		Edit Make Administrator Deactivate
4		Billing / Accounts Receivable		Edit Make Administrator Deactivate
5		Billing / Accounts Receivable		Edit Make Administrator Deactivate
6		Billing / Accounts Receivable		Edit Make Administrator Deactivate
7		Billing / Accounts Receivable		Edit Make Administrator Deactivate
8		Billing / Accounts Receivable		Edit Make Administrator Deactivate
9		Billing / Accounts Receivable		Edit Make Administrator Deactivate

Admin : Responsible for assigning and updating all roles within company. Access to all Supplier Portal features
Billing / Accounts Receivable: Access to company payment details, invoice submission and invoice /PO details
Security : Access to security questionnaires
[User management guide](#)

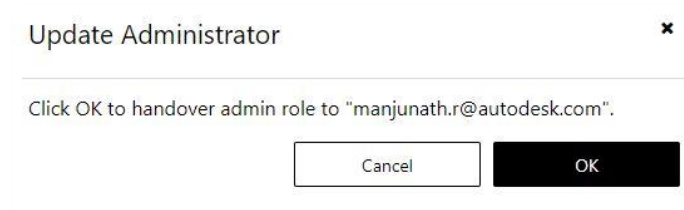
Invite User

First name:
 Last name:
 Role:
 Email:
 Vendor:
 Submit Cancel

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.



Update Administrator

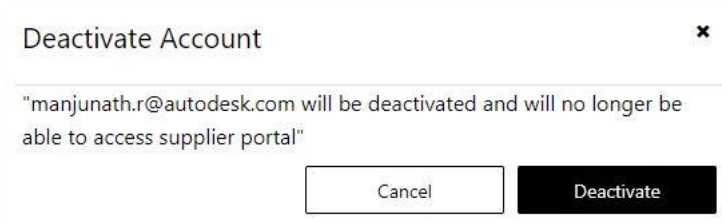
Click OK to handover admin role to "manjunath.r@autodesk.com".

Cancel OK

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.



Deactivate Account

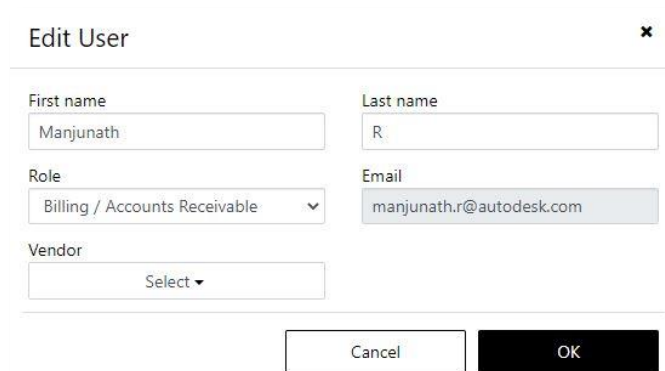
"manjunath.r@autodesk.com will be deactivated and will no longer be able to access supplier portal"

Cancel Deactivate

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.



Edit User

First name: Manjunath

Last name: R

Role: Billing / Accounts Receivable

Email: manjunath.r@autodesk.com

Vendor: Select

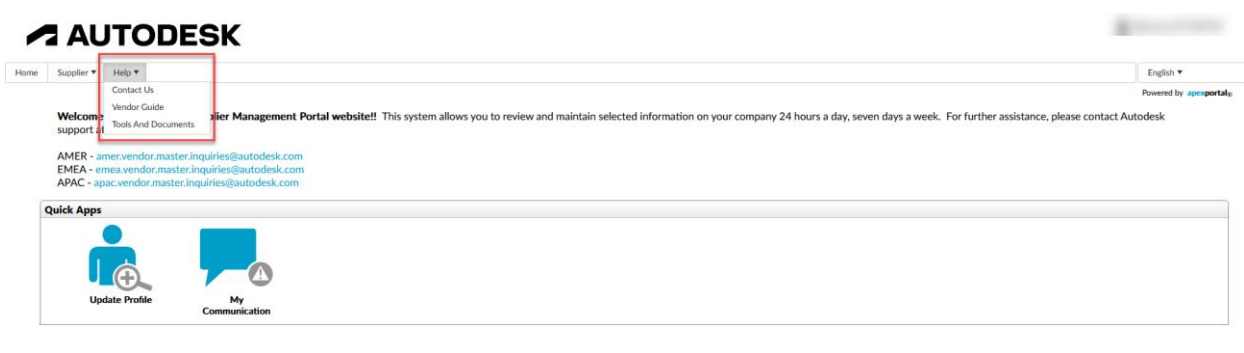
Cancel OK

Supplier Portal Help

General Supplier Portal assistance

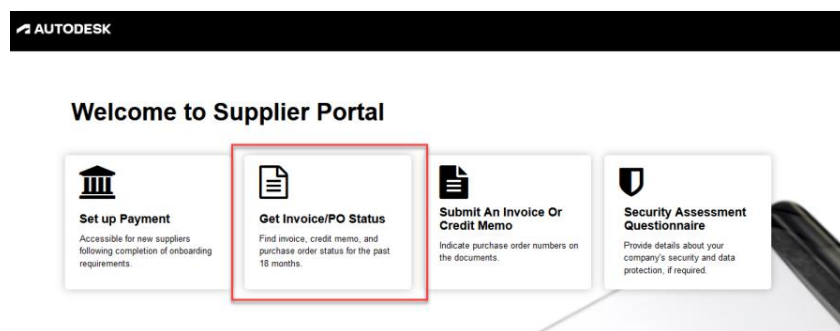
If at any time you need assistance navigating Supplier Portal, return to the **Supplier Portal Home Page** and select the **Help** tab. A drop-down of options will appear:

- **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.



Home
[Invoice status](#) PO status

Refresh Export All Search Invoice

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
328714	8208851	4500070389	5,799.40	SGD	2022-02-28	Received by AP		2022-04-14
308563	UATTEST	4500010843	8,053.09	SGD	2021-11-25	Processed and Scheduled for Payment	Payment in Progress	2022-01-09
319086	SUPPLIERPORTAL-1	4500050630	93.50	SGD	2021-11-25	Received by AP		2022-01-09
318529			0.00		2021-10-08	Received by AP		2021-11-22
314709	8221037	4500050628	6,394.17	SGD	2021-07-31	In Process by AP		2021-09-14
314626	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314625	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314624	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14
314623	8221204		2,461.04	SGD	2021-07-31	Received by AP		2021-09-14


Records Per Page 10

The table shows invoices and POs from the last 18 months.
 For more information please refer to our [FAQs](#) and [User Guidance Page](#).
[Contact us](#) for additional support.
 For Invoice Submission [Click Here](#)

Dear Suppliers,
 You may send your queries on invoices to the respective mailbox below.

GEO	Autodesk Country	Mailbox for inquiry
AMER	USA	AP.inquiry.amer@autodesk.com
AMER	Canada	AP.inquiry.amer@autodesk.com
APAC	Singapore	AP.inquiry.apac@autodesk.com
APAC	Malaysia	AP.inquiry.apac@autodesk.com
APAC	Thailand	AP.inquiry.apac@autodesk.com
APAC	Indonesia	AP.inquiry.apac@autodesk.com
APAC	Philippines	AP.inquiry.apac@autodesk.com
APAC	Vietnam	AP.inquiry.apac@autodesk.com
APAC	Japan	AP.inquiry.apac@autodesk.com
APAC	Australia	AP.inquiry.apac@autodesk.com
APAC	China	AP.inquiry.apac@autodesk.com
APAC	Hong Kong	AP.inquiry.apac@autodesk.com
APAC	Taiwan	AP.inquiry.apac@autodesk.com

For information on how to bill Autodesk and send invoices, you may refer to link below.
[Click Here](#)

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

Invoice/PO Status

Export All Search Invoice

ADSK Reference	Invoice Number	PO Number	Amount	Currency	Invoice Date	Invoice Status	Payment Date	Payment Due Date
274785	8203822	4500009914	5,588.22	SGD	2021-02-21	Processed and Scheduled for	Payment in	2021-04-07

Invoice Details

Invoice Number	: 10002	Supplier Name	:
Invoice Status	:	Supplier ID	: 234207
ADSK Reference	: 334302	ADSK Entity Code	: 1000
Purchase Order Number	: NON-PO	ADSK Entity Name	: Autodesk Asia Pte. Ltd.
Invoice Date	: 2022-03-30	Payment Method	: EDI Paylink Giro/ACH
Invoice Currency	: SGD	Payment Date	:
Invoice Amount	: 1,070.00	Payment Due Date	: 2022-05-14
		Payment Terms	:

For further queries regarding this invoice, you may contact us via email 