

## Accessing the Autodesk Supplier Portal

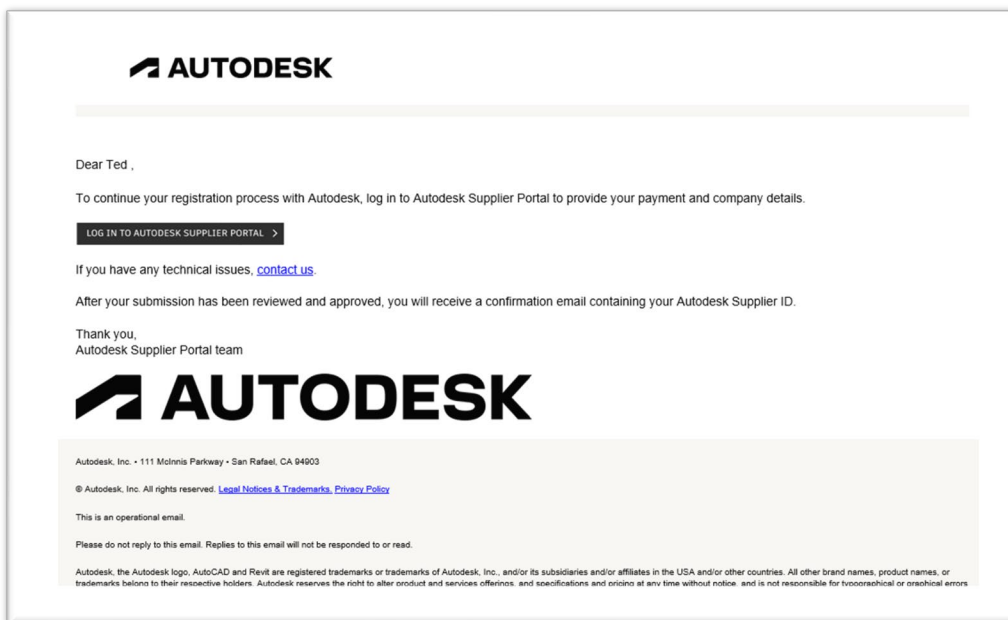
Autodesk Supplier Portal is the **one stop for all invoicing and payment matters**, where suppliers can:

- 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:

Create account

First name Last name

Email

Confirm email

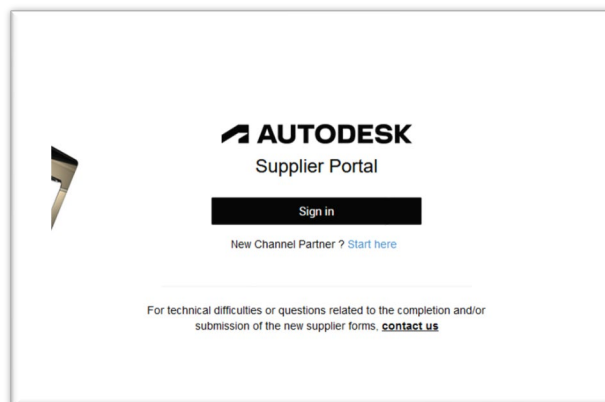
Password

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

CREATE ACCOUNT

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

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.**

**AUTODESK**

## Welcome to Autodesk's Supplier Portal

### General data form

Company information

Company legal name  Phone number

### Administrator account information

*By submitting this form you will be the administrator for this account. You can change this later.*

Admin   Email

### Security and Billing/Accounts Receivable Information Optional

*Fill out only if you have a different contact for Billing/Accounts Receivable and Security.*

**Billing / Accounts Receivable Contact** Email

First name  Last name

**Billing / Accounts Receivable Contact - Alternate** Email

First name  Last name

**Security Contact** Email

First name  Last name

**Security Contact - Alternate** Email

First name  Last name

I read and agree with the [Terms of Use](#) and [Privacy Statement](#)

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.