

Purpose

Use this procedure to set up your user ID and password and create your account on CDOT's Vendor Portal.

Before You Get Started

- You need to have requested an account on CDOT's Vendor Portal.
- **You need to have received two emails from CDOT: one with your temporary user name and one with your temporary password. Please have both emails available when you create this 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 the 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

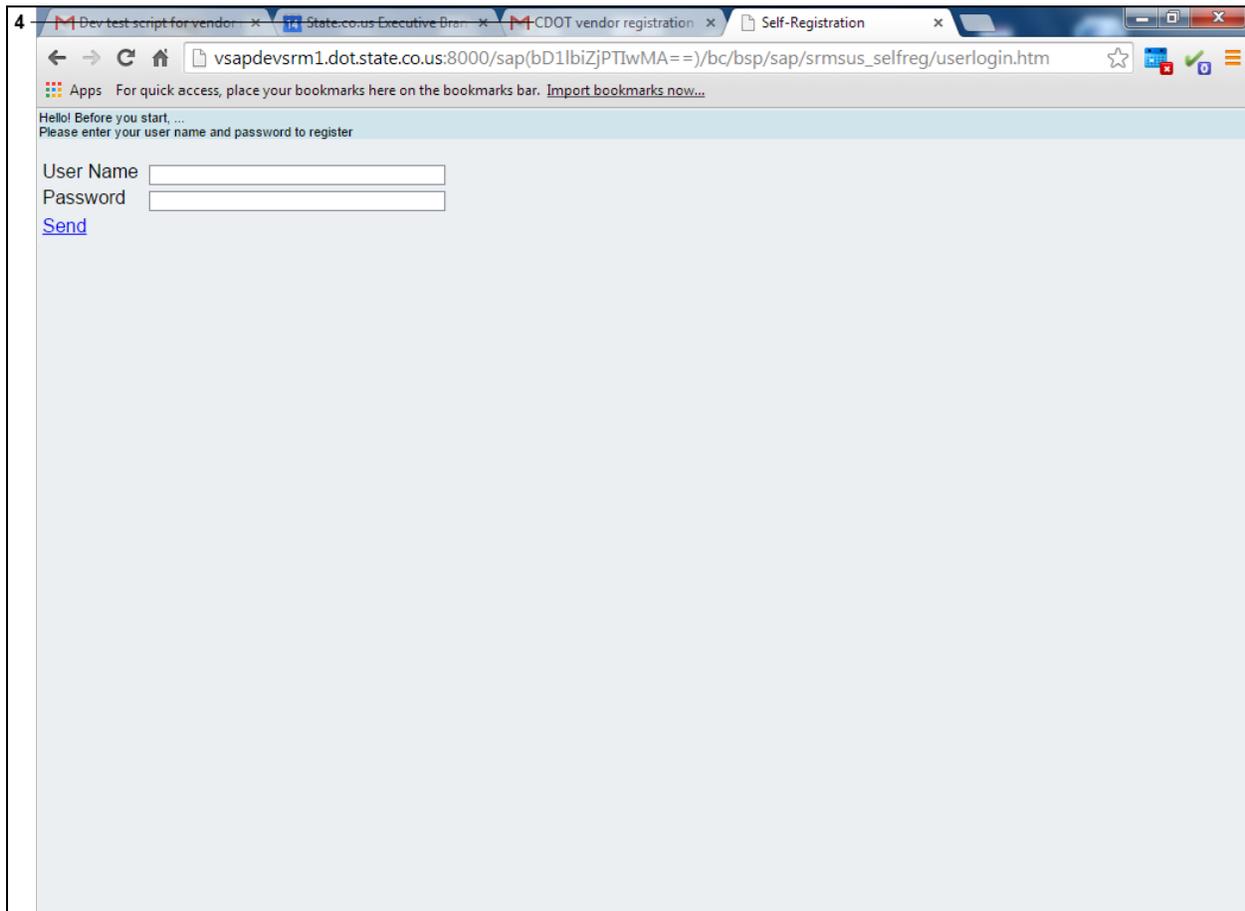
1. To create your account you must receive **two** different emails from CDOT. The first email is titled *CDOT vendor registration - user name*. The second email is titled *CDOT - vendor password*. The emails are displayed side-by-side in the screen below.

Received Emails (side-by-side)

<p>CDOT vendor registration - user name</p> <p>1:28 PM (1 minute ago)</p> <p>to me</p> <p>Dear Sir/Madam,</p> <p>We are pleased to welcome you as supplier Vendor 502 in our Supplier Portal.</p> <p>The user ID DAE3788DE61 has been created for you.</p> <p>Please log on to http://vsapdevsrm1.dot.state.co.us:8000/sap/bc/bsp/sap/srmsus_selfreg as soon as possible using this User ID. You can then create an administration user for your supplier portal that you can then use to create further users and use all other Supplier Portal functions. See the Supplier Portal for more information.</p> <p>Best regards Your Supplier Portal Team</p> <p>If you have any questions, send an e-mail to vsapdevsrm1@dot.state.co.us you will receive password for registration through a separate email.</p>	<p>CDOT - vendor password</p> <p>Inbox x</p> <p>1:29 PM (1 minute ago)</p> <p>to me</p> <p>Your Password for registration is syA3wl/MpGQkprM\$7z<pX)j6-xlbUvtNLxyW8-D3</p> <p>Click here to Reply or Forward</p> <p>11.96 GB (39%) of 30 GB used Manage ©2014 Google - Terms of Service - Privacy Policy - Program Policies Last account</p> <p>Powered by </p>
Email One	Email Two

2. Copy the URL that is included in the email titled *CDOT vendor registration - user name* (Email One) and paste it into your web browser.
3. Press **Enter**. The *Self-Registration* screen displays.

Self-Registration - Google Chrome



4

vsapdevsrm1.dot.state.co.us:8000/sap(bD1lbiZjPTlwMA==)/bc/bsp/sap/srmsus_selfreg/userlogin.htm

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Hello! Before you start, ...
Please enter your user name and password to register

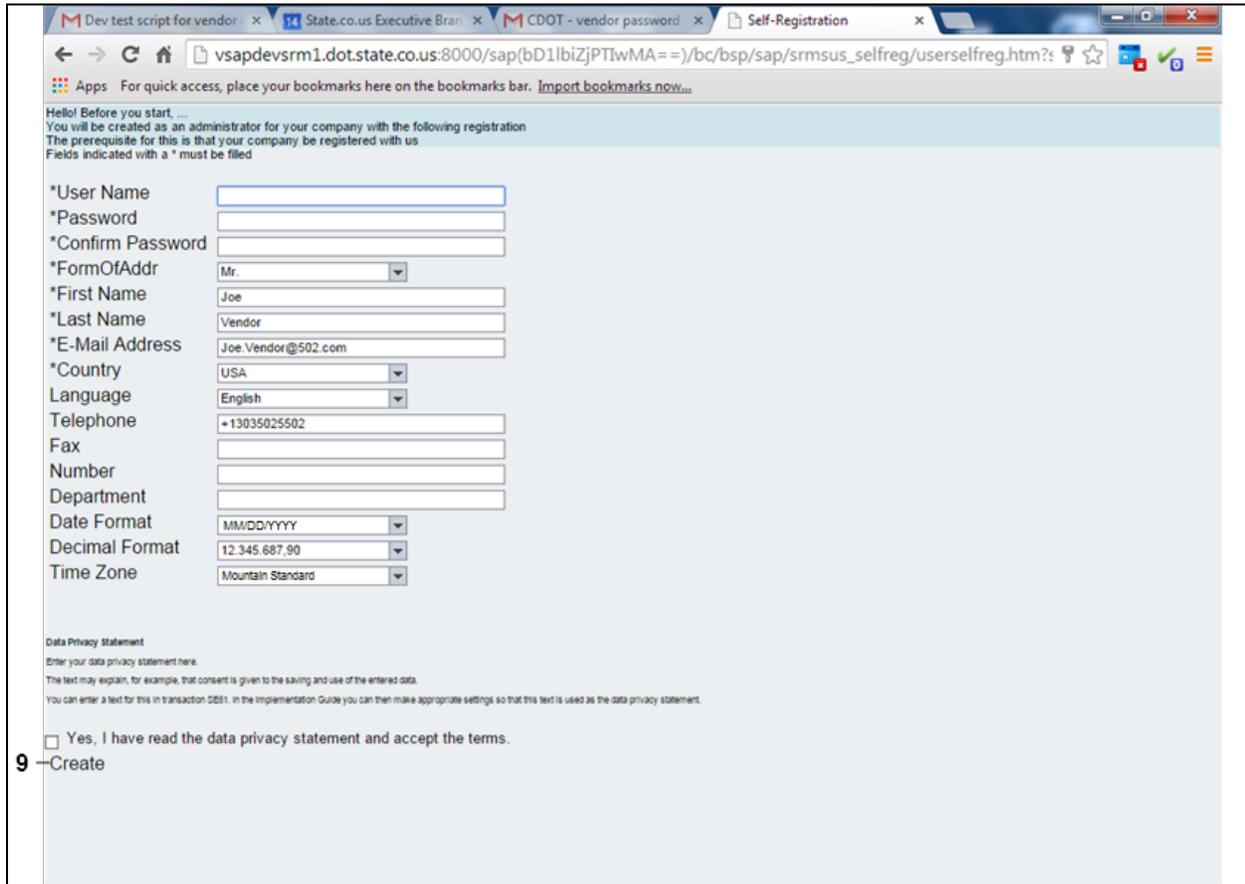
User Name

Password

[Send](#)

4. Enter (or copy and paste) the user ID from the **CDOT vendor registration - user name (Email One)** email.
5. Enter (or copy and paste) the password from the **CDOT - vendor password (Email Two)** email.
6. Click the **Send** link. The *Self-Registration* screen displays.

Self-Registration



Hello! Before you start, ...
 You will be created as an administrator for your company with the following registration
 The prerequisite for this is that your company be registered with us
 Fields indicated with a * must be filled

*User Name
 *Password
 *Confirm Password
 *FormOfAddr
 *First Name
 *Last Name
 *E-Mail Address
 *Country
 Language
 Telephone
 Fax
 Number
 Department
 Date Format
 Decimal Format
 Time Zone

Data Privacy Statement
 Enter your data privacy statement here.
 The text may explain, for example, that consent is given to the saving and use of the entered data.
 You can enter a text for this in transaction S061. In the Implementation Guide you can then make appropriate settings so that this text is used as the data privacy statement.

Yes, I have read the data privacy statement and accept the terms.

9 Create

- Some of the required fields on the *Self-Registration* screen are already populated with the information you provided in your initial request for a CDOT Vendor Portal account. Complete the following fields: ***User Name**, ***Password**, and ***Confirm Password**.



Write down your newly created **User Name** and **Password**. Do not spend too much time on the password, you will have to change it the next time you logon to the system.

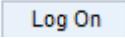


The **Date Format**, **Decimal Format** and **Time Zone** fields are defaulted to European standards. Use the drop-down menus to change the formats, if you like.

- Select the **Yes, I have read the data privacy statement and accept the terms** checkbox to activate the **Create** button.
- Click the **Create** button **Create**. The *CDOT Supplier Portal Log On* screen displays.
- Enter the **User*** and **Password*** fields with your newly created user name and password.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



11. Click the **Log On** button  . The *Change Password* screen displays

CDOT Supplier Portal: Change Password



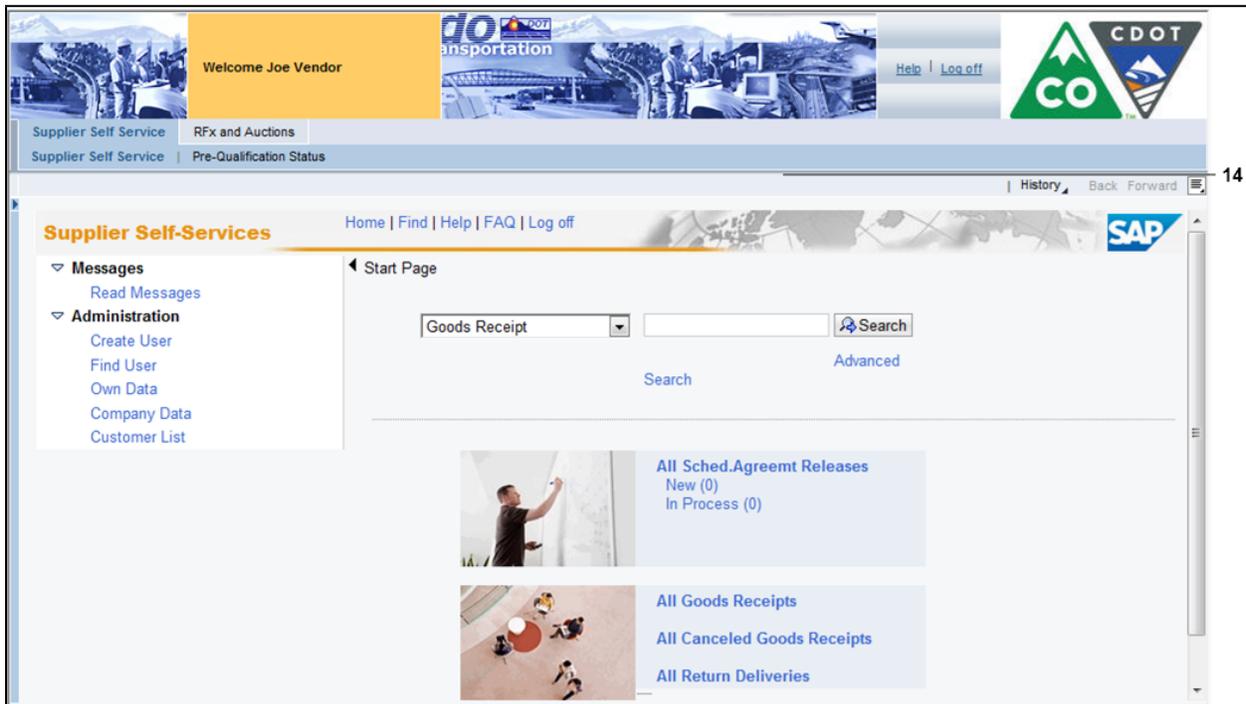
12. Complete all required fields: **Old Password***, **New Password***, and **Confirm Password***.

SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



13. Click the **Change** button . The *Supplier Self-Services* screen displays.

Supplier Self Service - SAP NetWeaver Portal - Windows Internet Explorer provided by Colorado DOT for v8



14. You have logged into CDOT's Vendor Portal.



You can now use the Vendor Portal to:

- View any messages that may be waiting for you in the **Messages** section on the **Supplier Self Service** tab
- View and submit Pre-Qualifications and/or Solicitations from the **RFx and Auctions** tab



The Administrator for your company's account can create additional users and update company data.

Result

You have created your company's user name and password for CDOT's Vendor Portal.