

CDOT Supplier Portal System Requirements

In order for suppliers to access the CDOT Supplier portal, please refer to the system requirements and internet settings referenced below if you are experiencing issues when trying to log in or open Bid requests in the portal. If you have successfully logged into the system in the past, you do not need to make any changes.

The minimum system requirement:

- Microsoft Windows 7 with 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor; and 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit).
- Internet Browser Requirement: CDOT's Supplier Self Service Portal is compatible with any version of Internet Explorer (IE), Google Chrome or Mozilla Firefox. If you experience compatibility issues using newer versions of Internet Explorer (IE 11), enable the compatibility mode to be fully compatible with the portal.
- Suppliers are highly recommended to perform SUS transactions using a stable high speed broadband connection which provides "always on" connection to the Internet with minimum Internet speed 4Mbps. "Always-on" connection is always established and never disconnects, which will ensure fast and instant access to the Internet without any dial up process. This type of connection is suitable for users who regularly download or upload large files over the Internet.

CDOT recommends making the following setting in the Internet Settings as a prerequisite to using the CDOT supplier portal.

Prerequisite System Settings

1) Enable Cookies:

- Go to Tools > Internet Options.
- ii. Go to Privacy tab, click on "Advanced" button in 'Settings'
- iii. TICK on checkbox . Click OK
- iv. Click "Apply" then click "OK" to close the Internet Options

2) Enable 'Pop-Ups':

- Go to Tools > Internet Options.
- Go to Privacy tab and see the 'Pop-up Blocker' section
- Make sure you DO NOT TICK the checkbox.

3) Enable Download in Internet Explorer for Opening Attachment

- Go to Tools > Internet Options.
- Go to Security tab, click on "Custom Level" button
- Scroll down till you see Downloads. Change the "Automatic prompting for file downloads" from Disable to Enable. Click "OK" to activate the setting and exit Internet Options.

4) Add CDOT Supplier portal link to trusted sites

- Go to Tools > Internet Options.
- Go to Security tab, click on the Trusted Sites checkmark,
- Click the "Sites" button
- Enter the CDOT supplier portal link - <https://supplierselfservice.dot.state.co.us/irj/portal> - in the Add this website to the zone field and click the Add button.
- Click the Close button; then click the OK button

5) In addition, add the CDOT supplier portal link to the privacy settings

- Go to Tools > Internet Options.
- Go to Privacy tab, click on the Sites button,
- Enter the CDOT supplier portal link - <https://supplierselfservice.dot.state.co.us/iri/portal> - in the Add this website field and click the Allow button.
- Click the OK button to exit the privacy tab; then click the OK button to exit Internet options