Getting Started with the UNC-CH Supplier Portal

The Supplier Portal is a secure platform that allows you, the supplier, to manage and maintain your contact, address, and payment information. This portal allows you to add additional contacts, make changes to address and banking information without the assistance of University of North Carolina at Chapel Hill (UNC-CH) employees. To register for the Supplier Portal, you need to create an account and then set up 2-Factor Authentication (2FA).

Part 1: Creating an Account

To register for the Supplier Portal you must have received an email from UNC Supplier Management Team. Before you begin, be sure you have the email you received and your smartphone with a camera.

Follow these steps to create your account:

1. In the email you received from the UNC Supplier Management Team, click on the invitation link (or copy and paste the link into a browser).

2. Do one of the following:

    -   If you've never done business with UNC, mark the checkbox to agree to the Terms of Service and then click the **UNC Supplier Portal** button.

    -   If you've previously done business with UNC, click the link to review the Terms and Conditions and then click the **UNC Supplier Portal** button.

3. On the Create Account page, verify your email is correct, add your first and last name, then click **Create**.

4. On the Account Management page, create your password by entering a password in the **New Password** field and then by entering the same password in the **New Password Conformation** field. Then, click the **Activate Account** button.

    Result: The system displays a confirmation message showing your account ID.

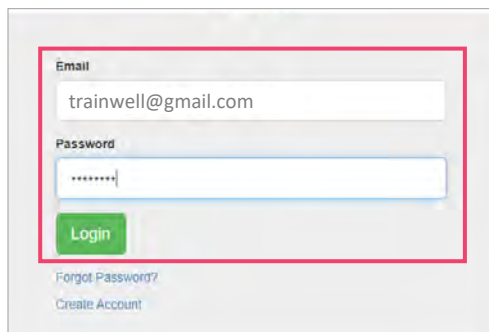5. Click the **Continue** button.

    Result: You are redirected to the UNC Login Page.

Part 2: Setting up 2-Factor Authentication

Part 2 of the registration process is setting up your 2-Factor Authentication (2FA).

Important: You need a smartphone with a camera to complete 2-Factor Authentication.
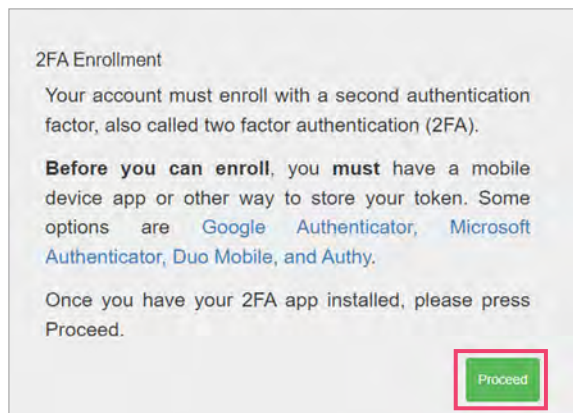
1. Using your smartphone, **download, install, and open** one of the applications listed below:

    - Duo Mobile

    - Microsoft Authenticator

    - Google Authenticator

    - Twilio Authy 2-Factor Authentication

2. On your computer, go to https://supplier.cc.unc.edu to setup 2-Factor Authentication for your account.

3. Click the blue **UNC Supplier Portal** button.

4. Enter the credentials you created in Part 1: Creating the Account and click the **Login** button.

    Result: You are directed to the 2FA Enrollment page.

5. Click the **Proceed** button.

    Result: The system displays a QR Code on your computer screen.

6. Open the application you installed from Step 1 on your smartphone.

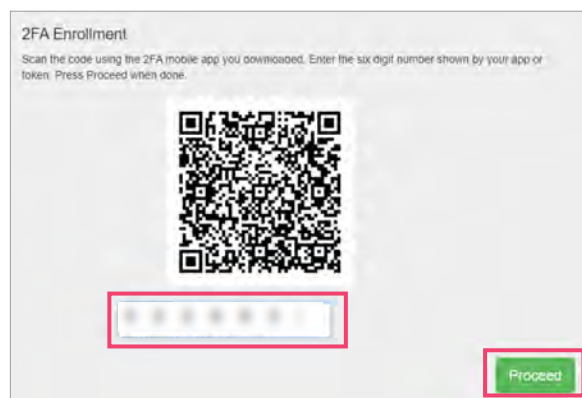7. Using your smartphone, scan the **QR code** on your computer screen.

    Note: You many need to enable camera access on your smartphone to scan the QR code.

The steps to scan the QR code may vary based on which application you downloaded.

    Result: You receive a verification code in the application you downloaded on your smartphone.

8. Enter the verification code on your computer and then click the **Proceed** button.

    Result: Your registration process is complete and the system displays a confirmation message.
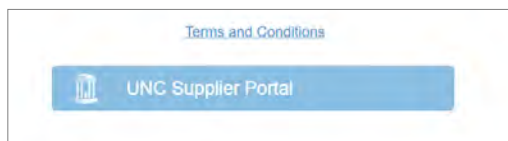
Logging in to the UNC-CH Supplier Portal

The Supplier Portal allows you to manage and maintain your organization's contact, address, and banking information. Once you create your account and set up 2-Factor Authentication, log in to the Supplier Portal to assign yourself as the primary contact, upload the required documents (the supplier application (HUB form) and W9 are mandatory), and finalize your registration. After that, you need to log back in **at least every six months** to review your contacts, address and banking information.

Logging in to the Supplier Portal

Before you start, be sure you have the your smartphone with the 2FA app that you downloaded when you created your account. Follow these steps to log in.

1. In Google Chrome, Firefox, or Microsoft Edge, go to https://supplier.cc.unc.edu.

2. Click the **UNC Supplier Portal** button.

3. On the Login page, enter your email address and password and click the green **Login** button.

   Result: The system displays the 2FA page.

4. Open the 2FA app on your smartphone and on the 2FA page, enter the 6-digit code that's displayed on your phone. Then click the **Proceed** button.

   Result: The system displays the Supplier Portal Home Page.

5. Do one of the following:

   - If you've never done business with UNC, click the **Prospective UNC Suppliers** tile, then click the **Register Now** button.

   - If you've previously done business with UNC, click the **Existing UNC Suppliers** tile.

   For each of the steps below, complete the fields on the page and click the **Next** button to proceed.

6. On the Identifying Information page upload the following forms for your organization:

   - UNC-Chapel Hill Supplier Application (HUB form)

   - W-9

   - Direct Deposit Authorization form

7. On the Addresses page, enter the primary address for your organization and any secondary addresses.

8. On the Contacts page, click the **Add Contact** button and enter your information in the popup window then click the **OK** button.

9. On the Payment Information page, enter the email address that payment notifications need to be sent to and then enter your banking information.

10. On the Submit page, click the **Terms of Agreement** link to review, then mark the checkbox to accept, and then click the **Submit** button.