

HOW-TO GUIDE

Set up Autodesk as a Vendor in Your Procurement System



A new streamlined buying process will now simplify your experience when purchasing Autodesk subscriptions.

To ensure a seamless transaction or renewal, it is important to set up Autodesk as a vendor as part of your purchasing process. We have provided a simple guide below to help you find the information you need.

Please note that each company may have different requirements, so we recommend consulting with your procurement department to determine the specific information needed. If you require further assistance, please reach out to your Autodesk Partner or Autodesk representative.

Region-Specific Tax and Banking Information

- 1 Sign into your [Autodesk account](#).**
If you do not have an account, click [create account](#).
- 2 Once you are logged in, access the [vendor setup forms](#).**
- 3 Select your region from the list.**

Region-specific vendor forms

North America	▼
Europe, Middle East, Africa	▼
Australia	▼
Japan	▼

4**Download the prefilled vendor form.**

You will submit this to your procurement department along with other required documents.

Region-specific vendor forms

North America	▼
Europe, Middle East, Africa	▼
Australia	▲
AUS - Vendor Form - AUD Banking information (sign in to download PDF file)	
Japan	▼

5**Next, click banking information and download the form.**

(Note: You must be signed into your account for the populated form to be available.)

6**You may also need to provide your procurement department with additional information, which can be downloaded from the “Frequently Requested Information” section.**

Frequently requested information

- [Annual reports](#) - Annual performance, governance, and financial information
- [Autodesk Trust Center](#) - How we build customer trust, including security, compliance, and privacy practices and incident response
- [Corporate governance](#) - Our executives, shareholder meetings, and corporate governance
- [Compliance](#) - Codes of conduct and export compliance policy
- [Diversity and belonging](#) - Our diverse workforce and culture of belonging
- [Software terms of use](#) - Legal terms and conditions for product usage
- [Investor relations](#) - Corporate overview, financial news, events, and featured reports
- [Sustainability](#) - Our sustainable business practices, employee contributions and volunteering, and overall impact
- [Autodesk certificate of insurance](#) - International, United States, and Canada insurance documents

7**Once you have downloaded all the necessary forms, submit them to your procurement department.**

If you are unable to find any of the information needed, please contact your partner for assistance. You may also find answers to common questions in the frequently asked questions ([FAQs](#)) [section](#).