

INACTIVE SUPPLIER FILE? IMPORTANT, PLEASE READ!

If you are an individual that used your social security number as your Tax ID please include the following document;

1. Supplier Tax Information Form

If you are a business that used a EIN (Employee Identification Number) as your Tax ID please include the following document;

1. W9

You can find all required paperwork on the homepage of the Supplier Portal website. Please scroll down to "Required Supplier Information" and download the needed documents.

INTERNATIONAL SUPPLIERS! PLEASE READ!

Please note that all international suppliers must be sent to Tax Services for approval before being able to reactivate your inactive file. Please send the appropriate W8 to the department you are working with so they can forward it to Tax Services at payroll-services@ufl.edu. Once they have reviewed and approved your request they will forward to us to be updated in the supplier system.

SUPPLIER PORTAL

The University of Florida welcomes suppliers interested in doing business with the university. We strive for an open and competitive process with our suppliers in order to foster a mutually beneficial relationship.

UF DEPARTMENTS

For a supplier to register or change their existing information with the University of Florida, send an email to the supplier directing them to this website. Links to the portals are below. The Supplier Maintenance team will need to be cc'd at addsupplier@ufl.edu. Download the [UF Supplier Portal Email Template](#), unzip and open the .oft file in Outlook.

Employees needing to change address or banking information for their supplier file should navigate to:

Main Menu > Financials > Suppliers > Supplier Change Request > Initiate Supplier Change in the myUFL portal

SUPPLIER PORTALS

[New Supplier](#)

[Existing Supplier Changes](#)

After retrieving your needed documents please be sure to click on "Existing Supplier Changes."

[Instruction Guide for the Registration Process](#)

Related Articles

[Required Supplier Forms](#)

[Maintaining the Supplier File](#)

[Adding Suppliers](#)

[1099s](#)

Please be sure to have your forms ready. Please note there is no save for later option for the existing supplier change portal.

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Welcome Supplier Portal Guest Account

(UF Supplier)

In this portal, you can make changes to your existing information. Before you begin, please have the [Supplier Tax Information form](#) filled out as you will be required to submit it.

You only need to make the changes necessary. You do not have to re-enter any fields or forms that need no changes.

Taxpayer Identification Number

This will be your social security number or EIN depending on which you used to create your file.

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Company Profile for UF Supplier

Please make sure to enter a Supplier Name and Attach the Supplier Tax Information Form under the Profile Question section:

Unique ID & Company Profile

*Supplier Name **Type in the name your supplier file was created under.**

Doing Business As (if applicable) **Leave blank if you do not have a DBA.**

[Expand All](#)
[Collapse All](#)

[UNSPSC Codes](#)

[Profile Questions](#)

*Supplier Tax Information Form

Attachments (1) [Add/View Attachments](#) **Attach your Supplier Tax Information Form or W-9 here.**

Provide the department and the department contact you are working with

Enter your UF department contacts UFL email address here.

Email or fax number where purchase orders should be sent

Enter your email address or fax number if you have one.

Business Classification or Designation (If Applicable)

[Select](#)

Certification Source (If Applicable)

[Select](#)

*Certification Document (Required if Certification Source is)

Attachments (0) [Add/View Attachments](#)

*General Liability Insurance Document (If Applicable)

Attachments (0) [Add/View Attachments](#)

General Liability Insurance Expiration Date

*Workers' Compensation Insurance Document (If Applicable)

Attachments (0) [Add/View Attachments](#)

Workers' Compensation Insurance Expiration Date

*Vehicle Insurance Document (If Applicable)

Attachments (0) [Add/View Attachments](#)

Vehicle Insurance Expiration Date

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Addresses for UF Supplier

Description	Address Line 1	Change Action	Change Effective Date
			12/03/2019

[Add New Address](#) **If you have an address or more to update, click on "Add New Address" and fill out the address page accordingly.**

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Address Information

Description

Address Type

Select address type by selecting the drop down.

Country United States

Address 1

Address 2

Address 3

City

Postal

State

Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
Business Phone <input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Phone number here."/>	<input type="text"/>

Add Phone

After clicking "Add New Address" there is a section labeled "Instructions" where you can let us know what address you want updated with the address you entered within your request.

Instructions (add, correct, remove, update?)

Example 1: Please replace the current purchasing address with our new purchasing address.
Example 2: Please update Address 1 with the address provided in this request.
Example 3: Please make this remit address the remit address for our current purchasing address.

Changes Take Effect: ☒ Current Date
☐ Future Date

OK

Cancel

Addresses for UF Supplier

[Review Changes](#)

Description	Address Line 1	Change Action	Change Effective Date	Edit
<input type="text" value="Add New Address"/>				

You'll be brought back to this screen after entering your address and clicking "OK."
You can now click on "Next" to continue the process.

[Review Changes](#)

Exit

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Contacts for UF Supplier

[Review Changes](#)

Name	Address	Change Action	Change Effective Date
<input type="text" value="Add New Contact"/>			

Add New Contact

Have a new contact to add or need to replace one? Click on "Add New Contact" and add necessary information for contact.

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Payment Profile for UF Supplier

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To update your Banking information please click on the pencil icon and then the Add Bank Account button.

Description	Change Effective Date	Default	Edit
001 - Main Location			<input type="text" value="pencil icon"/>

To add/update your banking information, click on the pencil under "Edit."

*Required Field

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Payment Profile for 001 - Main Location

Expand All

Collapse All

Be sure to attach one of the below required backup documents needed to be set up for direct deposit payments.

Attachments

***Please note that in order to add your Direct Deposit information we must have one of the following forms of account verification:

1. A voided check which confirms the account/routing number you have provided.No starter or counter checks accepted.

2. A copy of the bank statement that lists and confirms the account #, Bank name and account holder's name. All balances and transactions should be redacted.

Attach below

Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>					

Add Bank Account

Next click "Add Bank Account" to add your new or updated banking information.

OK

Cancel

Bank Accounts

Description

Leave blank.

Country

USA

United States

Bank Name

Bank name here.

Bank ID Qualifier

001

United States Bank

Bank Routing Number

ACH Routing Number here.

Bank Account Number

Bank Account Number here.

Account Type

Selecty Account Type by clicking the drop down.

Instructions (add, correct, remove, update?)

Add instructions here such as correct, add, or update.

OK

Cancel

Payment Profile for UF Supplier

Review Changes

To update your Banking information please click on the pencil icon and then the Add Bank Account button.

Description	Change Effective Date	Default	Edit
001 - Main Location			

*Required Field

Review Changes

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Review and Submit Changes for UF Supplier

Use the "Review" button to review changed information.

Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

youremailaddress@provider.com

Confirm Changes

Check "Confirm Changes" then click "Submit."

Review

Withdraw

Submit

Review your submission if necessary. Otherwise enter your email address and then click on the "Confirm Changes" button.

Your Existing Supplier Change request will be sent to the Disbursement Services Department for review and approval. If any additional information is required you will be contacted.

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