

Should you have the need to stop or pause where you are during the registration process and need to continue where you left off please see below.

Otherwise continue to page 2 of this walkthrough.

Welcome - Step 1 of 6

**UNIVERSITY of FLORIDA**  
**Supplier Portal**

For additional information and required forms, please visit University Disbursement Services supplier website.  
[Supplier Information](#)

Select an activity below: ?

Start a new registration form  
What type of entity do you represent?

None  
 US Company (EIN)  
 US Citizen or Resident (SSN)

Continue from where you left

\* Required field

Previous Next

Welcome - Step 1 of 6

**UNIVERSITY of FLORIDA**  
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[Supplier Information](#)

Select an activity below: ?

Start a new registration form  
 Continue from where you left

\* Registration ID

\* Tax Identification Number

[Forgot your registration ID?](#)

\* Required field

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Supplier Portal - Finance & Ac...  
 www.fa.ufl.edu/directives/supplier-portal/

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Finance & Accounting UNIVERSITY of FLORIDA

DIRECTIVES & PROCEDURES DEPARTMENTS CONTACTS FORMS & RESOURCES FREQUENTLY ASKED QUESTIONS

Home > Knowledge Base > Disbursements > Suppliers > Supplier Portal

# 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](mailto: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](#)
- [Instruction Guide for the Registration Process](#)

## SUPPLIER INFORMATION

Use one of the above links to register as a new supplier or make changes for an existing supplier.

**Related Articles**

- [Required Supplier Forms](#)
- [Maintaining the Supplier File](#)
- [Adding Suppliers](#)
- [1099s](#)

**This is the home page for the supplier portal. Please scroll down to the section titled "REQUIRED SUPPLIER INFORMATION."**

# REQUIRED SUPPLIER INFORMATION

The forms/documents below will be required. It is best to have these completed and available before beginning the registration process:

- Individuals – Signed [Supplier Tax Information Form](#)
- U.S. Companies – Signed [W-9](#)
- Foreign Company – Signed [W-8BEN](#)
- Non-Resident Individual – Signed [W-8BEN](#)

**Please click on the "Supplier Tax Information Form" link and fill out the form to the best of your ability. You will need to attach this form to the online request you are creating.**

## SUPPLIER PORTALS


- [New Supplier](#)
- [Existing Supplier Changes](#)
- [Instruction Guide for the Registration Process](#)

**When you have the Supplier Tax Information Form filled out, scroll back to the top of the Portal Home page and click on "New Supplier."**

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Submit

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**Welcome - Step 1 of 6**


**Supplier Portal**

For additional information and required forms, please visit University Disbursement Services supplier website.

[Supplier Information](#)

**Select an activity below:**

Start a new registration form

What type of entity do you represent?

None

US Company (EIN)

US Citizen or Resident (SSN)

Continue from where you left

Previous
Next

\* Required field

Select "US Citizen or Resident" (If this category does not apply to you, please stop because there is a different process to follow.)

**Unique ID & Company Profile**

\* Tax Identification Number  This is your Social Security # - no dashes

\* Supplier Name  Your name

Doing Business As (if applicable)

Supplier Website  [Open URL](#)

\* Classification  Select "Outside Party"

\*Please attach Supplier Tax Info [Form](#) [Add Attachment](#)

This form is important. Please download it and answer all questions to the best of your ability. If you are a Guest Speaker, Human Subject, or Exam Proctor you can skip part 3 of the form.

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**Profile Questions** ?

\* Provide the name and E-mail address of the UF department contact you are working with.

Enter the name and email address of UF department contact you are working with.

Business Classification or Designation (if Applicable)

Certification Source (if Applicable)

\* Certification Document (Required if Certification Source is selected) Add Attachment

\* General Liability Insurance Document (if Applicable) Add Attachment

General Liability Insurance Expiration Date

\* Workers' Compensation Insurance Document (if Applicable) Add Attachment

Workers' Compensation Insurance Expiration Date

\* Vehicle Insurance Document (if Applicable) Add Attachment

Vehicle Insurance Expiration Date

Ignore these fields.

**UNSPSC** ?

UNSPSC-United Nations Standard	Description
<input type="text"/>	

Add Additional Code

In regards to the UNSPSC Code, all you need to do is click the magnifying glass next to the box under UNSPSC and a pop-up box should appear. Click "Look Up" and a list of codes should come up. Select the option that matches (as close as possible) the type of good or service you provide. Our departments can use that code to bring up a list of suppliers who offer that good/service so feel free to select more than 1 if it applies.

\*\*\*Please ensure the forms you have attached are the forms that have been filled out and completed by you.

### Addresses - Step 3 of 6

#### Primary Address (W-9) ?

\* Country  United States

Address 1

Address 2

Address 3

City

State

Postal

Business Phone  Ext

Please enter your mailing address and phone number. You do not need to select any "Other Addresses" below.

#### Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address  
Address for remitting payment

Sales Address  
Address for sales

Ordering Address  
Address for sending orders

Save for Later | Previous | Next

### Contacts - Step 4 of 6

#### Company Contacts ?

You have not added any contact information to your application. Choose "Add Contact" to add new contact information.

Add Contact

Select "Add Contact" to enter your contact information.

Save for Later | Previous | Next

\* Required field

**Payment Preferences** ?

\*Requested Payment Terms  Net 30

\*Ordering Address

\*Remit Address

Enable Email Payment Adv

payments to be made via a check, leave the Payment Method and Banking Information blank and add a justification in the comment box below why an electronic form of payment cannot be accepted.

\*Email Address

Payment Method

PO Dispatch Email  **Select "Direct Deposit"**

PO Dispatch Fax

**Supplier Banking Information** ?

Country  United States

Bank Name

Bank ID Qualifier  United States Bank

Account Type

Bank Routing Number

Bank Account Number

**Attachments** ?

[Add Attachment](#)

**Comments**

Comments

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\*Required Field

Use the drop-down menu for these two items to select your "Primary Address."

Enter your banking account information here where you will receive your payments as direct deposits.

This attachment is important. Please take a photo of a voided check or bank statement to confirm your account number, routing number, and account holder's name, and upload here. We want to make sure you receive your payment. 😊

**Submit - Step 6 of 6**

[Save for Later](#) | [Previous](#) [Next](#)

Select the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting the Terms of Agreement.

Email communication regarding this registration will be sent to:

**Terms and Conditions** ?

Make sure you read terms of agreement fully before submitting your registration.

Select to accept the Terms of Agreement below.

[Terms of Agreement](#)

[Review](#) [Submit](#)

[Save for Later](#) | [Previous](#) [Next](#)

Reconfirm your email address and submit. You are finished! Please be sure to email your UF Department contact the registration ID you received after completing your registration process.

UF Supplier Management will email you directly with any questions about your information if needed.

Thank you!