

NEW INDIVIDUAL WALKTHROUGH

The University of Florida requires all suppliers to be paid electronically.

Documents you will need:

- Supplier Tax Information form (Completed. Blank forms will result in registration being returned.)
- Image of voided check

OR

- Bank statement that shows your name, bank name, and account number. All other information on the statement can be redacted.

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.

SUPPLIER PORTALS

New Supplier ← Click "New Supplier"

The screenshot shows the 'Welcome' step of a 6-step registration process. The navigation bar includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. The main content area features the University of Florida logo and the text 'Supplier Portal'. Below the logo, there is a link for 'Supplier Information'. The primary action is 'Select an activity below:', with the first option being 'Start a new registration form'. Under this option, a question asks 'What type of entity do you represent?' with three radio button choices: 'None', 'US Company (EIN)', and 'US Citizen or Resident (SSN)'. A red arrow points to the 'US Citizen or Resident (SSN)' option, with a text box above it stating 'Select "US Citizen or Resident" and then click "Next."'. Below this, another text box says 'If you are an international supplier, please reach out to payroll-services@ufl.edu as they are the department that reviews and approves international suppliers.' At the bottom right, the 'Next' button is circled in red, with a red arrow pointing to it from the text box above.

Welcome - Step 1 of 6

UF 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

Unique ID & Company Profile ?

* Tax Identification Number

* Supplier Name

Doing Business As (if applicable)

Supplier Website

* Classification ▼

*Please attach Supplier Tax Info Form Add Attachment

This is where you will attach your Supplier Tax Information form. If you need one, click on "Form" to download, fill out, and attach a completed Supplier Tax Information form to your registration.

Profile Questions ?

* Provide the email address of the UF department contact you are working with.

* Conflict of Interest Information: Does any UF employee, or spouse, child, or relative* of a UF employee have an ownership interest of 5% or more in this
 If "YES" is selected, answer questions below.

COI 1A: Please provide the name(s) of the UF employee(s) and a detailed explanation of the business this entity intends to do with IIF

COI 1B: Does this entity intend to accept payment from a UF division, department or office affiliated with any above-named IIF employee(s)? If YES, please explain

COI 1C: Does any UF employee have direct or indirect involvement, or any oversight whatsoever, of the business this entity intends to do with IIF? If YES

UNSPSC ?

UNSPSC-United Nations Standard	Description
<input type="text"/>	<input type="text" value="Please note you can skip the UNSPSC part if you prefer otherwise..."/>

Add Additional Code

Comments ?

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 appear. 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.

Exit Save for Later | Previous Next

* Required field

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

Exit 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.

Exit

Save for Later

Previous

Next

* Required field

Payment Information - Step 5 of 6

Attachments ?

*Requested Payment Terms Net 30

*Ordering Address

*Remit Address

UF participates in Bank of America's ePayables program. Enrollment will allow UF to remit payments to you faster via single use credit cards. **Please note that you must be able to accept a credit card option.**

If you would like to participate in the ePayables program, leave Payment Method and Banking Information blank and add a note in the comment box at the bottom letting us know of your choice.

For more information click here. [Link to Guide](#)

Enable Email Payment Advice

If you are unable to use ePayables or Direct Deposit and require 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

PO Dispatch Fax

Supplier Banking Information ?

Country United States

Bank Name

Click the drop down and select your account type.

Bank ID Qualifier United States Bank

Account Type

Bank Routing Number

Bank Account Number

Attachments ?

Add Attachment

This attachment is important. Please attach either an image of a voided check or a bank statement that shows your name, bank with, and account number. All other information on the statement can be redacted.

Comments ?

Comments

Exit

Save for Later

Previous

Next

*Required Field

Submit - Step 6 of 6

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

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

If not shown below, please add your email along with the UF department contact's email address in the following format: your email address semicolon department contact: Example- potentialsupplier@gmail.com; departmentcontact@ufl.edu

This will send communication regarding this registration to you as well as the department contact you will be working with.

YOUREMAIL@PROVIDER.com;UFCONTACTEMAIL@U

Yours and your UF contacts email address will prepopulate here.

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

Exit

Save for Later

Previous

Next

Reconfirm your email address and submit. You are finished!

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

Thank you!