EXISTING SUPPLIER CHANGES WALKTHROUGH

If you are an individual that used your social security number as your Tax ID (TIN), please include the following document:

• Supplier Tax Information Form

If you are a business that used an Employee Identification Number (EIN) as your TIN, please include the following document:

W^Q

YOU CAN FIND ALL THE REQUIRED PAPERWORK ON THE HOMEPAGE OF THE SUPPLIER PORTAL WEBSITE. PLEASE SCROLL DOWN TO "REQUIRED SUPPLIER INFORMATION" AND DOWNLOAD ALL THE NEEDED DOCUMENTS.

INTERNATIONAL SUPPLIERS

All international suppliers must be sent to Tax Services for approval before being able to process changes/updates. Please send the appropriate W8 to the UF department you are doing business with so they can forward it to Tax Services at payroll-services@ufl.edu. Once Tax Services has reviewed and approved your request, they will forward to the supplier maintenance team to update your file 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.

SUPPLIER PORTALS

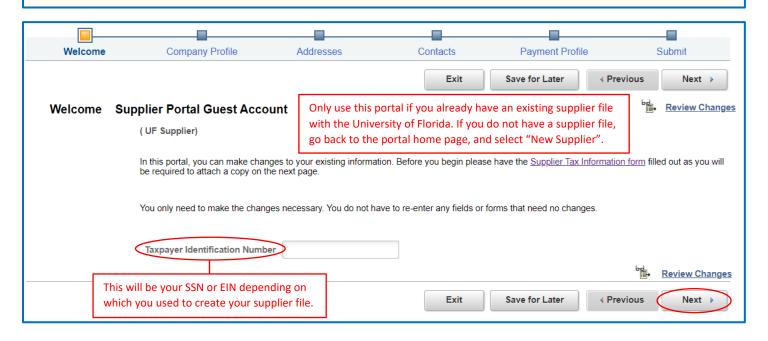
New Supplier

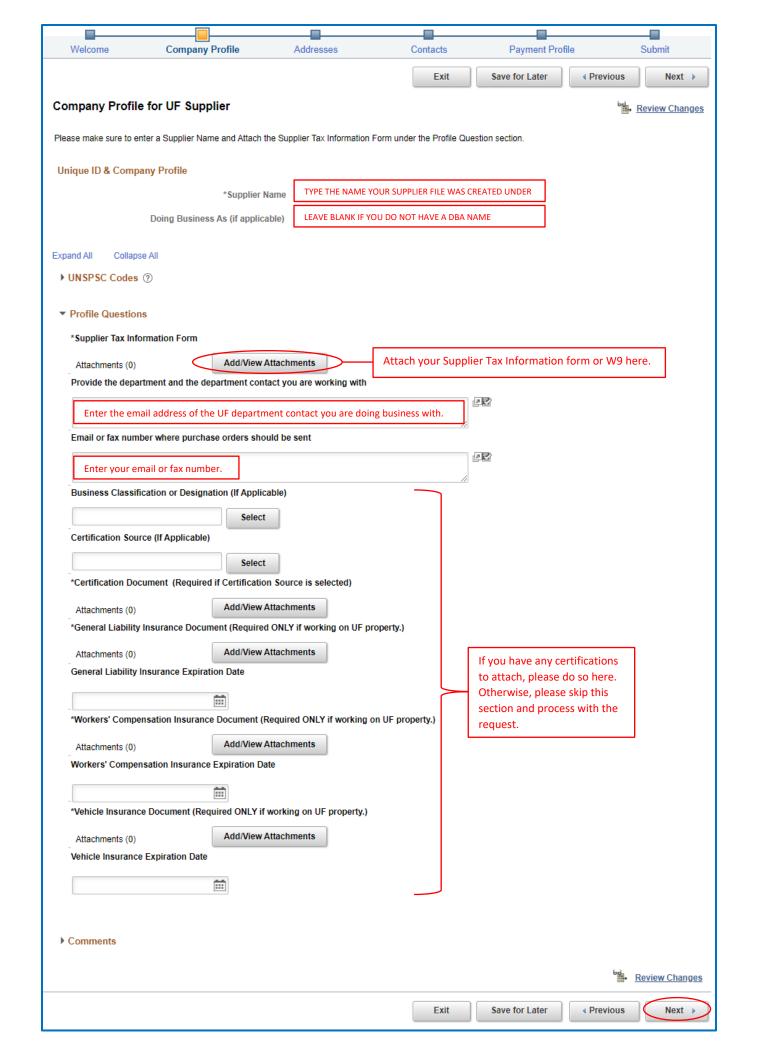
Existing Supplier Changes

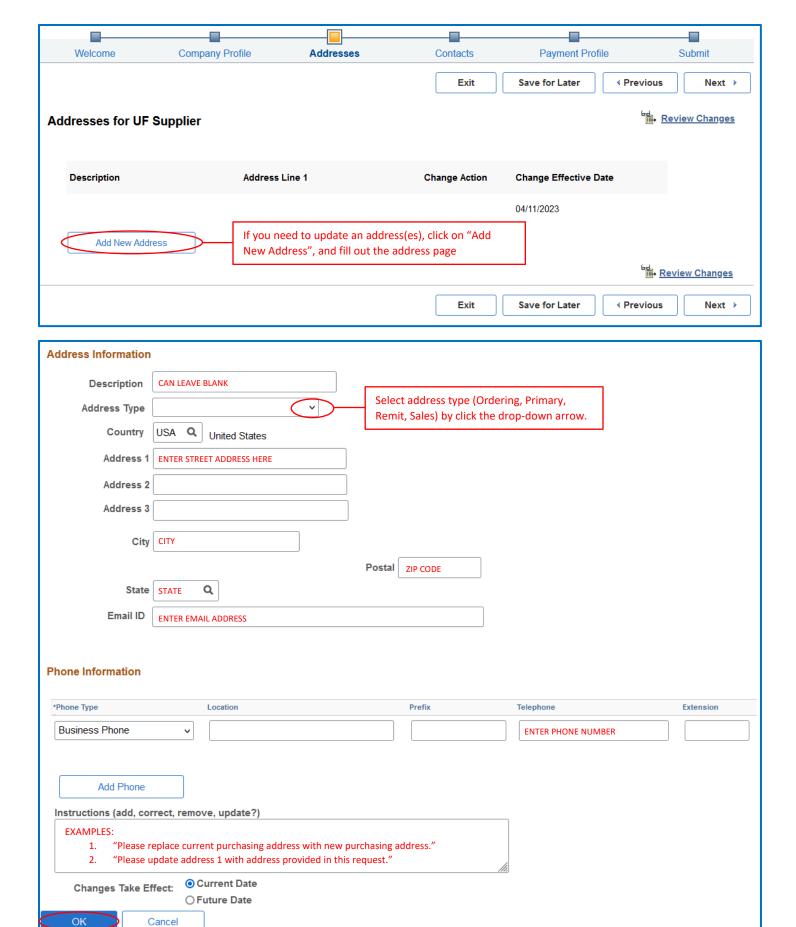
Please have all forms ready. Please note, there is no "save for later" function in the existing supplier changes portal.

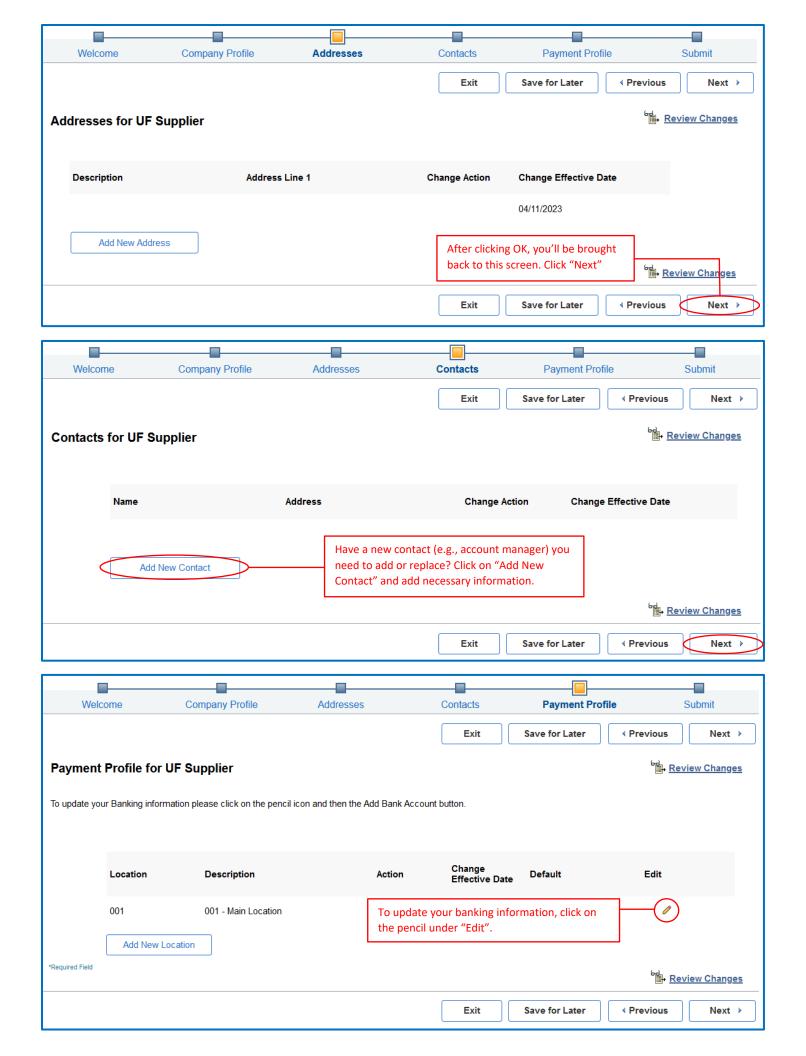
After retrieving needed documents, click on "Existing Supplier Changes"

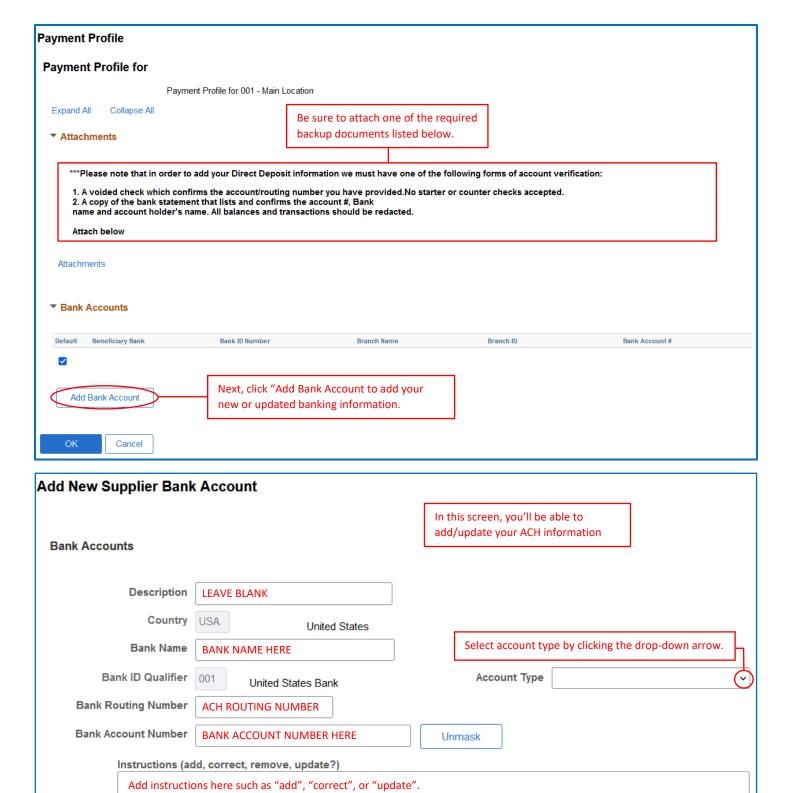
Instruction Guide for the Registration Process











Cancel

