

## SUPPLIER PORTAL – INPUT

The UF Supplier Portal can be used for registering a new Supplier or changing information for an existing Supplier.

To become a new supplier for UF, you must work with a campus department. The UF department will send an invitation with a link to the UF Supplier Portal.

### NAVIGATION

#### WELCOME PAGE

At the bottom of the page, you will need to:

Navigation bar showing steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, Submit. The 'Welcome' step is highlighted. Below the bar, it says "Welcome - Step 1 of 6" and includes "Previous" and "Next" navigation buttons.

1. Select the **type of entity you represent** to start the registration process.
2. Click **Next**.

Select an activity below: ?

- Start a new registration form
  - What type of entity do you represent?
    - US Company
    - Foreign Company
    - US Citizen or Resident
    - Non-Resident Individual
  - Continue from where you left

\* Required field

Navigation buttons: Previous, Next

**GENERAL INFORMATION**

This information will allow you to submit identifying information about yourself or your company. Please pay attention to the list of required fields (\*) at the top of the page. If Certification Source is selected, you must attach a Certification document. If you are required to submit proof of insurance, there are selections for General Liability, Workman’s Compensation and Vehicle.

1. Enter required **Identifying Information**.
2. Click **Next**.

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Submit

Save for Later | Previous Next

### Identifying Information - Step 2 of 6

Required on this page:

- Tax Identification Number
- Company Name
- University of Florida – Vendor Tax Information Form
- Your Name
- UF Department and Contact
- UNSPSC

Example website:  
https://procurement.ufl.edu/vendors/

**Unique ID & Company Profile** ?

\* Tax Identification Number

\* Supplier Name

Doing Business As (if applicable)

Supplier Website  [Open URL](#)

\* Classification

\*Please attach W-9 form [Add Attachment](#)

**Profile Questions** ?

\* Provide the department and the department contact's name and email you are working with (All are required)

Business Classification or Designation (If Applicable)

Certification Source (If Applicable)

* Certification Document (Required if Certification Source is selected)	<a href="#">Add Attachment</a>	
General Liability Insurance Document (If Applicable)	<a href="#">Add Attachment</a>	
General Liability Insurance Expiration Date	<input type="text"/>	
Workers' Compensation Insurance Document (If Applicable)	<a href="#">Add Attachment</a>	
Workers' Compensation Insurance Expiration Date	<input type="text"/>	
Vehicle Insurance Document (If Applicable)	<a href="#">Add Attachment</a>	
Vehicle Insurance Expiration Date	<input type="text"/>	

**UNSPSC** ?

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

Add Additional Code

**Comments** ?

Save for Later | 
 ◀ Previous
Next ▶

\* Required field

ADDRESSES

The Primary Address is required.

1. Enter the **Primary Address**.
2. Check the boxes below to add **Remit to**, **Sales** or **Ordering addresses**.
3. Click **Next**.

Welcome   Identifying Information   **Addresses**   Contacts   Payment Information   Submit

Save for Later | Previous   Next

**Addresses - Step 3 of 6**

**Primary Address** ?

\* Country  United States

Address 1

Address 2

Address 3

City

County  Postal

State

Email ID

**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

**CONTACT INFORMATION**

A minimum of one contact must be added.

1. Click **Add Contact**.
2. Add the required information.
3. Click **Next**.

*PAYMENT INFORMATION*

Ordering and Remit addresses must be selected. The University of Florida participates in the Bank of America ePayables program. For more information on this program, [a link](#) is provided.

1. Insert **Payment Information**.
  - [ACH Form](#).
  - **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. ACH and Wires are the only available Payment Methods that appear in the dropdown box.
2. Click **Next**.

Welcome
Identifying Information
Addresses
Contacts
Payment Information
Submit

Save for Later | ◀ Previous Next ▶

### Payment Information - Step 5 of 6

**Payment Preferences** ?

\*Requested Payment Terms   Net 30

\*Ordering Address

\*Remit Address

Enable Email Payment Advice

\*Email Address

Payment Method

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 credit card payment and there is a fee associated if you select this 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](#)

If you would prefer 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.

**Supplier Banking Information** ?

Country  United States

Bank Name

Branch Name

Bank ID Qualifier  United States Bank

Account Type

Bank Routing Number

Bank Account Number

3. If a Payment Method of ACH is selected, attach the ACH form and one of the following forms of account verification:
  - A voided check which confirms the account/routing number of your form.
  - A copy of the bank statement that lists and confirms the account #, Bank name/routing # and account holder's name
4. If a Payment Method of Wire is selected, attach a completed UF Bank Wire form with all relevant information. A link for the form is provided in the portal.

The screenshot shows a form section with two main areas: "Attachments" and "Comments".

- Attachments:** A header with a question mark icon and a link "Add Attachment".
- Comments:** A large text area with a "Comments" label on the left and a small icon on the right.
- Navigation:** At the bottom right, there are three buttons: "Save for Later", "Previous", and "Next".
- Label:** A small asterisk and "Required Field" label is located at the bottom left of the form area.

**SUBMIT**

1. Key in an **email address** for contact.
  2. Click the **checkbox** to accept the terms and submit.
- You can also review your entries prior to submitting. Also, you have the option to save for later and complete the submission at a later time.*

The screenshot shows the "Submit" step of a registration process. At the top, a progress bar indicates the current step is "Submit" (highlighted in orange), with previous steps being "Welcome", "Identifying Information", "Addresses", "Contacts", and "Payment Information".

- Header:** "Submit - Step 6 of 6" with "Save for Later", "Previous", and "Next" buttons.
- Instructions:**
  - Click the "Review" button to review the registration information.
  - Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.
- Email:** "Email communication regarding this registration will be sent to:" followed by a text input field containing "rstaple@ufl.edu".
- Terms and Conditions:**
  - Header: "Terms and Conditions" with a question mark icon.
  - Text: "Make sure you read terms of agreement fully before submitting your registration."
  - Form: An unchecked checkbox followed by the text "Click to accept the Terms of Agreement below." and a link "Terms of Agreement".
- Buttons:** "Review" (highlighted in orange) and "Submit" (disabled).
- Footer:** "Save for Later", "Previous", and "Next" buttons.

**ADDITIONAL HELP**

For further assistance, please e-mail [addsupplier@ufl.edu](mailto:addsupplier@ufl.edu), or visit the [Procurement website](#).