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:

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

*Required field*
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.
<table>
<thead>
<tr>
<th>Certification Document (Required if Certification Source is selected)</th>
<th>Add Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability Insurance Document (If Applicable)</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>General Liability Insurance Expiration Date</td>
<td>R</td>
</tr>
<tr>
<td>Workers' Compensation Insurance Document (If Applicable)</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Workers' Compensation Insurance Expiration Date</td>
<td>R</td>
</tr>
<tr>
<td>Vehicle Insurance Document (If Applicable)</td>
<td>Add Attachment</td>
</tr>
<tr>
<td>Vehicle Insurance Expiration Date</td>
<td>R</td>
</tr>
</tbody>
</table>

**UNSPSC**

<table>
<thead>
<tr>
<th>UNSPSC-United Nations Standard</th>
<th>Description</th>
</tr>
</thead>
</table>

[Add Additional Code]

**Comments**

[Save for Later] [Previous] [Next]
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.
**CONTACT INFORMATION**

A minimum of one contact must be added.

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

![Contacts - Step 4 of 6](the_contacts_step_4_of_6_image.png)

![Add Contacts](add_contacts_image.png)
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.
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.

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.

ADDITIONAL HELP

For further assistance, please e-mail addsupplier@ufl.edu, or visit the Procurement website.