

New Supplier Registration (Individual)

IMPORTANT: This application is for **DOMESTIC (U.S.) SUPPLIERS ONLY**. International suppliers should **not** complete the application and must reach out to payroll-services@ufl.edu for assistance.

Welcome, new supplier!

Before you begin the registration process, please be sure to have the following documents available:

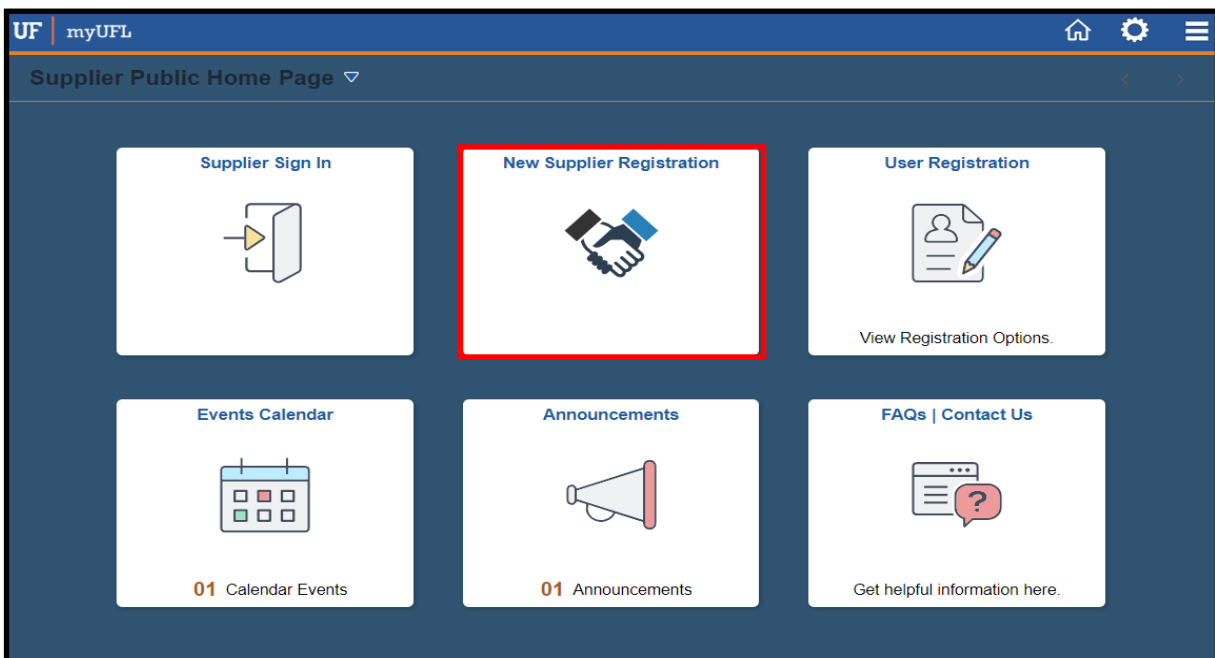
1) **Banking information**—provide ONE of the following:

- Image of a voided check
- Bank statement with your name, bank name, and account number (all other information may be redacted)

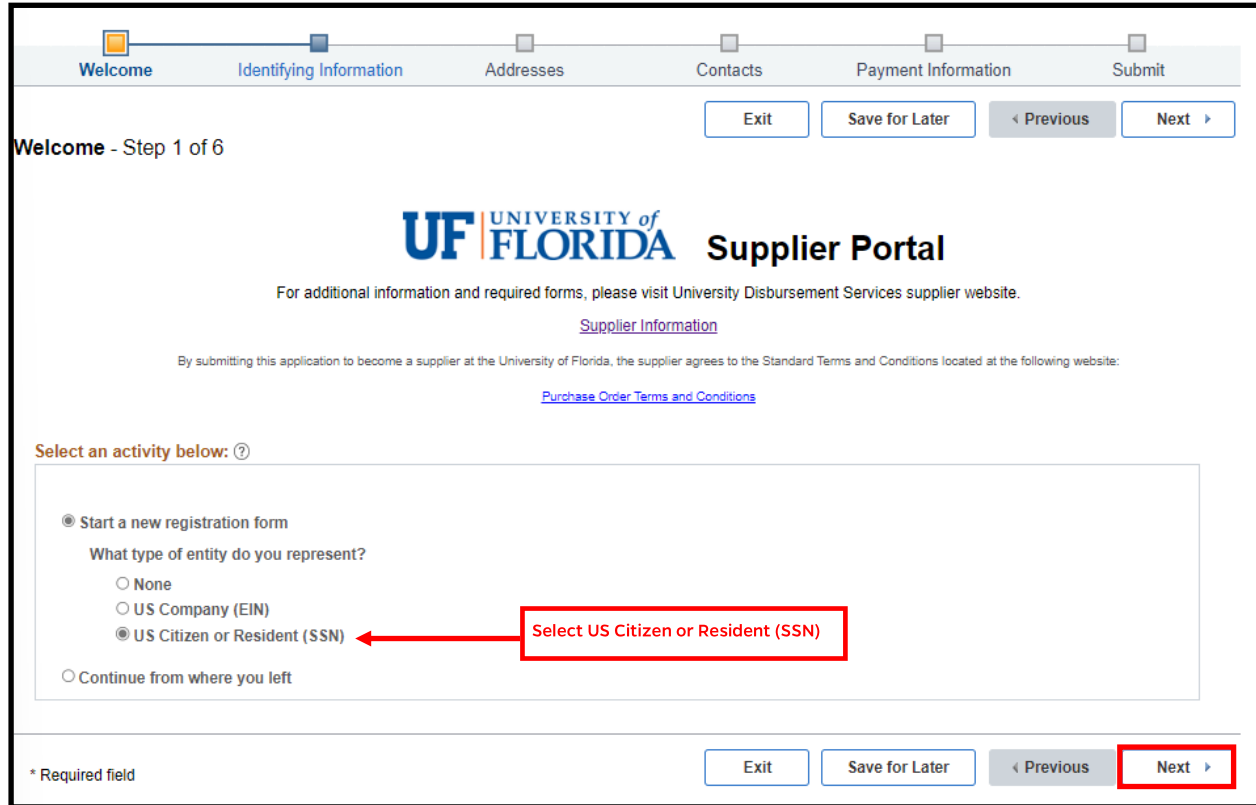
2) A completed [Supplier Tax Information Form](#).

Please note: UF requires payment to suppliers via ACH or ePay.

To begin registration, navigate to the [UF Supplier Portal home page](#) and click the Supplier Portal Link. Select “New Supplier Registration.”



Step 1



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](#)

By submitting this application to become a supplier at the University of Florida, the supplier agrees to the Standard Terms and Conditions located at the following website:

[Purchase Order Terms and Conditions](#)

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☐ None

☐ US Company (EIN)

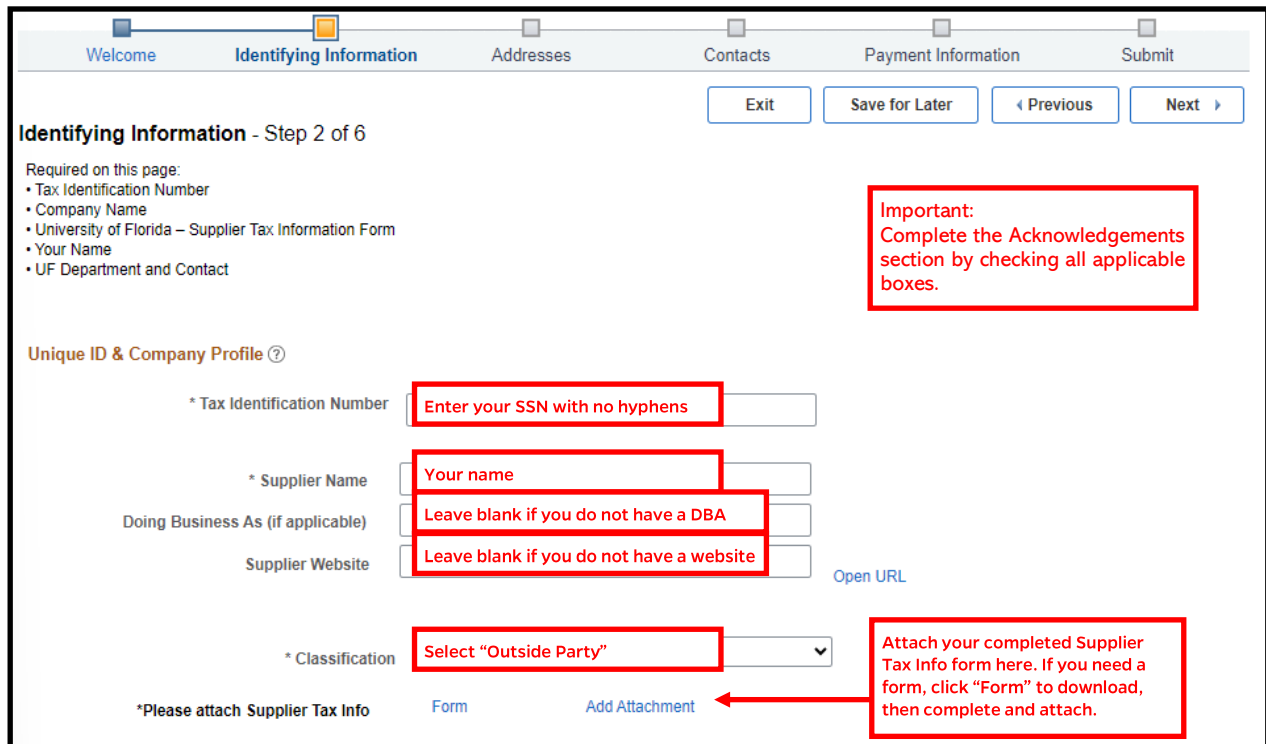
☒ US Citizen or Resident (SSN)

☐ Continue from where you left

* Required field

Exit Save for Later < Previous Next >

Step 2



Identifying Information - Step 2 of 6

Required on this page:

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

Unique ID & Company Profile ?

* Tax Identification Number Enter your SSN with no hyphens

* Supplier Name Your name

Doing Business As (if applicable) Leave blank if you do not have a DBA

Supplier Website Leave blank if you do not have a website

Open URL

* Classification Select "Outside Party"

*Please attach Supplier Tax Info Form Add Attachment

Important: Complete the Acknowledgements section by checking all applicable boxes.

Attach your completed Supplier Tax Info form here. If you need a form, click "Form" to download, then complete and attach.

Step 2 (continued)

Profile Questions ?

* Provide the ufl.edu email address of the UF department contact you are working with. (Address only please. No names.)

* Conflict of Interest (COI) Information: Does any UF employee, or spouse, child, or relative* of a UF employee have an ownership interest of 5% or more in this

COI 1A: (Answer ONLY if Yes to COI information above.) Please provide the name(s) of the UF employee(s) and a detailed explanation of the business this

COI 1B: (Answer ONLY if Yes to COI information above.) Does this entity intend to accept payment from a UF division, department or office affiliated with any

COI 1C: (Answer ONLY if Yes to COI information above.) Does any UF employee have direct or indirect involvement or any oversight whatsoever

UNSPSC ?

UNSPSC-United Nations Standard	Description
<input type="text" value="Add UNSPSC"/> <input type="text" value="v"/>	
<input type="text" value="Add Additional Code"/>	

Comments ?

* Required field

Exit Save for Later < Previous **Next >**

Please note the UNSPSC entry is optional. UF departments may use the codes to locate suppliers who offer specific goods or services, so it is recommended that you add the UNSPSC code(s).

To select a UNSPSC, click the magnifying glass and a pop-up list should appear. Click "Look Up" for the list of codes and select the option that corresponds to

Step 3

WelcomeIdentifying Information**Addresses**ContactsPayment InformationSubmit

ExitSave for LaterPreviousNext

Addresses - Step 3 of 6

Primary Address (W-9) ?

* CountryUSAUnited States

Address 1

Address 2

Address 3

City

State

Postal

Business PhoneExt

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

ExitSave for LaterPreviousNext

Step 4

WelcomeIdentifying InformationAddresses**Contacts**Payment InformationSubmit

ExitSave for LaterPreviousNext

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 and user profile information.

* Required field

ExitSave for LaterPreviousNext

Step 4 (continued)

Add Contacts

Contact Information ?

Description

* First Name

☐ Primary Contact

* Last Name

Title

* Email ID

* Telephone

Ext

Fax Number

Contact Type

User Profile Information ?

User Id must begin with "SUP" and be at least 11 characters.

* Requested User ID

Password should be at least 8 characters and include upper case, numbers and special chars.

* Password

Choose your supplier User ID and password. The User ID must begin with SUP.

* Confirm Password

Retain your User ID and password for future reference. You will use these to login to the Supplier Portal if you need to make changes or update your supplier information.

Description

You will also need to select a Password Hint and Hint Response.

* Password Hint

* Hint Response

OK

Cancel

Step 5

WelcomeIdentifying InformationAddressesContactsPayment InformationSubmit

ExitSave for LaterPreviousNext

Payment Information - Step 5 of 6

Attachments ?

*Requested Payment Terms30Net 30

Default is Net30. Do not change this field.

*Ordering Address

Use the drop-down menus and select your "Primary 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 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](#)

☐ 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

Enter your email address.

Payment Method

Select "Direct Deposit" from drop-down.

PO Dispatch Email

Enter your email address here.

PO Dispatch Fax

Leave blank if you do not have a fax number.

Supplier Banking Information ?

CountryUSAUnited States

Bank Name

Enter your bank's name.

Bank ID Qualifier001United States Bank

Account Type

Select account type from drop-down.

Bank Routing Number

Enter your routing number here.

Bank Account Number

Enter your bank account number here.

Attachments ?

Add Attachment

IMPORTANT! You must attach an image of a voided check OR a bank statement showing your name, bank name, and account number. All other information can be redacted.

Comments ?

Comments

*Required Field

ExitSave for LaterPreviousNext

Step 6

WelcomeIdentifying InformationAddressesContactsPayment InformationSubmit

ExitSave for LaterPreviousNext

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.

Confirm your email address(es) are correct.

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](#)

ReviewSubmit

Review the Terms of Agreement and click the box to accept.

Click "Submit" to submit your registration. The UF Supplier team will email you directly with any questions, if needed. Thank you for submitting your registration!

ExitSave for LaterPreviousNext