

## Existing Supplier Changes Portal Guide

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

- A completed Supplier Tax Information form (if you are an individual registered with a SSN)
- A completed W9 form (if you are a company registered with an EIN)
- If you are updating or adding 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).

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

1. To begin registration, navigate to the [Supplier Portal Website](#) and click the Supplier Portal Box. This will take you to the Supplier Public Homepage.

## Supplier Portal & Information

The University of Florida welcomes suppliers interested in doing business with the institution. We are committed to an open, competitive process that fosters mutually beneficial relationships.

For access to the supplier portal and comprehensive instructional guides, please refer to the links provided below.

### Supplier Portal Access

[Supplier Portal](#)

2. Select Supplier Sign In

The screenshot displays the 'Supplier Public Home Page' interface. At the top, there is a navigation bar with the 'UF myUFL' logo on the left and home, settings, and menu icons on the right. Below the navigation bar, the page title 'Supplier Public Home Page' is visible. The main content area is organized into a grid of six white cards on a dark blue background. The top row contains four cards: 'Supplier Sign In' with a door icon, 'New Supplier Registration' with a handshake icon, 'User Registration' with a document and pencil icon and a 'View Registration Options.' link, and 'Events Calendar' with a calendar icon and a '0 Calendar Events' indicator. The bottom row contains two cards: 'Announcements' with a megaphone icon and a '01 Announcements' indicator, and 'FAQs | Contact Us' with a speech bubble icon and a 'Get helpful information here.' link.

3. Enter your User ID and click Send Email. The User ID is the ID you previously created. If you have not yet created your User ID, please do so by selecting User Registration before beginning.

First please enter your User Id and hit the Tab key to see the email address we have on file for you. Then click the 'Send Email' button and verify your identity below with the code from the email.

User ID

Email ID

**Note:** Remember: Your User ID begins with SUP

4. Check your email for the verification code and enter it in the box. Then click Verify to proceed.

First please enter your User Id and hit the Tab key to see the email address we have on file for you. Then click the 'Send Email' button and verify your identity below with the code from the email.

User ID

Email ID

**Message**

Verification code was emailed. (29000,220)

Enter that code here and click 'Verify'.

5. Enter your password and click Sign In. This will take you to the Supplier Secure Home Page.

First please enter your User Id and hit the Tab key to see the email address we have on file for you. Then click the 'Send Email' button and verify your identity below with the code from the email.

User ID

Email ID na\*al\*as\*av\*dr\*@u\*.du

Password


[Forgot password](#)

6. Select Supplier Change Request to update your information


UF | myUFL

Supplier Secure Home Page ▾

Supplier Change Request



Update My User Profile



7. Create a New Request. If you have any pending change requests, you will see them in the pending section. You may click the link under Request ID to view your pending request

### Supplier Change Request Selection

**Select Supplier**

\*Supplier

[Create New Request](#)

**Pending Change Requests**

Supplier ID	Name	Request ID	Change Status	Date
0000259397		<a href="#">0000011731</a>	Pending Approval	03/27/2026

**Note:** If you need to modify a change request, please contact our team so we can send the request back to you.

8. Review the information on the Welcome page and select next to begin.

Welcome Ally Gator

[Review Changes](#)

In this portal, you can make changes to your existing information. Before you begin please have the [Supplier Tax Information form](#) filled out as you will be required to attach a copy on the next page.

You only need to make the changes necessary. You do not have to re-enter any fields or forms that need no changes.

[Review Changes](#)

9. On the Company Profile page, review your information and make any necessary updates.

Note: You must attach your W9 (businesses) or your Supplier Tax Information form (individuals) by clicking the Add/View Attachments link, otherwise you won't be able to move forward.

## Company Profile

Please make sure to enter a Supplier Name and Attach the Supplier Tax Information Form under the Profile Question section.

### Unique ID & Company Profile

\*Supplier Name

Doing Business As (if applicable)

[Expand All](#) [Collapse All](#)

> **UNSPSC Codes** 

∨ **Profile Questions**

\*Supplier Tax Information Form

Attachments (1)

[Add/View Attachments](#)


Provide the department and the department contact you are working with




Email or fax number where purchase orders should be sent




10. On the addresses page you may edit your addresses by clicking the pencil icon or clicking the Add New Address button.


**Addresses**  [Review Changes](#)


Description	Address Line 1	Change Action	Change Effective Date	Edit
Primary Address	1365 nw 1st lane			

[Add New Address](#)


 [Review Changes](#)

11. On the Contacts page you may edit your contacts by clicking the pencil icon or clicking the Add New Contact button.

**Contacts**  [Review Changes](#)

Name	Address	Change Action	Change Effective Date	Edit
Albert Gator	Primary Address	Update	03/27/2026	

[Add New Contact](#)

 [Review Changes](#)

12. To edit your banking information, click the pencil icon and modify the bank's account, routing number and name of the bank if applicable.

**Payment Profile for**  
 Payment Profile for 001 - Location

Expand All Collapse All

▼ **Attachments**  
[Attachments](#)

▼ **Bank Accounts**

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #	Edit
<input checked="" type="checkbox"/>	Wells Fargo	081000210			XXXXX6789	

[Add Bank Account](#)

13. If you are adding a bank account, select Add bank account at the bottom. Please make sure to attach a voided check or a bank statement (transactions can be redacted) in the Attachments link.

**Payment Profile for**  
 Payment Profile for 001 - Location

Expand All Collapse All

▼ **Attachments**  
[Attachments](#)

▼ **Bank Accounts**

Default	Beneficiary Bank	Bank ID Number	Branch Name	Branch ID	Bank Account #
<input checked="" type="checkbox"/>					



[Add Bank Account](#)

14. Enter your bank details (bank's name, routing number, account number and account type).

**Bank Accounts**

Description

Country  United States

Bank Name   

Bank ID Qualifier  United States Bank

Bank Routing Number

Bank Account Number

Account Type

15. Select the two boxes to acknowledge the Foreign Countries of Concern Florida Statute 287.138 and Anti-Human Trafficking House Bill 7063.

**\* Foreign Countries of Concern**

Pursuant to 287.138 F.S., 288.860 F.S., and subsequent legislation, the University may not knowingly participate in any agreement with or accept any grant from a foreign country of concern, or any entity controlled by a foreign country of concern and/or accept a bid on, a proposal for, or a reply to, or enter into a contract with an entity if the entity is owned by the government of a foreign country of concern, the government of a foreign country of concern has a controlling interest in the entity, or the entity is organized under the laws of or has its principal place of business in a foreign country of concern.

**Acknowledgement**

Under penalties of perjury, I hereby acknowledge and attest that I am an officer or authorized representative of the entity in this supplier registration or change request and the entity in the supplier registration or change request is/are not owned by the government of a foreign country of concern, not organized under the laws of nor has its principal place of business in a foreign country of concern, and the government of a foreign country of concern does not have a controlling interest in the entity, as defined by 287.138, F.S., 288,860 F.S., and subsequent legislation.

**\* Anti-human Trafficking**

Pursuant to House Bill 7063 (2024), 787.06 F.S., and subsequent legislation, the University may not knowingly enter into a contract with an entity that uses coercion to employ any person for labor or services. Coercion includes, without limitation, the use of express or implied physical threats of violence or reprisal (as discharge from employment or extortion, fraud or other intimidation behavior that puts a person in immediate fear of the consequences in order to compel that person to act against his or her will. House Bill 7063 – Anti-human trafficking Requires nongovernmental entity contracting with governmental entities to provide an affidavit attesting they do not use coercion for labor or services.

**Acknowledgement**

Under penalties of perjury, I hereby acknowledge and attest that I am an officer or authorized representative of the entity in this supplier registration or change request and the entity in the supplier registration or change request does not use coercion to employ any person for labor or services as defined by House Bill 7063 (2024), 787.06 F.S., and subsequent legislation.

**Note** Failure or refusal to disclose status, or change in status, shall result in denial of supplier registration request and/or immediate termination of the supplier, without liability, to ensure the University's continued compliance with the aforementioned and subsequent statutes or legislation.

16. Enter your email to receive status notification and select the box and then Submit to submit your registration. The Supplier Maintenance team will email you directly with any questions if needed.

Thank you for your submission. We will review your request, and you will be notified by email of any updates.

Use the "Review" button to review changed information.

Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

suppliercontact@ufl.edu

Confirm Changes

Review

Withdraw

Submit

**Note:** You will receive a change request number via email as confirmation of your submission. You will also get a notification one you request has been approved, denied or if we need more information.