Existing Supplier Changes Portal Guide

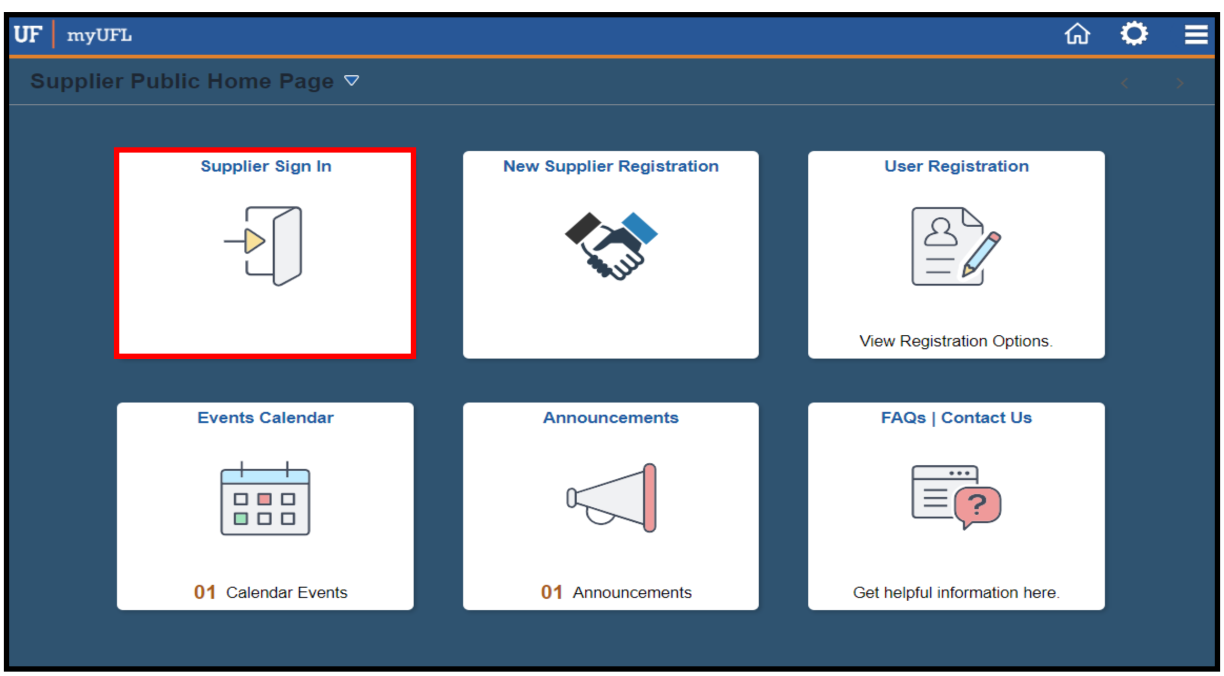
IMPORTANT: This guide is for existing suppliers to request changes to supplier information. To access the supplier portal, you must first create a User ID and password if you have not already done so. NEW suppliers should follow the instructions for New Supplier Registration.

INTERNATIONAL SUPPLIERS must be referred to Tax Services for approval before processing changes/updates. International suppliers must send the appropriate W8 to the UF department you are doing business with so they can forward to Tax Services at payroll-services@ufl.edu. Tax Services will review the request and if approved, they will forward it to the UF Supplier team to update your file accordingly.

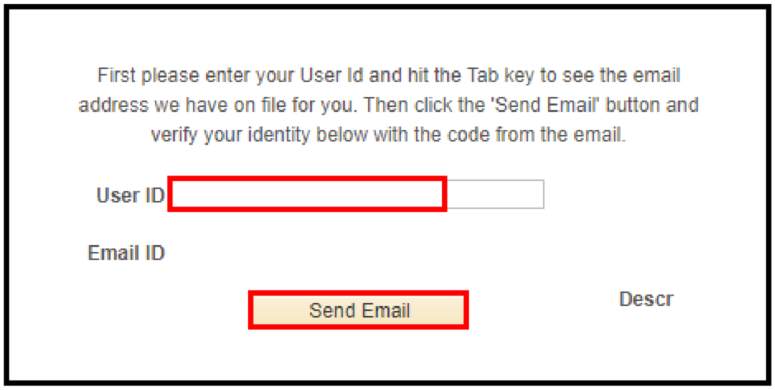
Before you sign in to the supplier portal, please be sure to have the following documents available:

- Businesses using an EIN or TIN will need IRS Form W9
- Individuals using a SSN will need a completed Supplier Tax Information Form

To begin registration, navigate to the UF Supplier Portal webpage https://www.fa.ufl.edu/directives/supplier-portal/ and select "Supplier Sign In."



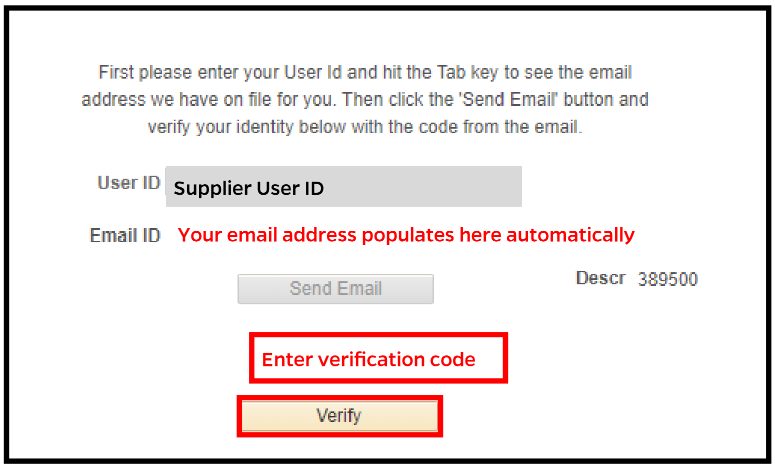
Step 1—Verification & Log In



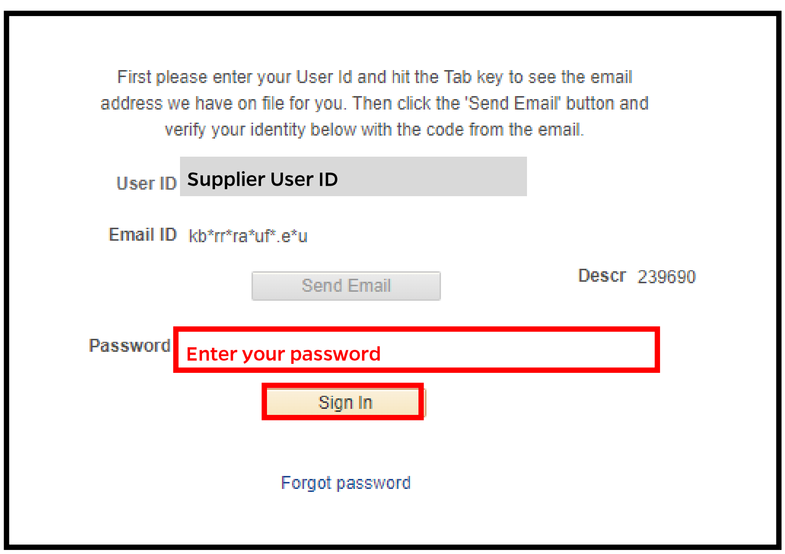
Enter your User ID and click “Send Email.”

The User ID is the ID you previously created. If you have not yet created your User ID, please do so before beginning.

Remember: Your User ID begins with “SUP.”



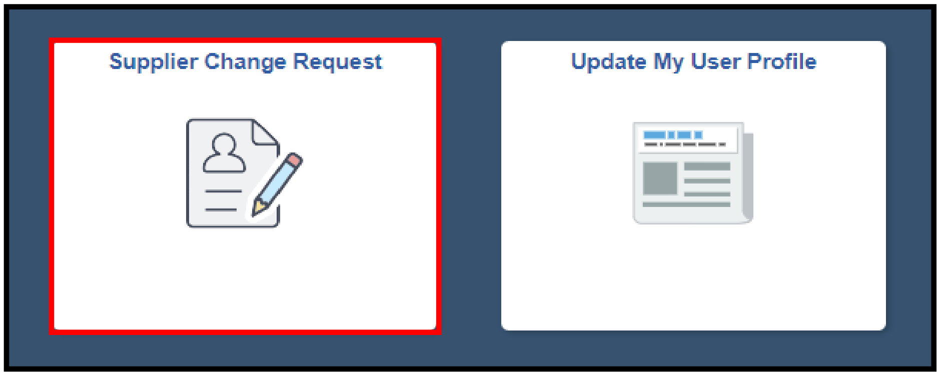
Check your email for the verification code and enter it in the box. Click “Verify” to proceed.



Enter your password and click “Sign In.”

This will bring you to the Supplier Secure Home Page.

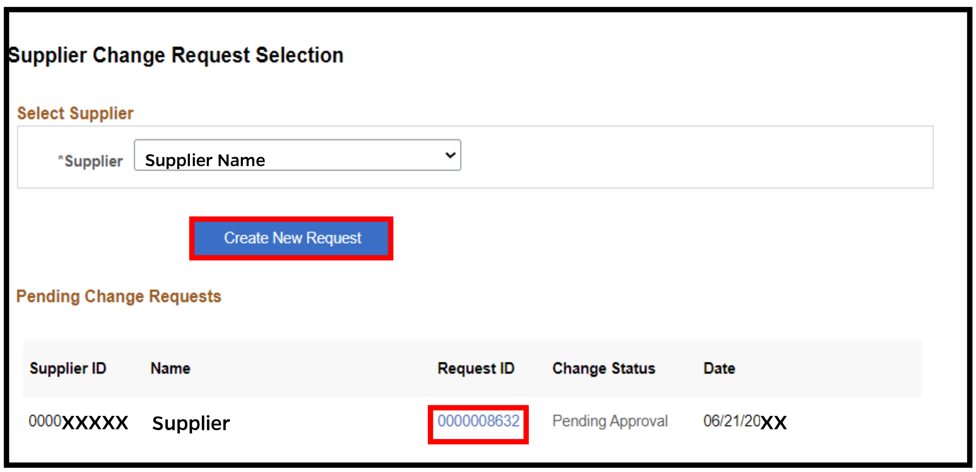
Step 2—Select Your Change



Select Supplier Change Request to update addresses, banking Information, and/or contact information.

Select Update My User Profile to update user password and/or email address.

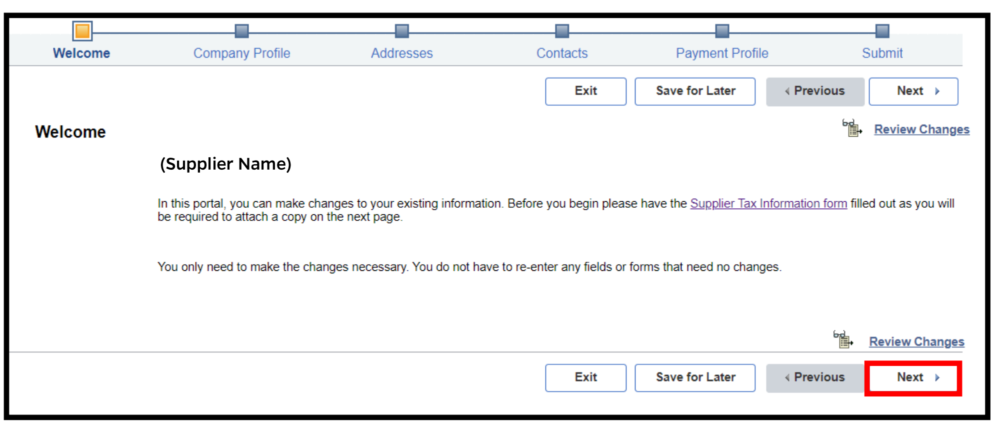
Step 3—Enter Your Change



Click "Create New Request" to begin a new change request

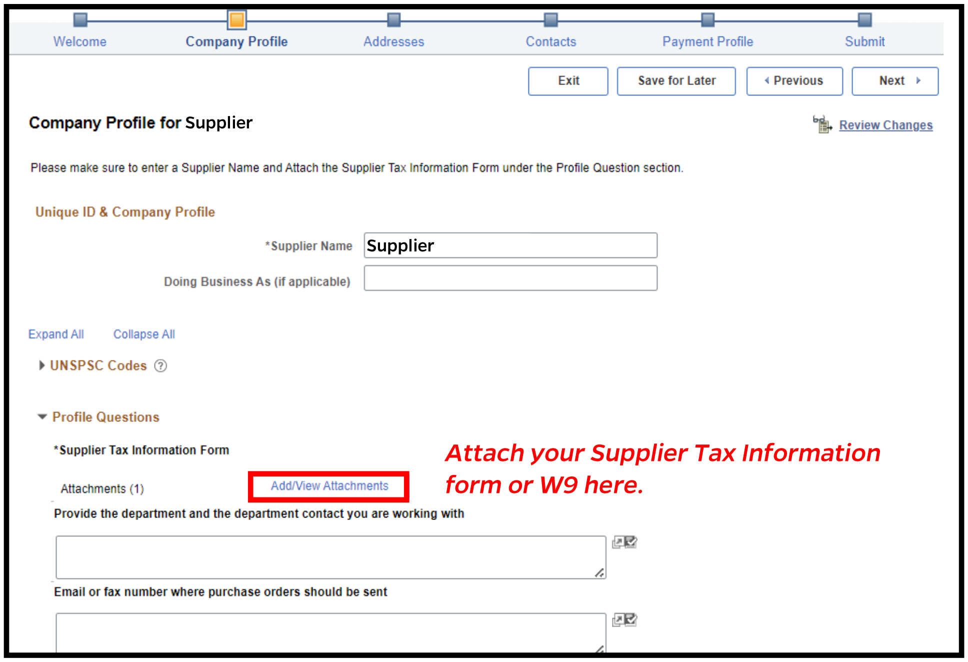
If you have any pending change requests, you will see them in the pending section below. You may click the link under "Request ID" to view or update your pending request.

Welcome



Review the information on the Welcome page and click "Next" to begin.

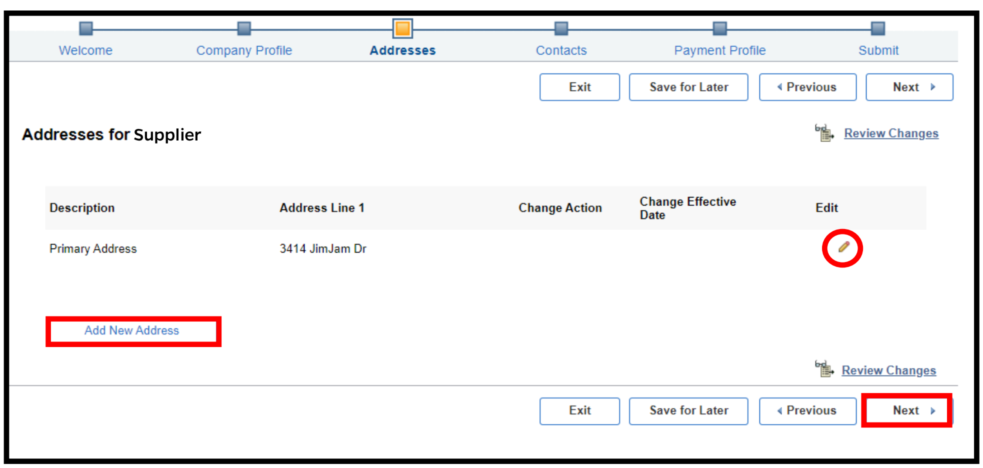
Company Profile



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

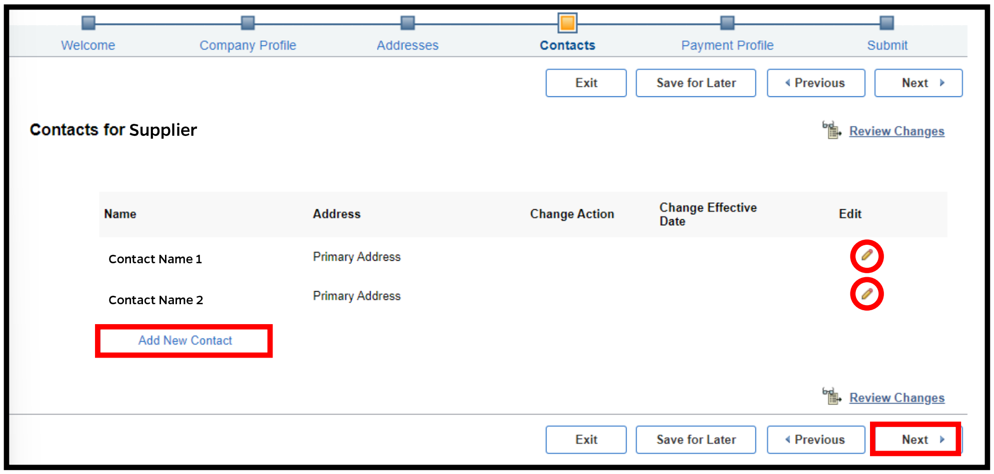
You must attach your W9 (businesses) or your Supplier Tax Information form (individuals) by clicking the “Add/View Attachments” link.

Addresses



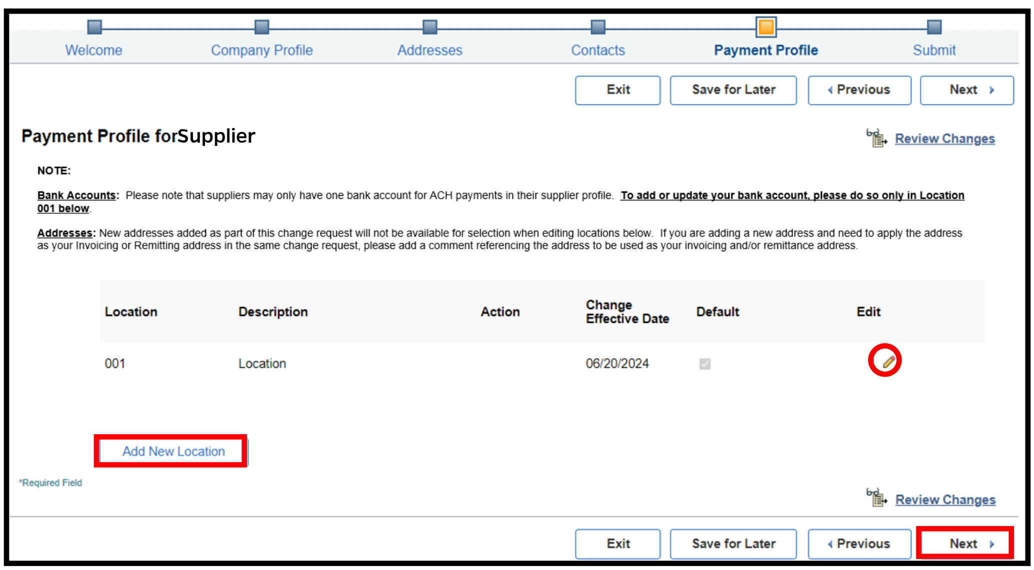
On the Addresses page you may edit your address(es) by clicking the pencil icon or clicking the “Add New Address” button.

Contacts



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

Payment Profile

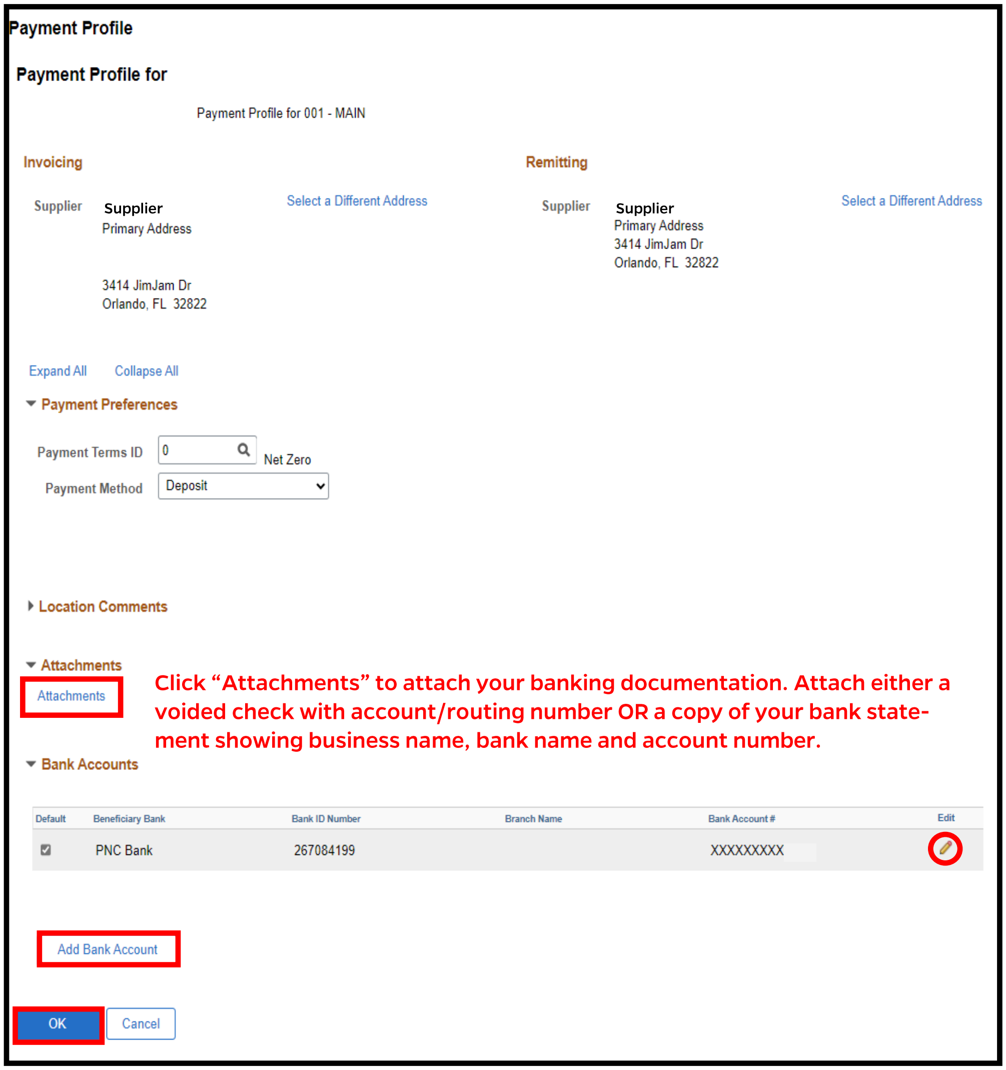


To edit your banking information, click the pencil icon or click the "Add New Location" button.

If no update is needed, click "Next."

Please see additional instructions regarding the Payment Profile on the following page.

Payment Profile Detail

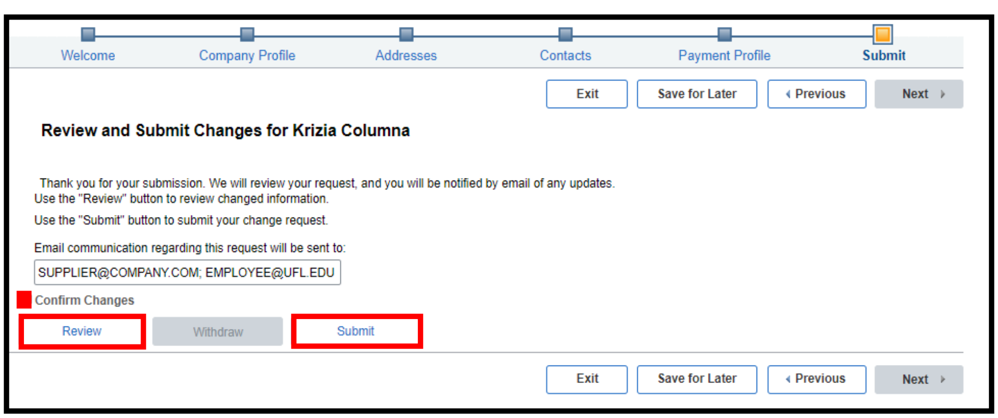


On the Payment Profile detail page you may edit your banking information by clicking the pencil icon next to the banking information or by clicking the "Add Bank Account" button.

Be sure to attach your banking backup document!

Click "OK" to return to the main Payment Profile screen.

Submit



On the Submit screen, you may click "Review" to review your changes. Once you have reviewed, click the "Confirm Changes" box and "Submit."

The change request will be reviewed by the Supplier Team and you will be contacted if any additional information is needed.