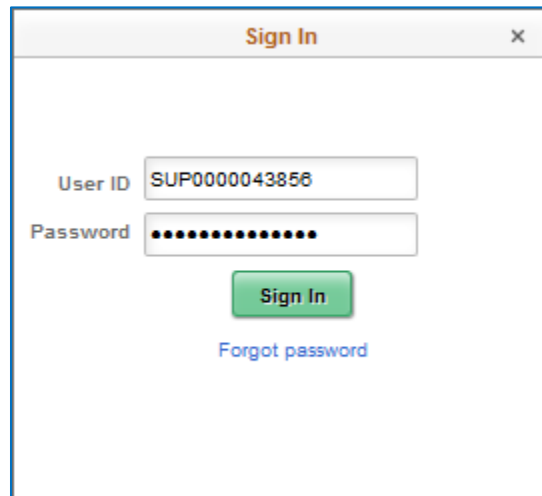


FIU Self Service Supplier System – Updating Your Payment Method (SUA to EFT)

Suppliers can now login to change their payment method from the Supplier Public Home Page.



1. Click on **Supplier Account Login** and sign in using your User ID (Starts with “SUP”) and your password.



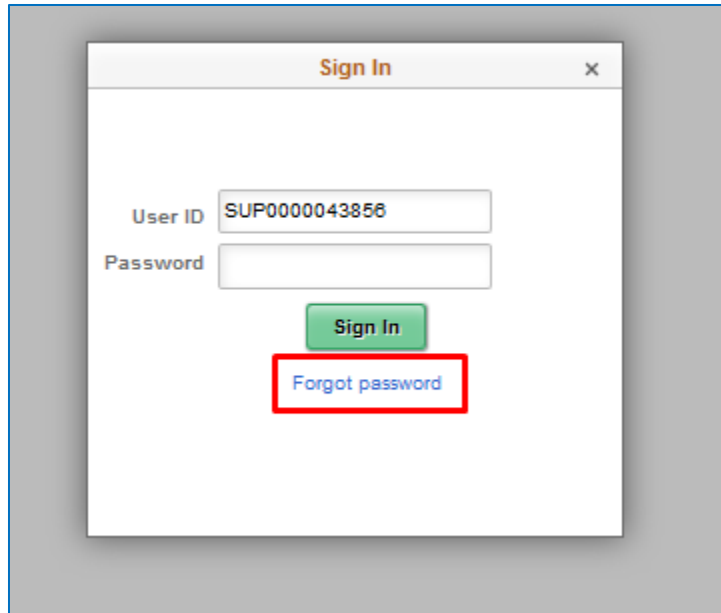
Sign In

User ID

Password

[Forgot password](#)

If you do not remember your password, click on **Forgot password**.



Sign In

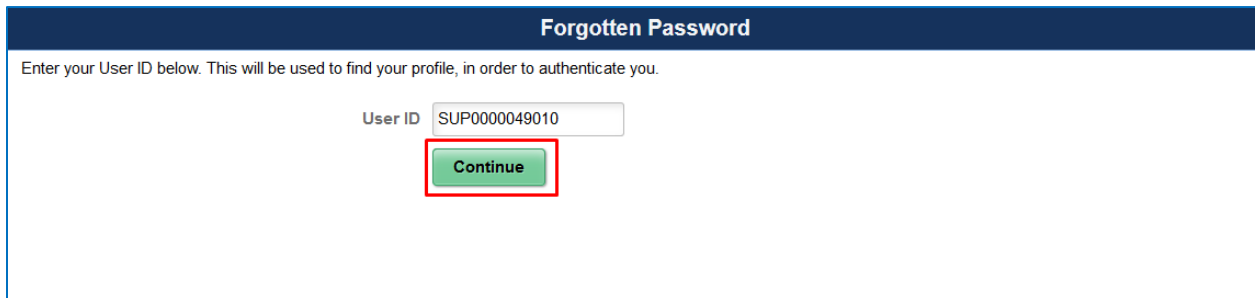
User ID SUP0000043856

Password

Sign In

Forgot password

Enter your User ID and click **Continue**.



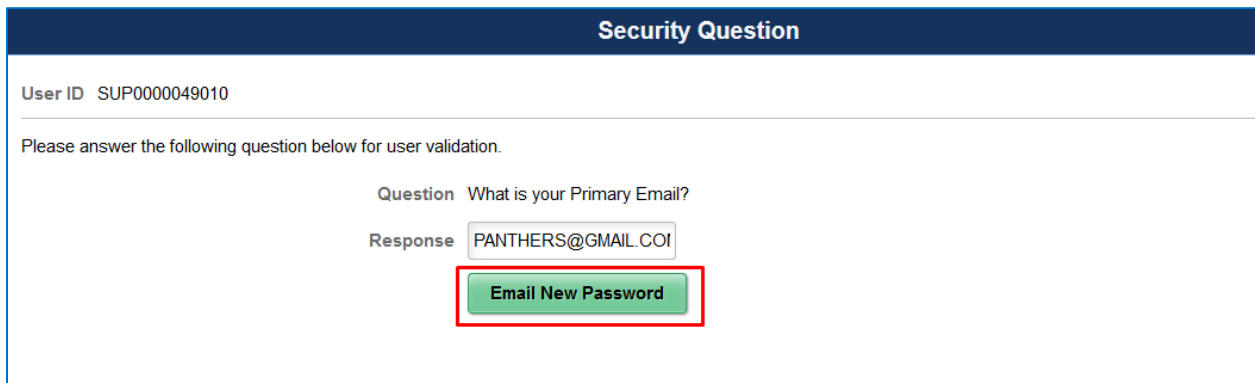
Forgotten Password

Enter your User ID below. This will be used to find your profile, in order to authenticate you.

User ID SUP0000049010

Continue

Enter your Primary Email and click on **Email New Password**. (A new password will be emailed to you)



Security Question

User ID SUP0000049010

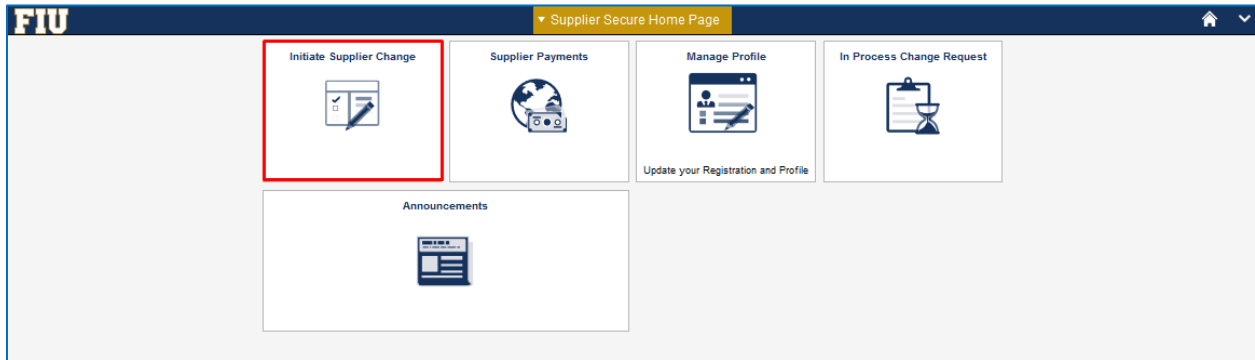
Please answer the following question below for user validation.

Question What is your Primary Email?

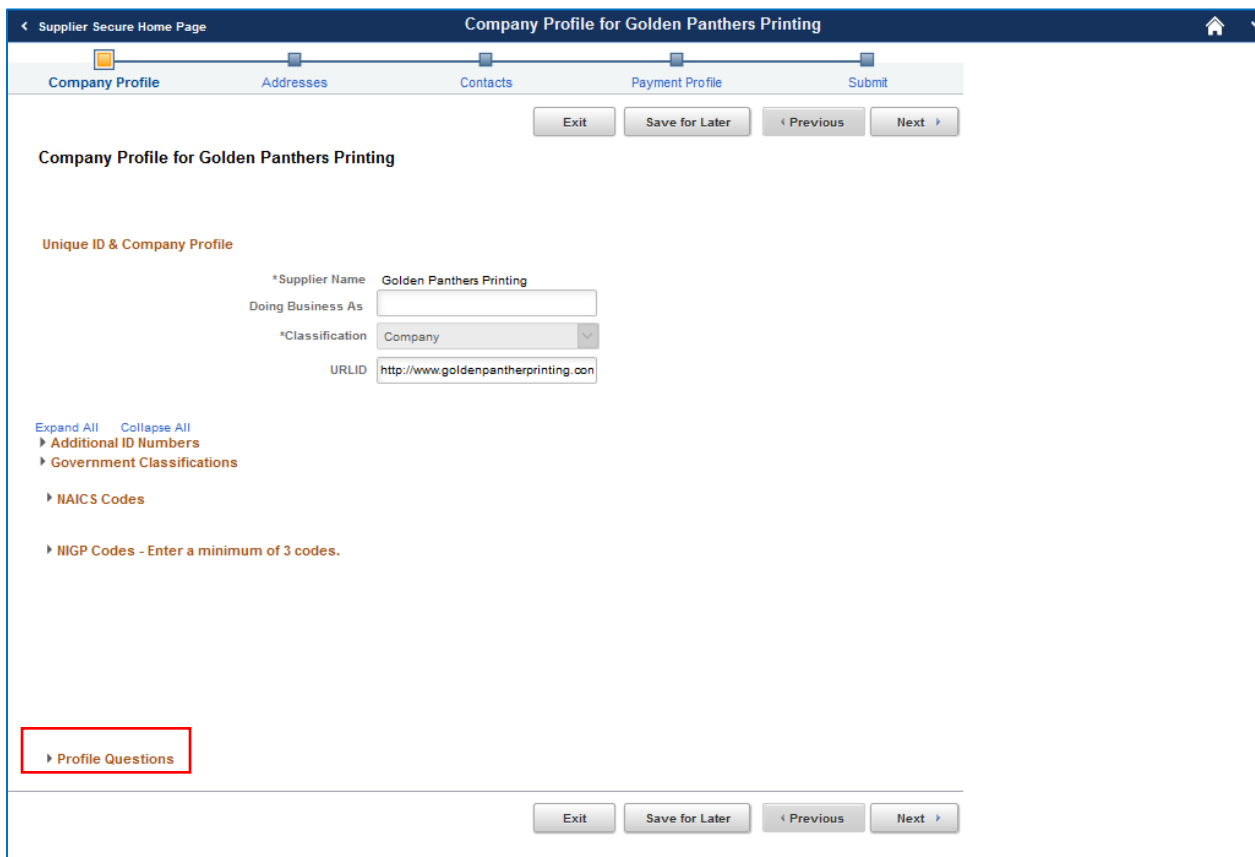
Response PANTHERS@GMAIL.COI

Email New Password

2. After logging in, click **Initiate Supplier Change**.



3. In the Company Profile tab, you will need to update your profile questions by clicking **Profile Questions** and answering all necessary questions.



4. Click **Next** to proceed.

Supplier Secure Home Page Company Profile for Golden Panthers Printing

▼ Profile Questions

*Are you currently working with an FIU department, either providing services or coordinating to begin providing services?

Yes
 No

If YES, to Question 1 above, outline FIU department name, individual contact name and phone number.

*Please select the annual household income for the president of the company:

\$100,000 and Over Select

*Please select your company's annual income:

\$1,000,000 and Over Select

What kind of services are being offered to the university?

Select

*Please provide your Tax Classification:

S Corporation Select

*Please select N/A or No if you have not done business with the state of Florida in the past. If Yes, select the number of months/years since you have done business with the state of Florida.

N/A (or No) Select

*Please select N/A or No if you have not done business with a Florida county in the past. If Yes, select the number of months/years since you have done business with Florida county.

N/A (or No) Select

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

5. Click **Next** to proceed to the **Contacts** tab.

Supplier Change Request ID Addresses for Golden Panthers Printing

Company Profile **Addresses** Contacts Payment Profile Submit

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

Addresses for Golden Panthers Printing

Description	Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	11200 SW 8th Street			

Add New Address

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

6. Click **Next** to proceed to the **Payment Profile** tab.

The screenshot shows a web application interface for managing contacts. At the top, there is a breadcrumb trail: < Addresses > Contacts for Golden Panthers Printing. Below this is a navigation bar with tabs: Company Profile, Addresses, Contacts (active), Payment Profile, and Submit. Under the 'Contacts' tab, there is a table with columns: Name, Address, Change Action, Change Effective Date, and Edit. The table contains one row: Roary Panther, 11200 SW 8th Street. Below the table is an 'Add New Contact' button. At the bottom of the screen, there are navigation buttons: Exit, Save for Later, < Previous, and Next >. The 'Next >' button is highlighted with a red box.

7. In the **Payment Profile** tab, click on the **Edit** icon to proceed.

The screenshot shows the 'Payment Profile for Golden Panthers Printing' screen. The breadcrumb trail is: < Supplier Change Request ID > Payment Profile for Golden Panthers Printing. The navigation bar has tabs: Company Profile, Addresses, Contacts, Payment Profile (active), and Submit. Below the 'Payment Profile' tab, there is a table with columns: Description, Change Effective Date, Default, and Edit. The table contains one row: MIAMI - Miami, 10/12/2020, [checked]. The 'Edit' icon in the last column is highlighted with a red box. At the bottom, there are navigation buttons: Exit, Save for Later, < Previous, and Next >.

8. Click on the **Payment Method** drop down menu and select **Electronic Funds Transfer**.

The screenshot shows the 'Payment Profile for MIAMI - Miami' screen. It is divided into two columns: Invoicing and Remitting. Both columns show the supplier as Golden Panthers Printing with address 11200 SW 8th Street, Miami, FL 33199-2516. Below the Invoicing section, there is a 'Payment Preferences' section with a dropdown menu for 'Payment Method' set to 'Single Use Account', which is highlighted with a red box. There is also a checkbox for '* CHECK box to add Single Use Account or UNCHECK to remove.' and a 'Due Immed.' label. The Remitting section has a 'Payment Notification Preferences' section with a checked box for 'Enable Email Payment Advice' and an email ID field containing 'goldenpantherprinting@gmail.com'. At the bottom, there are 'OK' and 'Cancel' buttons.

Payment Preferences
 Payment Terms ID: 00 Due Immed
 Payment Method: Single Use Account
 * CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences
 Enable Email Payment Advice
 Email ID: goldenpantherprinting@gmail.com

A notification will tell you to uncheck the SUA Checkbox, click OK.

Payment Preferences
 Payment Terms ID: 01 Net30
 Payment Method: Electronic Funds Transfer
 * CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences
 Enable Email Payment Advice
 Email ID: goldenpantherprinting@gmail.com

Please uncheck SUA checkbox. (25000,7)

9. Uncheck the SUA Checkbox.

Payment Preferences
 Payment Terms ID: 01 Net30
 Payment Method: Electronic Funds Transfer
 * CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences
 Enable Email Payment Advice
 Email ID: goldenpantherprinting@gmail.com


10. Click on the Bank Accounts **Edit** Icon to proceed.

Payment Preferences
 Payment Terms ID: 01 Net30
 Payment Method: Electronic Funds Transfer
 * CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences
 Enable Email Payment Advice
 Email ID: goldenpantherprinting@gmail.com

Attachments
 Attachments

Bank Accounts

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

11. Enter Bank Name, select Account Type and click on the **Search** Icon in the Bank ID Qualifier field to select 001.

Supplier Bank Account

Bank Accounts

Country: USA United States

Bank Name: JP MORGAN CHASE

Account Type: Check Acct

Bank ID Qualifier: [Search Icon]

Look Up Bank ID Qualifier

Search by: Bank ID Qualifier begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-1 of 1

Bank ID Qualifier	Short Description
001	US Bank

12. Enter Bank ID (Routing Number) and Bank Account Number. Click **OK** to proceed.

Bank ID 102001017
Branch ID
Bank Account Number 3483483483

Bank Address

Country USA United States
Address 1
Address 2
Address 3
City
County Postal
State

Bank Phone

Prefix
Phone
Ext
Fax

OK Cancel

13. Click OK to enter banking information.

Payment Preferences
Payment Terms ID 01 Net30
Payment Method Electronic Funds Transfe

Payment Notification Preferences
 Enable Email Payment Advice
Email ID goldenpantherprinting@gmail.com

Attachments
Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Bank Account #	Edit
<input checked="" type="checkbox"/>	JP MORGAN CHASE	102001017	3483483483	

OK Cancel

14. Click **Next** to review and submit banking information changes.

Supplier Change Request ID Payment Profile for Golden Panthers Printing

Company Profile Addresses Contacts Payment Profile Submit

Exit Save for Later < Previous Next >

Payment Profile for Golden Panthers Printing

Description	Change Effective Date	Default	Edit
MIAMI - Miami	10/12/2020	<input checked="" type="checkbox"/>	

*Required Field

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

15. In the **Submit** tab, suppliers can add additional email addresses, review updates/changes and enter any additional comments regarding the changes made. To review the changes made, click **Review**. If all updates/changes are correct, make sure to check the agreement then click **Submit**.

Supplier Change Request ID Review and Submit Changes for Golden Panthers Printing

Company Profile Addresses Contacts Payment Profile **Submit**

Exit Save for Later Previous Next

Review and Submit Changes for Golden Panthers Printing

Make sure you read all information you provided before submitting your change.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
roary.panther@email.com

Email:

Comments:

I hereby certify that I am a duly authorized representative of the supplier and that the information provided by me, and in any attachment in support thereof, is accurate, current, and complete. I expressly and explicitly understand and agree that in no event shall FIU be held liable for the change I made to suppliers information.

Review **Submit**

[Contact Us](#)

Exit Save for Later Previous Next

You have successfully submitted your change request and will be notified when your changes have been approved.

Supplier Change Request ID Supplier Change Request Submit Confirmation

New Window | Personalize Page

Supplier Change Request Submit Confirmation

Pending Approval

✓ You have successfully submitted your Supplier Change Request

Your Change Request ID 000000013

Any email regarding the request status will be sent to:
roary.panther@email.com

[Return to Supplier Change Request Selection Page](#)

[Return to Supplier Home Page](#)