

### User Manual – Supplier Registration: US Companies and Individuals

A. Click on the registration link found [here](#) and the following screen will appear. Select **US Company** and select **Next** to continue.

**Note:** Fields marked with asterisks (\*) are mandatory fields, which need to be filled out in order to move to the next screen.

**Welcome** - Step 1 of 6

Dear Prospective Supplier:

Thank you for your interest in doing business with Florida International University. You have reached our supplier application portal. Please review our User Guides found [here](#) under "Supplier Portal" before proceeding with the application. Note that your protected information is secure on this site.

Prospective suppliers must agree to FIU's Standard Terms and Conditions found [here](#). Proposed terms and conditions from suppliers will be reviewed after the Standard Terms and Conditions have been accepted. In the event that an agreement has been reached regarding the proposed terms and conditions from a supplier, those will supersede the FIU Standard Terms and Conditions and a contract can be signed to govern purchases.

To complete your registration, please complete all of the required fields that are indicated with an asterisk (\*). There are special icons located in each section that will be able to answer your questions as you move throughout the registration process.

Use the navigation buttons "Next" and "Previous" to move between steps or "Save for Later" to save your work to be resumed later. Once you have provided all of the required information, proceed to the "Submit" step where you may submit your application for consideration. You will receive an email confirmation shortly after submittal. Applications are normally approved within 1-3 business days.

If you have any questions or feedback on the registration process, please contact Supplier Relations Team at [Vendors@fiu.edu](mailto:Vendors@fiu.edu).

\* Required field

Select an activity below: ?

- Start a new registration form
  - What type of entity do you represent?
    - US Company
    - Foreign Company
    - US Citizen or Resident
    - Non-Resident Individual
    - Honorarium - US Citizen/Resident (Not for goods or services)
    - Honorarium - Non-Resident (Not for goods or services)
  - Continue from where you left

- B. Fill in all the **Identifying Information** such as **Supplier Information** and **Profile Questions** in Step 2. Click on **Add/ View Attachment** for attaching the required **W-9** (U.S. individuals and companies), **W-8BEN** (foreign individuals), **W-8BEN-E** (foreign companies), or **W-8ECI** (foreign companies with U.S. locations/offices) and other documents.

**Identifying Information - Step 2 of 6**

A completed signed and dated W-9(USA), W-8 BEN-E (Foreign Company) or W-8 BEN (Non-Resident) is required to proceed with the registration. US Citizen/Resident Honorarium recipients submit completed, signed W-9 and documentation of event.

**Supplier Information**

\* Employer ID Number: 3048348348 **Please attach W-9 form.**

\* Supplier Name: US COMPANY **Add / View Attachment**

Doing Business As (if applicable):

Supplier Website:  [Download W-9 form from IRS website](#)

Classification: Company  [Open URL](#)

**Profile Questions**

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

If YES, to Question 1 above, outline FIU department name, individual contact name and phone number. Purchasing Services, John Doe, 305-348-2000

\* Please select the annual household income for the president of the company: \$100,000 and Over

\* Please select your company's annual income: \$1,000,000 and Over

What kind of services are being offered to the university? None of the Above

\* Please provide your Tax Classification: S Corporation

- C. Attach a completed, signed, and dated **W-9** (U.S. individuals and companies), **W-8BEN** (foreign individuals), **W-8BEN-E** (foreign companies), or **W-8ECI** (foreign companies with U.S. locations/offices). Type in the **Attachment Description** for the document and click **Return** to continue answering all **Profile Questions**.

**Add Attachment**

**Attachments**

	Attached File	Attachment Description	Upload	View		
1	Signed_W9_Tax_Form.pdf	COMPANY W9 FORM	Upload	View	+	-

**Return**

- D. Select whether you are currently working with an FIU department by clicking on the **drop down** menu and select “*Yes*” or “*No*”. If yes, enter the FIU department name, individual contact and phone number in the follow question.

**Profile Questions**

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

No  
Yes

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

- E. Select the annual household income for the president of the company by clicking on the **Search** Icon and selecting an option from the list. If necessary, you may select “*Prefer not to answer*”.

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

**Look Up List** x

Question ID: 22

List Line Number: =

List Item: begins with

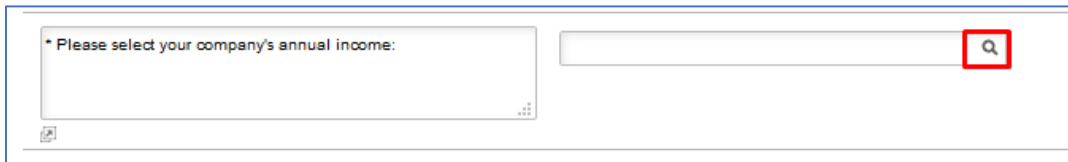
Basic Lookup

Search Results

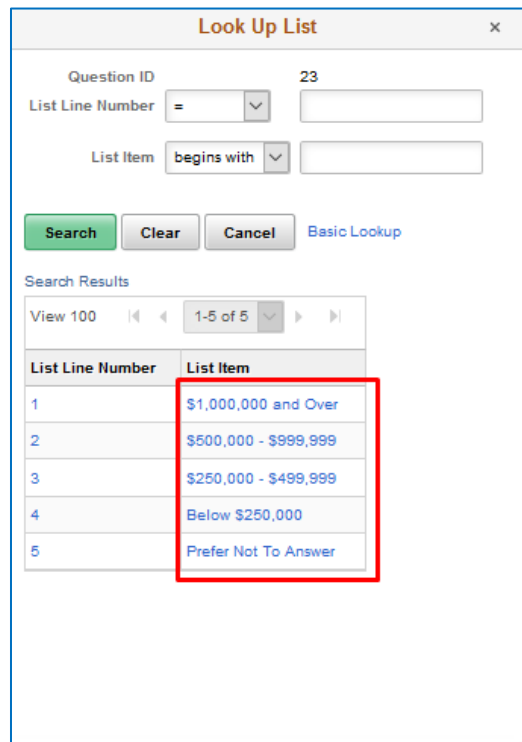
View 100 | 1-6 of 6

List Line Number	List Item
1	\$100,000 and Over
2	\$75,000 - \$99,999
3	\$50,000 - \$74,999
4	\$25,000 - \$49,999
5	Below \$25,000
6	Prefer Not To Answer

- F. Select the company's annual income by clicking on the **Search** Icon and selecting an option from the list. If necessary, you may select "*Prefer not to answer*".



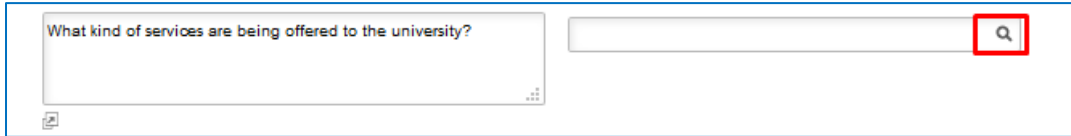
A screenshot of a form with a text input field containing the text "Please select your company's annual income:". To the right of the input field is a search icon (magnifying glass) enclosed in a red square. Below the input field is a small icon of a document with a magnifying glass.



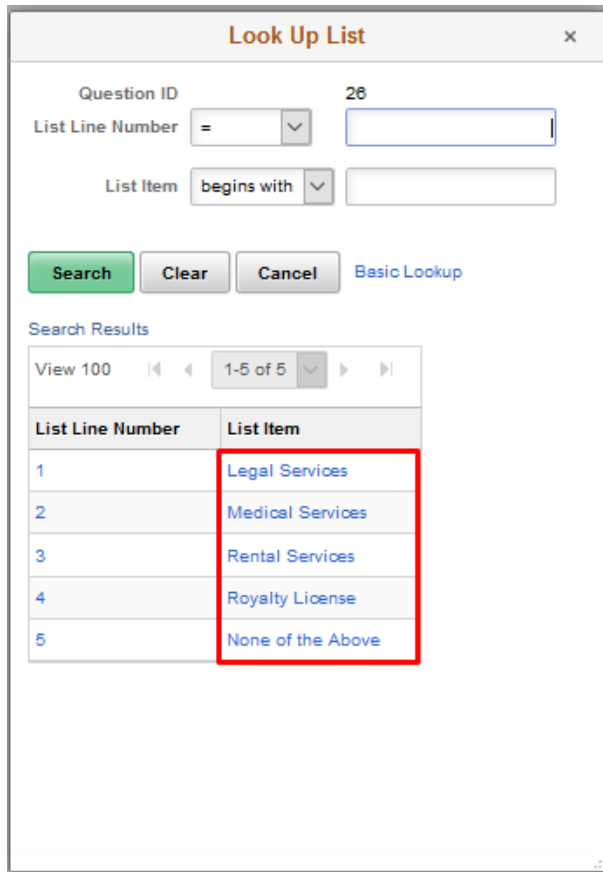
A screenshot of a "Look Up List" dialog box. The dialog box has a title bar with "Look Up List" and a close button (X). Inside, there are fields for "Question ID" (23), "List Line Number" (with an equals sign and a dropdown arrow), and "List Item" (with "begins with" and a dropdown arrow). Below these fields are buttons for "Search", "Clear", and "Cancel", and a link for "Basic Lookup". The "Search Results" section shows a table with 5 rows. The first row is highlighted with a red box. The table has columns for "List Line Number" and "List Item".

List Line Number	List Item
1	\$1,000,000 and Over
2	\$500,000 - \$999,999
3	\$250,000 - \$499,999
4	Below \$250,000
5	Prefer Not To Answer

G. Select the kind of services being offered to the university by clicking on the **Search** Icon and selecting from the available options. If the kind of services you are offering is not listed, select “*None of the Above*”.



A screenshot of a form with a text input field containing the question "What kind of services are being offered to the university?". To the right of the input field is a search icon (magnifying glass) enclosed in a red square box.



A screenshot of a "Look Up List" dialog box. The dialog has a title bar with "Look Up List" and a close button. It contains the following fields and controls:

- Question ID: 26
- List Line Number: = (dropdown)
- List Item: begins with (dropdown)
- Buttons: Search (green), Clear, Cancel, Basic Lookup
- Search Results section with a table:

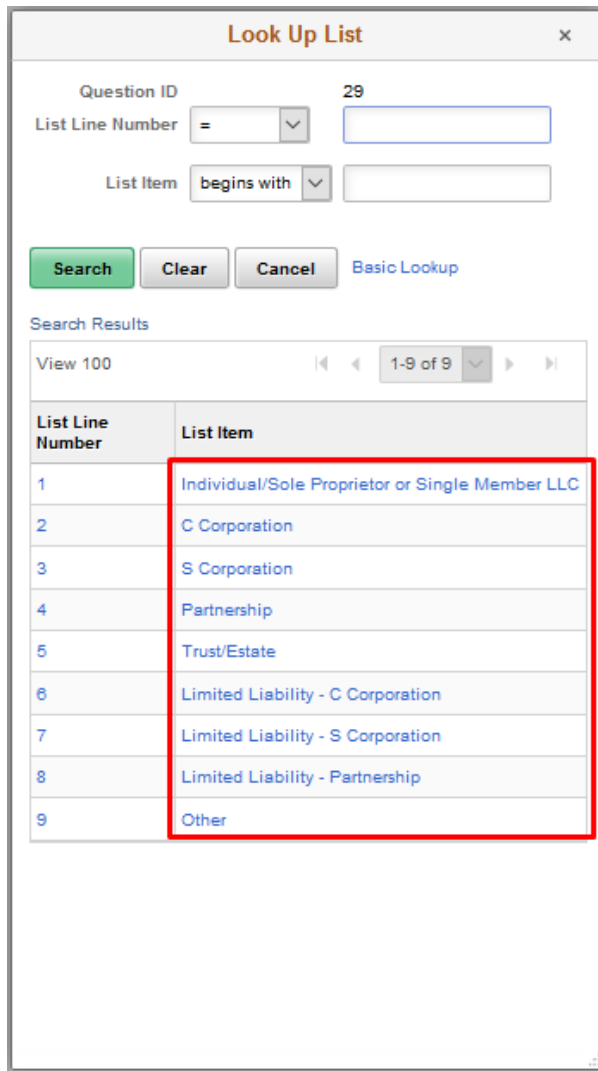
List Line Number	List Item
1	Legal Services
2	Medical Services
3	Rental Services
4	Royalty License
5	None of the Above

The "Legal Services" row in the table is highlighted with a red border.

H. Select your tax classification by clicking on the **Search** Icon and selecting from the available options.



A screenshot of a form with a blue border. On the left, there is a text input field with the placeholder text "\* Please provide your Tax Classification:". To the right of this field is a search input field with a magnifying glass icon inside a red square. Below the search icon is a small "Basic Lookup" link.



A screenshot of a "Look Up List" dialog box. The dialog has a title bar with "Look Up List" and a close button. Below the title bar, there are search filters: "Question ID" with the value "29", "List Line Number" with a dropdown menu showing "=", and "List Item" with a dropdown menu showing "begins with". There are three buttons: "Search" (green), "Clear", and "Cancel". To the right of the buttons is a "Basic Lookup" link. Below the buttons is a "Search Results" section. It includes a "View 100" label and a pagination control showing "1-9 of 9". Below this is a table with two columns: "List Line Number" and "List Item". The table contains 9 rows of results, with a red box highlighting the entire table area.

List Line Number	List Item
1	Individual/Sole Proprietor or Single Member LLC
2	C Corporation
3	S Corporation
4	Partnership
5	Trust/Estate
6	Limited Liability - C Corporation
7	Limited Liability - S Corporation
8	Limited Liability - Partnership
9	Other

- I. Select the number of months/years you have done business with the State of Florida by clicking on the **Search** Icon and selecting from the available options. Select *N/A or No* if you have not done business with the State of Florida in the past.

\* 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.

**Look Up List** x

Question ID 34

List Line Number =

List Item begins with

[Basic Lookup](#)

Search Results

View 100 1-8 of 8

List Line Number	List Item
1	N/A (or No)
2	0-12 months
3	12-18 months
4	18-24 months
5	2-5 years
6	More than 5 years



- J. Select the number of months/years you have done business with a Florida County by clicking on the **Search** Icon and selecting from the available options. Select *N/A or No* if you have not done business with a Florida County in the past.

\* 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.

**Look Up List** x

Question ID 30

List Line Number =

List Item begins with

[Basic Lookup](#)

Search Results

View 100 | 1-6 of 6

List Line Number	List Item
1	N/A (or No)
2	0-12 months
3	12-18 months
4	18-24 months
5	2-5 years
6	More than 5 years

K. Select an NIGP code by clicking on the **Search** Icon. You can search for NIGP codes with keywords such as “Software”, “Consulting”, “Education” or “Services” under **Description**. Use keywords that best describes the services being offered. You may toggle between “begins with” and “contains” in the drop down menu. Note: If you are using a NIGP code that ends with “00”, do not enter the last 2 zeros. The following website is available to help suppliers with entering their relevant [NIGP](#) codes.

NIGP Examples:

Category	Description	Category	Description
92419	Educational Research Services	91832	Consulting Services (Not Other
97225	Lecturers Higher Education	91842	Engineering Consulting
92418	Educational Services\ Alternat	91843	Environmental Consulting
20837	Database Software	91871	IT Consulting
92045	Software Maintenance/Support	91874	Legal Consulting
92046	Software Updating Services	91875	Management Consulting
91806	Administrative Consulting	91876	Marketing Consulting
96258	Professional Services	91882	Scientific/Tech Consulting
96201	Freight Charges	91895	Telecommunications Consulting
92051	Software License	91052	Maintenance and Service Repair
95635	Internet Database Subscription	49043	Laboratory and Scientific Equipment
92419	Educational Research Services	92478	Teaching and Instruction Services
96900	Professional Services Higher Ed	91501	Advertising Agency Services
17553	Lab Supplies Non-Chemical	92400	Educational/Training Services

- L. Select an NAICS Code by clicking on the **Search** Icon. You can search for NAICS codes with keywords such as “Services” or “Support” under **Description**. Use keywords that best describes the services being offered. You may toggle between “begins with” and “contains” in the drop down menu. The following website is available to help suppliers with entering their relevant [NAICS](#) codes. **NAICS Codes are OPTIONAL.**

NAICS Examples:

NAICS Code	Description	NAICS Code	Description
561	Administrative and Support Ser	72	Accommodation and Foodservices
56	Administrative and Support, Wa	5614	Business Support Services
541612	Human Resources Consulting Services	51421	Data Processing Services
541613	Marketing Consulting Services	56141	Document Preparation Services
56199	All Other Support Services	54134	Drafting Services
5614	Business Support Services	61	Educational Services
541330	Engineering Services	611	Educational Services
541310	Architectural Services	6117	Educational Support Services
5612	Facilities Support Services	61171	Educational Support Services
56121	Facilities Support Services	56133	Employee Leasing Services
56149	Other Business Support Service	5613	Employment Services
813910	Business Associations	5411	Legal Services
813920	Professional Organizations	54143	Graphic Design Services
541519	Other Computer Related Services	5141	Information Services
722320	Caterers	532	Rental and Leasing Services
5619	Other Support Services	541214	Payroll Services
54161	Management Consulting Services	5611	Office Administrative Services
721110	Hotels (except Casino Hotels) and Motels	541219	Other Accounting Services
72233	Mobile Foodservices	51419	Other Information Services

M. Select your Certification Source by clicking on the **Search** Icon and selecting from the available options.

**Certification** ?

HUBZone Program

Size of Small Business

\* Certification Source  **Q**

\* Government Classification  **Q**

**Look Up \* Certification Source** x

Certification Source begins with

Description begins with

**Search** **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 1-4 of 4

SetID	Certification Source	Description
FIU01	CERTIFIED	Certified MBE
FIU01	NONCMBE	Non Certified MBE
FIU01	NONMBE	Non MBE
FIU01	NONPROFITO	Non-Profit Organization

Please be sure to select the proper classification when completing the Application.

- **Certified MBE:** A minority business enterprise that is certified as an MBE by the state of Florida.
- **Non-MBE:** A non-minority business enterprise or individual.
- **Non-Certified MBE:** A minority business enterprise that is not certified as an MBE with the state of Florida or an individual that is

If you are a Certified Minority Business Enterprise, you will need to attach your certification by clicking on **Add/ View Attachments** and enter the certification expiration date by clicking on the **Calendar** Icon.

**Certification** ⓘ

HUBZone Program

Size of Small Business

\* Certification Source   Certified MBE

\* Government Classification

Please attach Certification.

Certificate Expiration

N. Select your Government Classification by clicking on the **Search** Icon and selecting from the available options.

**Certification** ⓘ

HUBZone Program

Size of Small Business

\* Certification Source   Non MBE

\* Government Classification

**Look Up \* Government Classification** x

Government Classification

Description

Basic Lookup

Search Results

View 100

SetID	Government Classification	Description
FIU01	AFRICANAMR	African American
FIU01	AMERIOWOMAN	American Women
FIU01	ASIANHAWAI	Asian-Hawaiian
FIU01	DISABLEDEVE	Disabled Veteran
FIU01	GOVAGENCY	Government Agency
FIU01	HISPANIC	Hispanic
FIU01	NATIVEAMER	Native American
FIU01	NONMINORIT	Non-Minority
FIU01	NONPROFMB	Non-Profit Minority Board
FIU01	NONPROFMCS	Non-Profit Minority Community Served
FIU01	NONPROFME	Non-Profit Minority Employees
FIU01	NONPROFORG	Non-Profit Organization
FIU01	PRIDE	PRIDE
FIU01	SMBUSFED	Small Business Federal
FIU01	SMBUSST	Small Business State

- O. Once Step 2 is completed, click on **Next** to proceed to Step 3: **Addresses** tab.  
(Comments are **OPTIONAL**)

The screenshot shows a form section titled "Certification" with a help icon. It contains four dropdown menus: "HUBZone Program", "Size of Small Business", "\* Certification Source" (with "NONCMBE" selected and "Non Certified MBE" as a tooltip), and "\* Government Classification" (with "NONMINORIT" selected and "Non-Minority" as a tooltip). Below this is a "Comments" section with a large text area and a help icon. At the bottom, there is a legend for "\* Required field" and four buttons: "Exit", "Save for Later", "Previous", and "Next" (which is highlighted with a red box).

- P. In Step 3, fill in the **Primary Address** and **Primary Email**. If the *Remit To Address*, *Ordering Address*, and *Invoice Address* are different than the Primary Address, then provide those addresses as well. Click Next to proceed to Contacts.

The screenshot shows the "Addresses - Step 3 of 6" section of a web form. At the top, there is a progress bar with tabs for "Welcome", "Identifying Information", "Addresses" (which is active), "Contacts", "Payment Information", and "Submit". Below the progress bar are buttons for "Exit", "Save for Later", "Previous", and "Next". The main content area is titled "Addresses - Step 3 of 6" and includes instructions: "Other Addresses: Check boxes below to indicate addresses that are different from your Primary Address above." and "Invoice Address: Address from which you will receive invoices from us, if we are billing you." The "Primary Address" section is highlighted with a red box and contains the following fields: "\* Country" (USA, United States), "Address 1" (11200 SW 8th Street), "Address 2", "Address 3", "City" (Miami), "County" (Miami-Dade), "Postal" (33199-2516), "State" (FL, Florida), and "\* Primary Email" (SAMPLE@COMPANY.COM). Below this is the "Other Addresses" section, also highlighted with a red box, which includes three checkboxes: "Remit To Address" (Address for remitting payment), "Ordering Address" (Address for shipping goods/service), and "Invoice Address" (Address from which you send invoice). At the bottom, there are buttons for "Exit", "Save for Later", "Previous", and "Next" (which is highlighted with a red box).

Q. In Step 4, click on **Add Contact** to fill in the **Contact Information** and **Password**. This Password will be used to access your supplier portal and to make any changes to your profile. Click **Next** to proceed or click **Add Contact** to add another contact.

The screenshot shows a progress bar at the top with six steps: Welcome, Identifying Information, Addresses, **Contacts** (highlighted with an orange square), Payment Information, and Submit. Below the progress bar are navigation buttons: Exit, Save for Later, < Previous, and Next >. The main heading is "Contacts - Step 4 of 6". Below this is a sub-heading "Contacts ?" and a message: "You have not added any contact information to your application. Click 'Add Contact' button to add new contact information." A red box highlights the "Add Contact" button. At the bottom, there is a legend for "\* Required field" and another set of navigation buttons: Exit, Save for Later, < Previous, and a red box highlights the "Next >" button.

The screenshot shows the "Add Contacts" form. The heading is "Add Contacts" followed by "Contact Information ?". The form contains several fields, each with a red box around it: "\* First Name" (ROARY), "\* Last Name" (PANTHER), "Title" (empty), "\* Email Address" (ROARY@PANTHER.COM), "\* Telephone" (3053482000), "Ext" (empty), "Fax Number" (empty), "\* Contact Type" (General), "Password" (\*\*\*\*\*), and "Confirm Password" (\*\*\*\*\*). There is a checkbox labeled "Primary Contact" which is checked. A red box highlights the "OK" button at the bottom left. A red box on the right contains the following text: "\*Password is to access your supplier portal. \*It must be 8 to 20 characters, must contain at least 1 upper case letter, 1 lower case letter and 1 number and may only use these characters @ # \* ( ) + = { } / ? ; , . - \_".

[Welcome](#)
[Identifying Information](#)
[Addresses](#)
[Contacts](#)
[Payment Information](#)
[Submit](#)

[Exit](#)
[Save for Later](#)
[◀ Previous](#)
[Next ▶](#)

**Contacts - Step 4 of 6**

**Contacts** ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	SAMPLE COMPANY	305/348-2000	Primary Address ▼

\* Required field

[Exit](#)
[Save for Later](#)
[◀ Previous](#)
[Next ▶](#)

R. In Step 5, the supplier must complete **Payment Information**. On this page, choose either **Electronic Fund Transfer or Single Use Account (SUA)** as your payment method. For **Electronic Fund Transfer**, the *Bank Name, Routing Number, and Bank Account Number* are required fields. Click **Next** to proceed to last step.

[Welcome](#)
[Identifying Information](#)
[Addresses](#)
[Contacts](#)
[Payment Information](#)
[Submit](#)

[Exit](#)
[Save for Later](#)
[◀ Previous](#)
[Next ▶](#)

**Payment Information - Step 5 of 6**

**Payment Preferences** ?

Requested Payment Terms  Due Immed

Email Address

\*Payment Method  ▼

Enable Email Payment Advice

**Single Use Account**

The University recommends participation in our SUA Program; enrollment will allow us to remit payment to you faster via single use credit cards. Please note that you must be able to accept credit card payment if you select this option and there is a fee associated with this option.

For more information click here. [Click Here](#)

\*Required Field

[Exit](#)
[Save for Later](#)
[◀ Previous](#)
[Next ▶](#)



Welcome Identifying Information Addresses Contacts **Payment Information** Submit

Exit Save for Later < Previous Next >

**Payment Information - Step 5 of 6**

Payment Preferences ?

Requested Payment Terms 01 Net30

Email Address SAMPLE@COMPANY.COM

\*Payment Method Electronic Funds Transfer

Enable Email Payment Advice

Supplier Banking Information ?

Country USA United States

\*Bank Name SAMPLE BANK \*Account Type Check Acct

Bank ID Qualifier 001

\*Bank ID 348348348

\*Bank Account Number 111111111111111111

\*Required Field

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

- S. The final page in the registration process is the **Submit** page. Here an **email address** is required. The registrant must agree to FIU's Standard terms and conditions by checking the box. Finally, **click the Submit** button.

Welcome Identifying Information Addresses Contacts Payment Information **Submit**

Exit Save for Later < Previous Next >

**Submit - Step 6 of 6**

Click the "Review" button to review the registration information.  
Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement.

Email communication regarding this registration will be sent to:

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.  
I hereby consent to the use of the SSN or EIN provided herein for verification of compliance with state and federal regulations.  
All suppliers and contractors conducting business on campus are required to either purchase a staff virtual permit (at the lowest staff rate), a daily virtual permit, or a 30 day virtual permit. For more information, please visit [Supplier Parking](#)

I certify that the information supplied herein, including all attachments, is correct to the best of my knowledge. I further certify that in doing business with Florida International University, I or my organization is compliance with Chapter 112, Florida Statutes, conflict of interest, and that I have disclosed the name of any FIU employee who owns, directly or indirectly, an interest of 5% or more in the above organization or any of its branches. I further certify that I am not an employee of Florida International University.

[FIU's Standard Terms and Conditions](#)

By submitting this application to be a registered supplier with FIU, the supplier hereby agrees to FIU's Standard Terms and Conditions, as they may be revised. The supplier represents that the supplier has had the opportunity to review and agrees to abide by all the terms and conditions contained therein, and that such terms and conditions shall govern the supplier's resulting relationship with FIU.

Review **Submit**

Exit Save for Later < Previous Next >

- T. The supplier will receive an email confirming the receipt of their application. It will include a **USER ID** Number which will be used so they can login and make changes.

Your Recent Supplier Registration

Your supplier registration application, Registration ID 0000008882, has been accepted.  
The following Supplier ID has been created for you:

Supplier Name: SAMPLE COMPANY  
Supplier ID: 0000047795

User ID: SUP0000047795

Your Supplier ID will be active in the system after one business day. You will need your User ID to access the Supplier Change Request page. Please remember the password that was entered at the time of registration. If you forget your password, click on the "Forgot Password" link and follow the directions. If you have any questions or feedback regarding your Supplier ID, please contact Procurement Services by emailing [vendors@fiu.edu](mailto:vendors@fiu.edu).

Click on the link to access Supplier Portal

[https://pslinks.fiu.edu/psc/psfssup/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://pslinks.fiu.edu/psc/psfssup/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

Thank you,

FIU Procurement Services

- U. The FIU Procurement department has Registration Approvers who conduct a **two-step** review of the supplier registration information in PantherSoft Financials. There is an **initial review** for completeness. Next, the **details** of the application are verified. Then the registration will be forwarded for final authorization to a **Supplier Approver**. The **Supplier ID** will be issued after the review of the application.