

Supplier Change Request – Account Login

Effective immediately, Florida International University (FIU) has implemented Knowledge Based & Two-Factor Authentication (2FA) to further secure supplier data.

Two-factor authentication is a security process that requires you to provide 2 different types of information to verify you when logging into an account.

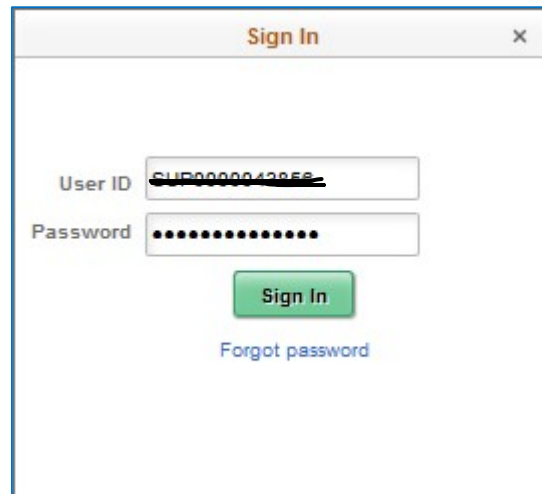
When you login to the FIU Supplier portal, you will first enter your Supplier ID and password. Then you will enter the temporary code given from the Google Authenticator app in the Supplier portal.

If you have not yet completed the 2FA process, please follow the instructions in the Two Factor Authentication section below to create and link your authentication account.

Suppliers can now login to make changes/updates to their supplier profiles from the [Supplier Portal](#).

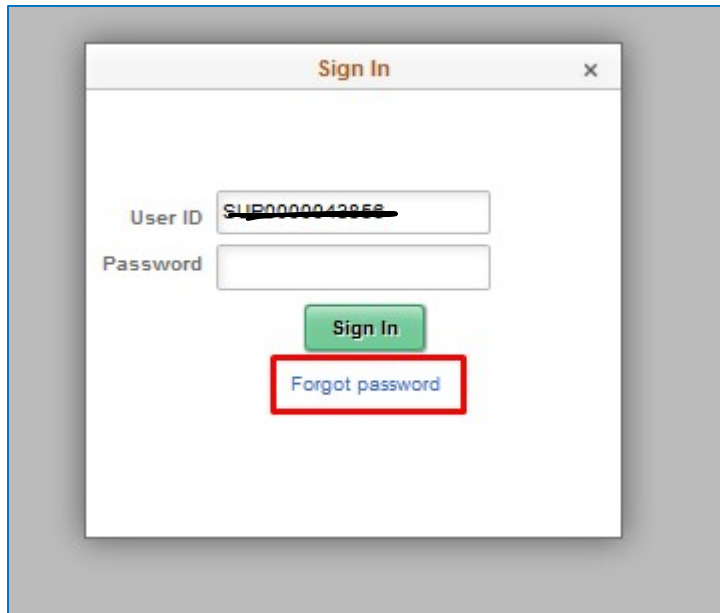


Click on **Supplier Account Login** and sign in using your User ID (Starts with “SUP”) and your password.



Reset your Password

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

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.

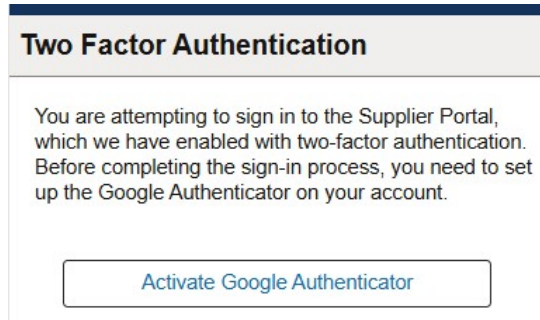
Question What is your Primary Email?

Response

If you do not know your Supplier ID and/or the email address that is on file, please contact the vendors team at vendors@fiu.edu .

Instructions for Two Factor Authentication (2FA)

1. Upon successful validation of username and password, at the first-time login in, Suppliers will be asked to activate **Google Authenticator** (if they have not already done so). This is a one-time step. After the initial 2FA setup, the supplier will only need to enter the code from the Google Authentication app at each sign-in.



2. A QR code will be provided after username and password have been validated in the supplier portal.

A QR Code will be provided for suppliers to link their FIU account with the Google Authenticator app once installed.

Scan into your Google Authenticator Application

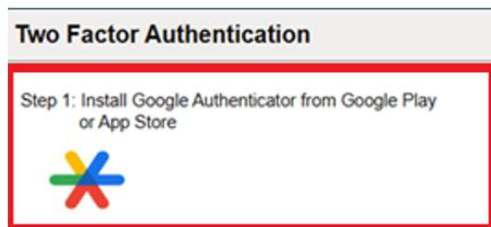


User ID: SUP0000056994

Step 3: Enter Google Authenticator code

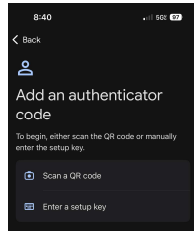
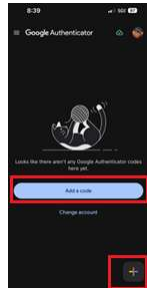
Submit

3. Install the **Google Authenticator application** on your mobile.



After the application has been installed, suppliers must:

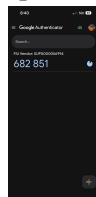
- a. Open the application
- b. Click on Add a code or click on the Plus sign at the bottom right corner of the page



- c. Click on 'Scan a QR Code' and take a picture of the QR code on the Supplier Portal (page 16 above). Below is a screenshot of what appears on the Supplier portal:



4. After QR code is scanned Suppliers will have an account created in Google Authenticator. The app will provide a 6-digit number that will change every 30 seconds.



5. The supplier will enter the code provided by Google Authenticator on the Supplier Portal page in the section provided.



For Knowledge Based Authentication, suppliers are also now required to enter a minimum of 3 distinct security questions with answers.

This information will be used as an extra layer of security during login, password recovery or account verification.

Please proceed to set up at least three security questions to confirm your account identity.

Security Questions

	*Question	*Response	
1	<input type="text"/>	<input type="text"/>	+
2	<input type="text"/>	<input type="text"/>	+
3	<input type="text"/>	<input type="text"/>	+

After the initial two-factor authentication setup, the supplier will only need to enter the code from the Google Authenticator app at each sign-in.


Two Factor Authentication

Enter Google Authenticator code

Initiating Supplier Change


Supplier Secure Home Page ▾

Purchase Orders




View PO Information


Initiate Supplier Change



Supplier Payments




Manage Profile



Update your Registration and Profile

In Process Change Request



After logging in, click on the **Initiate Supplier Change** tab.

Company Profile Changes

In the **Company Profile** tab, Suppliers can update their Company URL, Primary Company Email, Government Classification, NAICS and NIGP Codes as well as Profile Questions.

Company Profile for ROARY'S DINNING

Company Profile Contacts Payment & Location Profile Compliance Questions Submit

Exit Save for Later Previous Next

(ID: FIU01/0000057650)

Unique ID & Company Profile

*Supplier Name: ROARY'S DINNING [Add Attachment](#)

Doing Business As:

*Classification: Company

URLID: http://

Primary Email: ROARYDINNING@FIU.EDU

Expand All Collapse All

- > Additional ID Numbers
- > NIGP Codes - Enter a minimum of 3 codes.
- > Government Classifications
- > NAICS Codes
- > Profile Questions

Company Profile for ROARY'S DINNING

Expand All Collapse All

- > Additional ID Numbers
- ▼ NIGP Codes - Enter a minimum of 3 codes.

NIGP Code	Description	
1 00505	Abrasive Equipment and Tools	+ -

- ▼ Government Classifications

EEO Certification Date: HUB Zone

*Certification Source	Certificate Begin Date	Certificate Expiration	Government Classification	Certification Number	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- ▼ NAICS Codes

SIC Code Type	Standard Industry Code	Description	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

> Government Classifications

> NAICS Codes

∨ Profile Questions

*Are you currently doing business with or about to enter a business relationship with an FIU department, either providing services and or coordinating to begin providing services or goods?

Yes
 No

*If YES to Question 1 above, please enter the FIU department name, individual name, email address and phone number with whom you are working with.

Test 

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

Please select your company's annual income:

What kind of services are being offered to the university?

None of the Above

*Please provide your Tax Classification:

Other

*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)

*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)

Company Profile for ROARY'S DINNING

Company Profile | Contacts | Payment & Location Profile | Compliance Questions | Submit

Exit | Save for Later | < Previous | Next >

(ID: FIU010000057650)

Unique ID & Company Profile

*Supplier Name

Doing Business As

*Classification

URLID

Primary Email

Expand All | Collapse All

> Additional ID Numbers

> NIGP Codes - Enter a minimum of 3 codes.

> Government Classifications

> NAICS Codes

A new attachment is required before proceeding to the next step

Once you have completed this section click **Next**

Company Contact Changes


In the **Contacts** tab, suppliers can edit or add contact information to their supplier profile.

Contacts for ROARY'S DINNING

Company Profile **Contacts** Payment & Location Profile Compliance Questions Submit

Exit Save for Later ◀ Previous Next ▶

(ID: FIU01/0000057650)

Name	Address	Change Action	Change Effective Date	Edit
RORARY PANTHER	Address 1			

Add New Contact

Exit Save for Later ◀ Previous Next ▶


To edit the current contact, click on the edit icon.

Contacts for ROARY'S DINNING

Company Profile **Contacts** Payment & Location Profile Compliance Questions Submit

Exit Save for Later ◀ Previous Next ▶


(ID: FIU01/0000057650)

Name	Address	Change Action	Change Effective Date	Edit
RORARY PANTHER	Address 1			

Add New Contact

Exit Save for Later ◀ Previous Next ▶

Make edits as necessary and click **OK** to proceed.

← Addresses Initiate Supplier Change 

Contact Information for Roary Panther

Contact Information

Description

* Contact Name

Contact Title

* Email ID

URLID

Contact Address

Contact Type

Phone Information

Phone Type	Prefix	Telephone	Extension	Remove
Business Phone	<input type="text"/>	<input type="text" value="305/348-2000"/>	<input type="text"/>	<input type="checkbox"/>
FAX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Approved Changes Take Effect: Approval Date Future Date


To add a new contact, click on **Add New Contact**.

Contacts for ROARY'S DINNING

Company Profile **Contacts** Payment & Location Profile Compliance Questions Submit

Exit Save for Later Previous Next

(ID: FIU01/0000057650)

Name	Address	[Change Action]	Change Effective Date	Edit
RORARY PANTHER	Address 1			

Exit Save for Later Previous Next

Enter the contact information and/or phone number and click **OK** to proceed.

Request for Change

Add New Contact

Contact Information

Description	<input type="text"/>
* First Name	<input type="text" value="Roary"/>
* Last Name	<input type="text" value="Panther Jr."/>
Contact Title	<input type="text"/>
*Email Address	<input type="text" value="Roary.JR@fu.edu"/>
URL	<input type="text"/>
Contact Address	<input type="text"/>
Contact Type	<input type="text"/>

Phone Information

*Phone Type	Prefix	Telephone	Extension
Business Phone	<input type="text"/>	305-348-2000	<input type="text"/>

Approved Changes Take Effect: Approval Date
 Future Date

Click **Next** to continue.

Company Address Changes


In the **Payment & Location Profile** tab, suppliers can edit/add addresses, phone numbers and update their payment methods for their profile. Click on edit to change the address/payment of a specific location.

Payment Profile for ROARY'S DINNING

Company Profile Contacts **Payment & Location Profile** Compliance Questions Submit

Exit Save for Later ◀ Previous Next ▶

(ID: FIU01/0000057650)

Location	Description	Default	Edit
MAIN	Location	<input type="checkbox"/>	

*Required Field

Exit Save for Later ◀ Previous Next ▶

Please note: When adding/changing an address, you will be required to attach a signed and up-to-date W9 in the **Payment & Location Profile** tab. To avoid delays, please confirm that the submitted W9 is signed and dated and that the information on W9 matches the information on your supplier profile.

Address Profile

Payment and Location Profile

Supplier Name ROARY'S DINNING

[Add New Address](#)

[Edit Existing Address](#)

Invoicing Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516

Remitting Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516

Ordering Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516

Payment Profile for MAIN - Location

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

Payment Preferences

Payment Terms ID 00 Due Immed

Payment Method [Credit Card Single Use Account](#)

Available Payment Methods

Credit Card Single Use Account (SUA):
This payment method is for suppliers that accept credit card payments. SUA is a one-time use credit card that the payee will use to claim a payment. Note that processing fees cannot be charged to the credit card. For more information [Click Here](#).
Electronic Funds Transfer:
This payment method is a direct deposit to your bank account. This form of payment is also referred to as an ACH or EFT, NOT a wire transfer.
Check is NOT an acceptable payment option.
Please note if supplier does not select a payment preference it will default to SUA and can only be modified by the supplier.

I acknowledge that I have read and agree to the terms and conditions for the Credit Card Single Use Account.

Attachments

[Attachments](#)

OK

Cancel

To edit an existing address, click on the **Edit Existing Address** button.

Address Profile

Payment and Location Profile

Supplier Name ROARY'S DINNING

[Add New Address](#)

[Edit Existing Address](#)

Invoicing Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516

Remitting Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516

Ordering Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33199-2516


Click on the **Edit** icon for the address you want to update.

Request for Change

Change Location Selection

Existing addresses can be modified but not deleted. If changing your 'Payment Address', please make sure to attach the latest IRS version of an updated W-9 form.

Existing Address

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

Make edits as necessary and click **OK** to proceed. Click on **OK** again once all the edits are made.

Request for Change

Address Information for Address 1

Address Information

Country

Address 1

Address 2

Address 3

City

County Postal

State

Email ID


Approved Changes Take Effect: Approval Date Future Date

Request for Change

Change Location Selection

Existing addresses can be modified but not deleted. If changing your 'Payment Address', please make sure to attach the latest IRS version of an updated W-9 form.

Existing Address

Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	Update	06/09/2025	

To add a new address, click on **Add New Address**.

Request for Change

Payment and Location Profile

Supplier Name ROARY'S DINNING

Add New Address

Edit Existing Address

Invoicing Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Remitting Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Ordering Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Request for Change

New Address

Address Information

Country

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

OK Cancel

Enter the new address and/or phone number and click **OK** to proceed.

You can assign this new address to Invoicing, Remitting, and/or Ordering by clicking on the **Select a**

Address Profile

Payment and Location Profile

Supplier Name ROARY'S DINNING

Invoicing Address <input type="button" value="Select a Different Address"/> 11200 SW 8th Street Miami, FL 33199-2516	Remitting Address <input type="button" value="Select a Different Address"/> 11200 SW 8th Street Miami, FL 33199-2516	Ordering Address <input type="button" value="Select a Different Address"/> 11200 SW 8th Street Miami, FL 33199-2516
--	--	---

Different Address.

The added address can be selected. Once you select the new address click **OK**.

Company Payment Changes

In the **Payment and Location Profile** tab the supplier can update their payment information based on the location. To edit current payment/banking information select the **Edit** icon.

Payment Profile for ROARY'S DINNING

Request | Company Profile | Contacts | **Payment & Location Profile** | Compliance Questions | Submit

Supplier
ROARY'S (ID: FIU01/0000057650)

Location	Description	Default	Edit
MAIN	Location	<input type="checkbox"/>	<input type="button" value="Edit"/>

Address

11200 *Required Field

3000

Here the supplier can update their payment information.

Request for Change

Payment and Location Profile

Supplier Name ROARYS DINNING

[Add New Address](#)

[Edit Existing Address](#)

Invoicing Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33169-2516

Remitting Address

[Select a Different Address](#)

3000 NE 161st Street
North Miami, FL 33181-3605

Ordering Address

[Select a Different Address](#)

11200 SW 8th Street
Miami, FL 33169-2516

Payment Profile for MAIN - Location

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

Payment Preferences

Payment Terms ID 00 Due Immed

Payment Method

Available Payment Methods

Credit Card Single Use Account (SUA):
This payment method is for suppliers that accept credit card payments. SUA is a one-time use credit card that the payee will use to claim a payment. Note that processing fees cannot be charged to the credit card. For more information [Click Here](#).
Electronic Funds Transfer:
This payment method is a direct deposit to your bank account. This form of payment is also referred to as an ACH or EFT, NOT a wire transfer.
Check is NOT an acceptable payment option.
Please note if supplier does not select a payment preference it will default to SUA and can only be modified by the supplier.

I acknowledge that I have read and agree to the terms and conditions for the Credit Card Single Use Account

Attachments

[Attachments](#)

Suppliers can enter/edit their payment advice email address in **Payment Notification Preferences**.

Address Profile

Payment and Location Profile

Supplier Name ROARY'S DINNING

Add New Address

Edit Existing Address

Invoicing Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Remitting Address

Select a Different Address

3000 NE 151st Street
North Miami, FL 33181-3805

Ordering Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Payment Profile for MAIN - Location

Expand All

Collapse All

Payment Preferences

Payment Terms ID 01 Net30

Payment Method Electronic Funds Transfer

Payment Notification Preferences

Email ID RorayDinning@fiu.edu

Attachments

Attachments

Bank Accounts

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

Add Bank Account

Suppliers can also edit **Payment Preferences** by selecting either Single Use Account or EFT in the Payment Method drop down menu. (**Note:** depending on the supplier's classification the options may be different).

Payment Profile for MAIN - Location

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

Payment Preferences

Payment Terms ID: 01 Net30
Payment Method: Electronic Funds Transfer

Payment Notification Preferences

Email ID: RorayDinning@fiu.edu

Attachments

[Attachments](#)

Bank Accounts

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

[Add Bank Account](#)

Payment Profile for MAIN - Location

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

Payment Preferences

Payment Terms ID: 01 Net30
Payment Method: Electronic Funds Transfer

Payment Notification Preferences

Email ID: RorayDinning@fiu.edu

Attachments

[Attachments](#)

Bank Accounts

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

[Add Bank Account](#)

To update/change supplier banking account information, click on the edit icon.

Here the supplier can put in their banking information.

Request for Change

Supplier Bank Account

Bank Accounts

Country

Bank Name

ACH Routing Number

Bank Account Number

Account Type

Enter updated Bank ID (Routing Number) and Bank Account Number, click **OK** to proceed.

Request for Change

Supplier Bank Account

Bank Accounts

Country

Bank Name

ACH Routing Number

Bank Account Number

Account Type

Reminder: When adding/changing an address, you will be required to attach a signed and up-to-date W9 here in the **Payment and Location Profile** tab. To avoid delays, please confirm that the submitted W9 is signed and dated and that the information on W9 matches the information on your supplier profile.

After all **Payment and Location Profile** updates/changes have been made, click **OK** to proceed.

Request for Change

Payment and Location Profile

Supplier Name ROARY'S DINNING

Add New Address

Edit Existing Address

Invoicing Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Remitting Address

Select a Different Address

3000 NE 151st Street
North Miami, FL 33181-3605

Ordering Address

Select a Different Address

11200 SW 8th Street
Miami, FL 33199-2516

Payment Profile for MAIN - Location

Expand All Collapse All

Payment Preferences

Payment Terms ID 01 Net30

Payment Method Electronic Funds Transfer

Payment Notification Preferences

Email ID RorayDinning@fiu.edu

Attachments

Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Branch ID	Bank Account #	Edit
<input checked="" type="checkbox"/>	JPMorgan Chase	987654321		XXXXX6789	

Add Bank Account

OK

Cancel

Address Profile

Company Profile

Contacts

Payment & Location Profile

Compliance Questions

Submit

Exit

Save for Later

Previous

Next

(ID: FIU01/0000057650)

Location	Description	Default	Edit
MAIN	Location	<input type="checkbox"/>	

*Required Field

Exit

Save for Later

Previous

Next

Click **Next** to continue.

Compliance Questions

The supplier will need to confirm the following statements below to ensure they are following FIU's policies and procedures. After confirming these statements click **Next**.

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

Conflict of Interest

I, The Supplier am familiar and comply with all applicable conflict of interest legal requirements including Florida's Code of Ethics for Public Officers, Chapter 112, Part III, Florida Statutes (the "Code of Ethics"). All suppliers must disclose the name of any FIU officer or employee who is employed by Supplier (Section 112.313(7), Florida Statutes) or owns, directly or indirectly a material interest in the Supplier's company or any of its branches (Section 112.313 (3), Florida Statutes). Therefore,

Does a conflict exist?

- Supplier hereby certifies that neither Supplier nor its employees, officers or owners have, or any of the a forementioned has a relative that has a relationship with FIU, that will result in a violation of the Code of Ethics, including, but not limited to Sections 112.313(3) and (7), Florida Statutes and Section 112.310(6), Florida Statutes, by reason of the Supplier entering into the agreement with FIU.
- Supplier declares it has not and will not provide gifts or hospitality of any collar value or any other gratuities to any FIU employee to obtain or maintain an agreement with FIU.
- Supplier agrees that it shall disclose any conflict of interest by submitting information to vendors@fiu.edu prior to entering into an agreement with FIU and/or immediately upon learning of such conflict of interest.

Human Trafficking

All terms defined in Section 787.06, Florida Statutes, as may be amended from time to time, are adopted and incorporated into this attestation. In compliance with Section 787.06(13), Florida Statutes, and under the penalties of perjury, Suppliers hereby certifies and declares that:

- Neither the Supplier nor any of its subsidiaries or affiliates, engages in any form of coercion for labor or services
- Supplier confirms that it has read the foregoing attestation, that the facts stated in it are true, are made for the benefit of and reliance by The Florida International University Board of Trustees (FIU) or any of its direct support organizations.

If, at any time in the future, the Supplier uses coercion for labor or services, the Supplier will immediately notify FIU by submitting information to vendors@fiu.edu and no contacts may be executed, renewed, or extended between the parties

Foreign Country Validation

Please confirm that you as the Supplier are not a foreign principal (as defined in Sec. 200.960(1)(b), F.S.) in any of the below listed Foreign Country of Concern:

Countries of Concern:

1	Venezuela
2	Russian Federation
3	Macau
4	Korea, Democratic People's Rep
5	Hong Kong
6	China
7	Cuba
8	Iran (Islamic Republic Of)
9	Syrian Arab Republic

- I confirm above statement.

Review and Submit Changes

In the **Submit** tab, suppliers can review updates/changes and make additional comments regarding the changes made.

Review and Submit Changes for ROARY'S DINNING

Company Profile Contacts Payment & Location Profile Compliance Questions **Submit**

Exit Save for Later < Previous Next >

(ID: FIU01/0000057650)
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:
Email ID

Comment

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.

[Contact Us](#)

To review the changes made, click **Review**.

Review and Submit Changes for ROARY'S DINNING

Company Profile Contacts Payment & Location Profile Compliance Questions **Submit**

Exit Save for Later < Previous Next >

(ID: FIU01/0000057650)
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:
Email ID

Comment

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.

[Contact Us](#)

Exit Save for Later < Previous Next >

Request for Change

Payment Profile

Payment Profile - Location Update

Information	Current	Proposed	Date To Change
Location Description			

Remitting

Information	Current	Proposed
Remit Supplier	ROARY'S DINNING	ROARY'S DINNING
Address 1	11200 SW 8th Street	3000 NE 151st Street
Address 2	Miami, FL 33195-2516	North Miami, FL 33181-3605

Ordering

Information	Current	Proposed
Address 1	11200 SW 8th Street	11200 SW 8th Street
Address 2	Miami, FL 33199-2516	Miami, FL 33199-2516

Payment Preferences

Information	Current	Proposed
Payment Terms ID	00 Due Immed	01 Net30
Payment Method		Electronic Funds Transfer

Bank Accounts

Type	Information	Current	Proposed
------	-------------	---------	----------

Bank Accounts - 1

Default	Yes	Default	Yes
Description		Description	
Country	USA	Country	USA
Bank Name	SUA	Bank Name	JPMorgan Chase
Bank ID Qualifier		Bank ID Qualifier	001
Bank ID	999999	Bank ID	987654321
Branch ID		Branch ID	
Bank Account Type	Checking Account	Bank Account Type	Checking Account
Bank Account Number	999999999	Bank Account #	123456789
DFI Qualifier		DFI Qualifier	
DFI ID		DFI ID	
IDAN Check Digit		IDAN Check Digit	
IBAN		IBAN	



Verify the updates/changes made and click **Return** to proceed.

If all updates/changes are correct, make sure to check the agreement then click **Submit**.

Review and Submit Changes for ROARY'S DINNING

Company Profile Contacts Payment & Location Profile Compliance Questions **Submit**

Exit Save for Later < Previous Next >

(ID: FIU01/0000057650)
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:
Email ID

Comment

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.

[Contact Us](#)

Exit Save for Later < Previous Next >

If the supplier updates the bank account information, supplier must attach a document and respond to the security questions before submitting the SCR.

Environment: PSFSTST refreshed on THU, JUL 10, 2025 [Hide](#)

Payment Profile for 2FA TESTING 1

Company Profile Contacts Payment & Location Profile Compliance Questions **Submit**

Exit Save for Later < Previous Next >

(ID: FIU01/0000057778)
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:
Email ID

Comment

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.


[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 Submit Confirmation

Pending Approval

 You have successfully submitted your Supplier Change Request

Your Change Request ID 0000001842

Any email regarding the request status will be sent to:

RoaryDinning@fiu.edu;RorayDinning@fiu.edu

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

 [Return to Supplier Home Page](#)