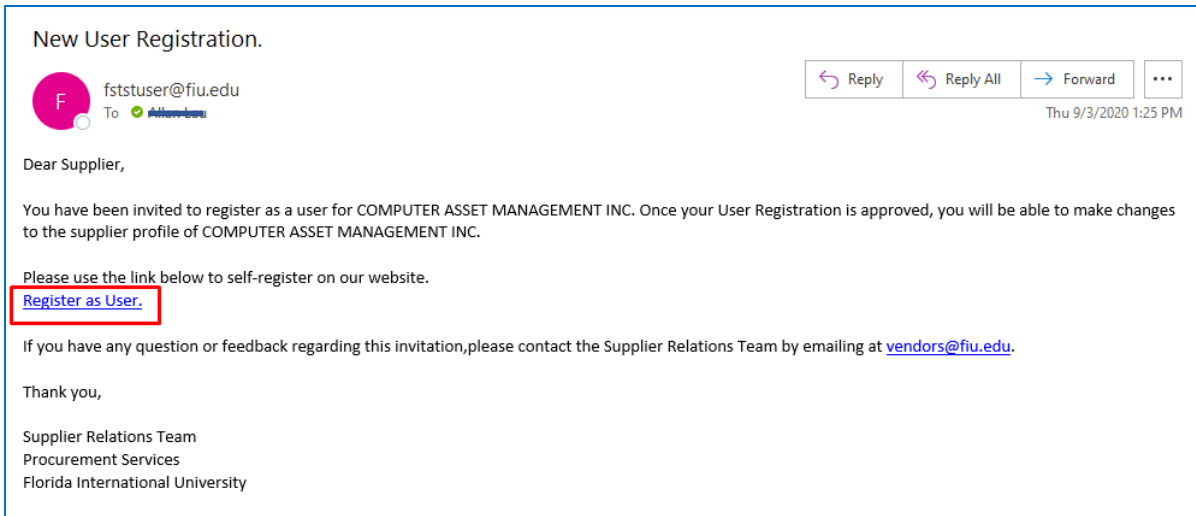


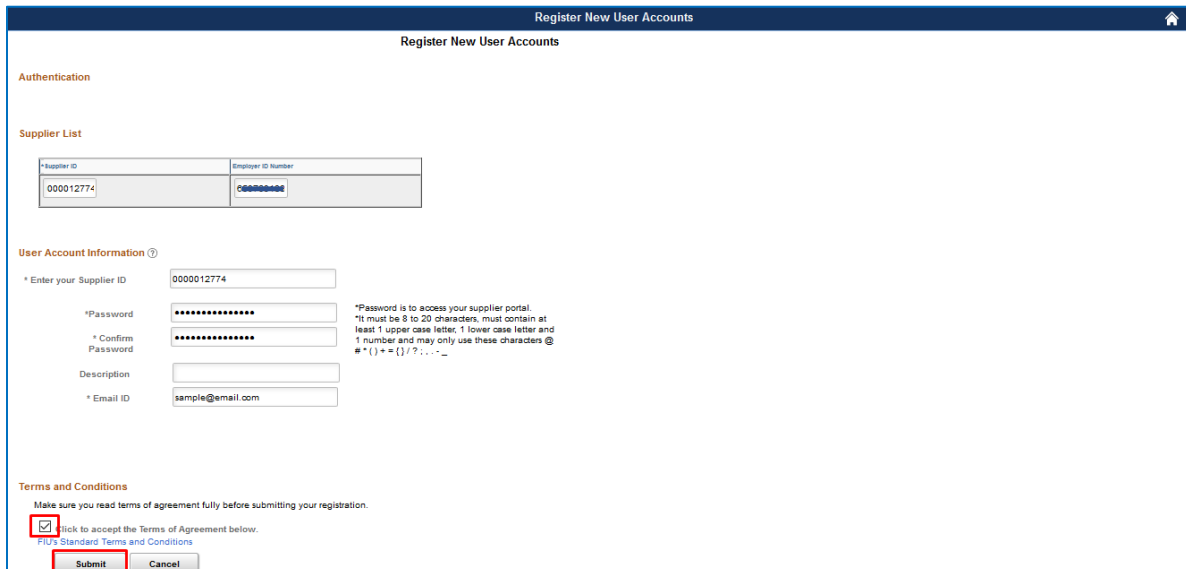


**Supplier Invitation to SCR**

1. Current suppliers will receive an email invitation to register and to set up a password. In the email sent, click on the link **Register as User** to proceed.





2. Enter your Supplier ID and your EIN/SSN (No Hyphens/Symbols) associated with your profile. For User Account Information, you will need to enter your Supplier ID again as well as create a password. This password will be used to login and make any changes/updates in the future. Make sure you check to accept the **Terms of Agreement** and click **Submit**.



3. After clicking **Submit**, you will receive an email letting you know your registration has been received. Login information will be sent to you by email as soon as your registration has been approved.

User ID Registration

 **fststuser@fiu.edu**  
To 

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Tue 9/15/2020 12:00 PM

Dear Supplier,

Your User ID associated with Supplier ID 0000012774 has been submitted for approval, and you will be provided with your User ID once your registration has been approved.

You will be notified at this email address of any changes in your registration status.



If you have any questions or feedback concerning this submission, please contact the Supplier Relations Team by emailing [vendors@fiu.edu](mailto:vendors@fiu.edu).

Thanks,

Supplier Relations Team  
Procurement Services  
Florida International University

4. When registration has been approved, you will receive an email with your User ID. You will need this User ID and the password you created to login and make changes/updates to your supplier profile. To login, click on the link provided in the email.

New User Account Creation

 **fststuser@fiu.edu**  
To 

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Thu 9/3/2020 1:14 PM

Dear Supplier,

Your User Registration has been approved. A user profile has been created for you in our system for the following:

User ID: SUP0000043856

Supplier Name: COMPUTER ASSET MANAGEMENT INC.

Supplier ID: 0000012774

Please click on the link below to access the Supplier Account Login page to change your password or view/update your information. Once you have signed in:

Navigate to the "Manage Profile" tile to change your password.  
Submit a new Supplier Change Request to update your information

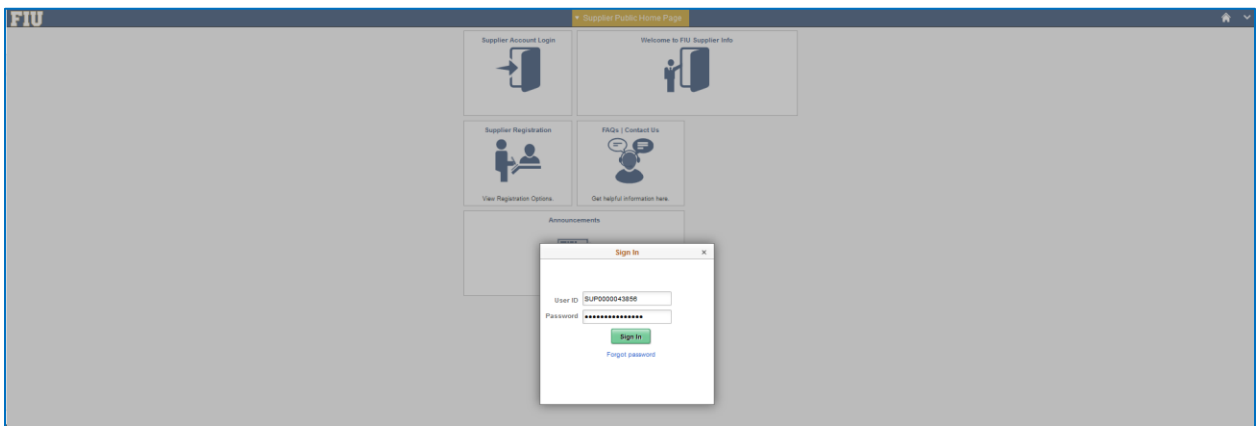
Supplier Account Login:  
[https://pslinks.fiu.edu/psc/psfssup/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://pslinks.fiu.edu/psc/psfssup/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

If you have any questions or feedback regarding your user account, please contact the Supplier Relations Team by emailing [vendors@fiu.edu](mailto:vendors@fiu.edu).

Thanks,

Supplier Relations Team  
Procurement Services  
Florida International University

5. To login click on **Supplier Account Login**. Enter your User ID and your password then click **Sign In**.



6. You have successfully logged into the Supplier Public Homepage and can proceed to make any changes/updates necessary.

