User Manual - Supplier Registration: Honorarium Non-Resident (Not for goods or services)

Required Documents for Registration:

1. Completed, signed and dated W-8BEN Form
2. Documentation of event such as flyer or invitation letter etc.

A. Click on the registration link found here and the following screen will appear. Select Honorarium – Non-Resident (Not for goods or services) and select Next to continue. 

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

   ![Registration 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 Vendor@fiu.edu.

   * Required field

   ![Select an activity below]

   ![Start a new registration form]

   ![Honorarium - Non-Resident (Not for goods or services)]
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-8BEN and other documents.
C. Attach completed, signed and dated **W-8BEN (Required)** form along with **documentation for the event** such as event flyer or invitation letter etc. Type in the **Attachment Description** for the document and click **Return** to continue answering all **Profile Questions**.

![Attachments](image)

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](image)

E. Enter the type of Visa status that was granted to you when you were admitted to the US.

![Profile Questions](image)
F. Once Step 2 is completed, click on **Next** to proceed to **Step 3: Addresses tab.**
(Comments are **OPTIONAL**).
G. 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.
H. 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.
I. In Step 5, the honorarium recipient must complete **Payment Information**. On this page, they can choose either **Wire to Non-US Accounts** or **System Check**. For Wire to Non-US Accounts, **Country**, **Bank Name**, **Bank ID (SWIFT)**, and **International Bank Account Number** are required fields. Click **Next** to proceed to last step.
J. The final page in the registration process is the Submit page. An email address is required for email communication and registrant must agree to FIU’s Standard Terms and Conditions by checking the box. Click the Submit button to complete registration process.

K. The registrant 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.