



Procurement Services (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.

The screenshot shows a web application interface for a registration process. At the top, there is a progress bar with six steps: Welcome, Identifying Information, Addresses, Contacts, Payment Information, and Submit. The 'Welcome' step is currently active. Below the progress bar, there are navigation buttons: 'Exit', '< Previous', and 'Next >'. The main content area is titled 'Welcome - Step 1 of 6'. It contains a greeting 'Dear Prospective Vendor:' followed by a thank you message and instructions. A section titled '\* Required field' contains a dropdown menu 'Select an activity below: ?'. The first option is 'Start a new registration form', which is selected. Below this, there is a question 'What type of entity do you represent?' with several radio button options: 'US Company', 'Foreign Company', 'US Citizen or Resident', 'Non-Resident Individual', 'Honorarium - US Citizen/Resident (Not for goods or services)', and 'Honorarium - Non-Resident (Not for goods or services)'. The last option is selected. At the bottom of the form, there is a 'Continue from where you left' option. The 'Next >' button at the bottom right is highlighted with a red box.

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

- B. Fill in all the **Identifying Information** in Step 2. Click on **Add/ View Attachment** for attaching documents. Attach completed, signed and dated **W-8BEN** form along with **documentation for the events** such as event flyer or invitation letter etc. and click **Return** to continue inputting your information.

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

Exit Save for Later < Previous Next >

**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** ?

Social Security Number  Please attach W-8 BEN form.

\* Full Legal Name  [Add / View Attachment](#)

Doing Business As (if applicable)

Supplier Website  [Download W-8 BEN form from IRS website](#)

Classification  [Open URL](#)

**Profile Questions** ?

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

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

\* What type of Visa status was granted to you when you were admitted into the United States?

**Comments** ?

\* Required field

Exit Save for Later < Previous Next >

**Add Attachment**

**Attachments**

1-1 of 1

Attached File	Attachment Description	Upload	View
1 W8_BEN_TAX_DOCUMENT.docx	<input type="text"/>	Upload	View <input type="button" value="+"/> <input type="button" value="-"/>

C. Once Step 2 is completed, click on **Next** to proceed to **Step 3: Addresses** tab.

Welcome Identifying Information Addresses Contacts Payment Information Submit

Exit Save for Later < Previous Next >

### 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 ?

Social Security Number  Please attach W-8 BEN form.

\* Full Legal Name  [Add / View Attachment \(1\)](#)

Doing Business As (if applicable)  [Download W-8 BEN form from IRS website](#)

Supplier Website  [Open URL](#)

Classification

#### Profile Questions ?

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

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

\* What type of Visa status was granted to you when you were admitted into the United States?

#### Comments ?

\* Required field

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

D. In Step 3, fill in the **Primary Address**. 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**.

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

Exit Save for Later < Previous Next >

**Addresses - Step 3 of 6**

Other Addresses: Check boxes below to indicate addresses that are different from your Primary Address above.  
Invoice Address: Address from which you will receive invoices from us, if we are billing you.

**Primary Address** ⓘ

\* 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

\* Primary Email FOREIGN@RESIDENT.COM

**Other Addresses** ⓘ

Check boxes below to indicate addresses that are different from your Primary Address above:

Remit To Address  
Address for remitting payment

Ordering Address  
Address for shipping goods/service

Invoice Address  
Address from which you send invoice

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

E. In Step 4, click on **Add Contact** to fill in the **Contact Information** and **Password**. Click **Next** to proceed or click **Add Contact** to add another contact.

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

Exit Save for Later < Previous Next >

**Contacts - Step 4 of 6**

Contacts ?

You have not added any contact information to your application. Click "Add Contact" button to add new contact information.

**Add Contact**

\* Required field

Exit Save for Later < Previous Next >

### Add Contacts

Contact Information ?

\* First Name   Primary Contact

\* Last Name

Title

\*Email Address

\* Telephone  Ext

Fax Number

\* Contact Type

Password

Confirm Password

\*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 @ # \* ( ) + = { } / ? ; , . - \_

**OK** Cancel

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"/>	Foreign Resident	305/348-2000	Primary Address

\* Required field

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

F. 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.

The screenshot shows the 'Payment Information' step (Step 5 of 6) in a multi-step process. The navigation bar at the top includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information' (highlighted), and 'Submit'. Below the navigation bar are buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The main content area is titled 'Payment Information - Step 5 of 6' and contains two sections: 'Payment Preferences' and 'Supplier Banking Information'. In the 'Payment Preferences' section, 'Requested Payment Terms' is '00' and 'Due Immed'. 'Email Address' is 'Foreign@Resident.com'. '\*Payment Method' is a dropdown menu with 'Wire to Non US Accounts' selected. There is a checkbox for 'Enable Email Payment Advice'. In the 'Supplier Banking Information' section, 'Country' is 'CHE' (Switzerland), 'Bank Name' is 'Swiss National Bank', and '\*Bank ID (SWIFT)' is 'SNBZCHZZ80A'. At the bottom, there is a '\*Required Field' label and buttons for 'Exit', 'Save for Later', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a red box.

This screenshot is identical to the one above, showing the 'Payment Information' step (Step 5 of 6). The only difference is in the '\*Payment Method' dropdown menu, which now has 'System Check' selected. The 'Next >' button at the bottom right is also highlighted with a red box.

- G. 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.

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:  
**Foreign@Resident.com**

**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 >

- H. The registrant will receive an email confirming the receipt of their application. It will include a **USER ID Number**.

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: Foreign Resident  
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