



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.

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.

* Required field

Select an activity below: ?

- Start a new registration form
- Continue from where you left

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)

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.

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 Honorary 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

- 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**.

Attached File	Attachment Description	Upload	View		
1 W8_BEN_TAX_DOCUMENT.pdf	W8-BEN 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?

Yes No Yes

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

Purchasing Services, John Doe, 305-348-2000

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

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

H1B

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

The screenshot shows a web application interface for 'Identifying Information - Step 2 of 6'. At the top, there is a navigation bar with tabs: Welcome, Identifying Information (active), Addresses, Contacts, Payment Information, and Submit. Below the navigation bar are buttons for 'Exit', 'Save for Later', 'Previous', and 'Next'. The main content area is titled 'Identifying Information - Step 2 of 6' and contains a paragraph of instructions. Below this are two main sections: 'Supplier Information' and 'Profile Questions'. The 'Supplier Information' section includes fields for Social Security Number (348348348), Full Legal Name (NON RESIDENT HONORARIUM), Doing Business As, Supplier Website, and Classification (Honorarium Foreign). There are also links for 'Add / View Attachment (1)', 'Download W-8 BEN form from IRS website', and 'Open URL'. The 'Profile Questions' section has three questions with text input fields and a dropdown menu. The first question is 'Are you currently working with an FIU department...' with a 'Yes' dropdown. The second question is 'If YES, to Question 1 above, outline FIU department name, individual contact name and phone number.' with the text 'Purchasing Services, John Doe, 305-348-2000'. The third question is 'What type of Visa status was granted to you when you were admitted into the United States?' with the text 'H1B'. At the bottom, there is a 'Comments' section with a text area. A legend indicates '* Required field'. At the bottom right, the 'Next' button is highlighted with a red border.

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**.

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 >**

Other Addresses ?

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

Remit To Address
Address for remitting payment

* Country USA United States

Address 1 11555 SW 17th Street

Address 2

Address 3

City Miami

County Miami-Dade Postal 33199-2516

State FL Florida

Email Address billing@panther.com

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.

Payment Information - Step 5 of 6

Payment Preferences ?

Requested Payment Terms: 00 Due Immed

Email Address: Foreign@Resident.com

*Payment Method: Wire to Non US Accounts

Enable Email Payment Advice

Supplier Banking Information ?

Country: CHE Switzerland

Bank Name: Swiss National Bank

*Bank ID (SWIFT): SNBZCHZZ80A

*Required Field

Exit Save for Later < Previous Next >

Payment Information - Step 5 of 6

Payment Preferences ?

Requested Payment Terms: 00 Due Immed

Email Address: Foreign@Resident.com

*Payment Method: System Check

Enable Email Payment Advice

*Required Field

Exit Save for Later < Previous Next >

- 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.

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 >

- 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.

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.

Click on the link to access Supplier Portal

https://pslinks.fiu.edu/psc/psfssup/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL

Thank you,

FIU Procurement Services