

### User Manual – Supplier Registration: Honorarium US Citizen/Resident (Not for Goods or Services)

Required Documents for Registration:

1. Completed, signed and dated W9 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 – US Citizen 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](mailto:Vendors@fiu.edu).

\* Required field

Select an activity below: ?

Start a new registration form

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)

Continue from where you left

- 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-9 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-9 form.**

\* Full Legal Name  **Add / View Attachment**

Doing Business As (if applicable)

Supplier Website

Classification

Download W-9 form from IRS website

Open URL

**Profile Questions** ?

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

If YES, to Question 1 above, outline FIU department name, individual contact name and phone number. Purchasing Services, John Doe, 305-348-2000

What kind of services are being offered to the university?

**Comments** ?

\* Required field

Exit Save for Later Previous Next

- C. Attach completed, signed and dated **W9 form (Required)** 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**.

**Add Attachment**

**Attachments**

|   | Attached File   | Attachment Description     | Upload | View |   |   |
|---|-----------------|----------------------------|--------|------|---|---|
| 1 | SUPPLIER_W9.pdf | Supplier W9 Completed 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

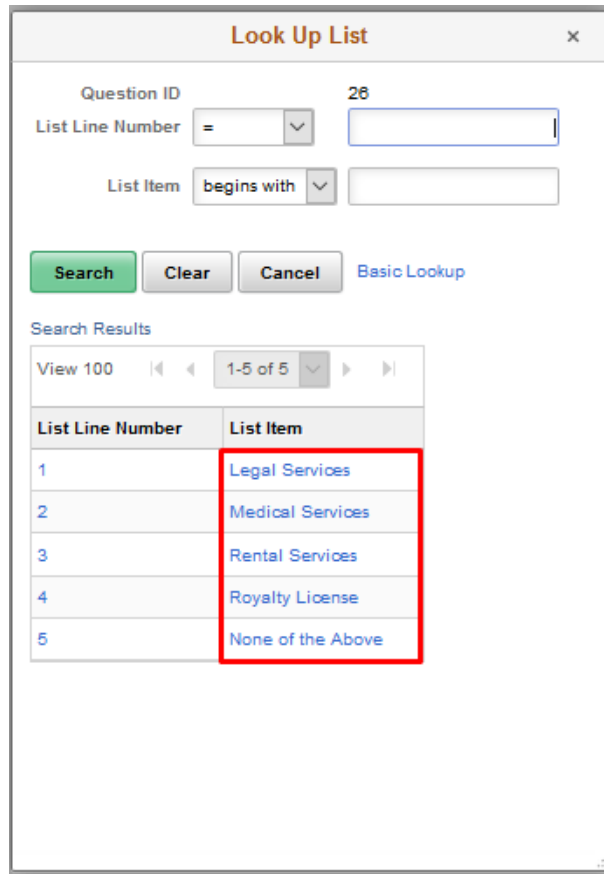
If YES, to Question 1 above, outline FIU department name, individual contact name and phone number.

Purchasing Services, John Doe, 305-348-2000

- E. Select the kind of services being offered to the university by clicking on the **Search** Icon and selecting from the available options. If the kind of services you are offering is not listed, select “*None of the Above*”.



A screenshot of a form with a text input field containing the question "What kind of services are being offered to the university?". To the right of the text field is a search icon (magnifying glass) inside a red square box.



A screenshot of a "Look Up List" dialog box. The dialog has a title bar with "Look Up List" and a close button. It contains the following fields and controls:

- Question ID: 28
- List Line Number: = [dropdown] [input field]
- List Item: begins with [dropdown] [input field]
- Buttons: Search (green), Clear, Cancel, Basic Lookup (blue)
- Search Results section with "View 100" and "1-5 of 5" (dropdown) with navigation arrows.
- A table with the following data:

| List Line Number | List Item         |
|------------------|-------------------|
| 1                | Legal Services    |
| 2                | Medical Services  |
| 3                | Rental Services   |
| 4                | Royalty License   |
| 5                | None of the Above |

The "List Item" column of the table is highlighted with a red box.

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

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 BENE (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-9 form.

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

Doing Business As (if applicable)

Supplier Website  Download W-9 form from IRS 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 kind of services are being offered to the university?

#### Comments ?

\* Required field

Exit Save for Later Previous Next

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 ROARY@PANTHER.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, choose either **Electronic Fund Transfer or System Check** as your payment method. For **Electronic Fund Transfer**, the *Bank Name*, *Routing Number*, and *Bank Account Number* are required fields. Click **Next** to proceed to last step.

The screenshot shows a web form titled "Payment Information - Step 5 of 6". At the top, there is a navigation bar with tabs: 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 section is titled "Payment Preferences" and contains the following fields: "Requested Payment Terms" (00) and "Due Immed"; "Email Address" (ROARY@PANTHER.COM); "\*Payment Method" (System Check, highlighted with a red box); and a checked checkbox for "Enable Email Payment Advice". At the bottom left, there is a note "\*Required Field". At the bottom right, there are buttons for "Exit", "Save for Later", "Previous", and "Next" (highlighted with a red box).

The screenshot shows the same web form as above, but with "Electronic Fund Transfer" selected in the "\*Payment Method" dropdown (highlighted with a red box). Below the "Payment Preferences" section is a section titled "Supplier Banking Information" (highlighted with a red box). This section contains the following fields: "Country" (USA) and "United States"; "\*Bank Name" (SAMPLE BANK); "\*Account Type" (Check Acct); "Bank ID Qualifier" (001); "\*Routing Number" (267084131); and "\*Bank Account Number" (1111111111111111). At the bottom left, there is a note "\*Required Field". At the bottom right, there are buttons for "Exit", "Save for Later", "Previous", and "Next" (highlighted with a red box).



- J. The final page in the registration process is the **Submit** page. An *email address* is required for email communication and the 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:  
**ROARY@PANTHER.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: ROARY PANTHER  
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