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.
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.
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](image1)

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](image2)
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”.

![Search Icon and Lookup List]

- Legal Services
- Medical Services
- Rental Services
- Royalty License
- None of the Above
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, 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.
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.

![Submit page](image)

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.

![Email confirmation](image)

**Your Recent Supplier Registration**

Your supplier registration application, Registration ID 00000088882, 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/pfssup/SUPPLIER/ERP/c/UI_Framework.PT_LANDING.PAGE.GBL](https://pslinks.fiu.edu/psc/pfssup/SUPPLIER/ERP/c/UI_Framework.PT_LANDING.PAGE.GBL)

Thank you,

FIU Procurement Services

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