



Office of the Controller – Procurement Services

**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.

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-9 form.

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

Doing Business As (if applicable)

Supplier Website [Download W-9 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 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 inputting your information.

Add Attachment

Attachments

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

Return

- D. Answer all **Profile Questions** before proceeding. Select your answer with the available options.

Profile Questions ?

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

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

What kind of services are being offered to the university?

Q

Look Up List

Question ID: 28

List Line Number: =

List Item: begins with

Search Clear Cancel Basic Lookup

Search Results

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

E. 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

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Comments ?

* Required field

Exit Save for Later Previous **Next**

F. 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

G. Click on **Add Contact** to fill in the **Contact Information** and **Password** in step 4 and click **Next** to proceed or click **Add Contact** to add another contact.

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

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

Contacts - Step 4 of 6

Contacts ?

Primary	Name	Phone	Designate Address
<input checked="" type="radio"/>	ROARY PANTHER	305/348-2000	Primary Address

* Required field

Next

H. 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 multi-step navigation bar at the top with tabs: Welcome, Identifying Information, Addresses, Contacts, **Payment Information** (highlighted), and Submit. Below the navigation bar are buttons: Exit, Save for Later, < Previous, and Next >. The main heading is "Payment Information - Step 5 of 6". Under "Payment Preferences", there are fields for "Requested Payment Terms" (00, Due Immed), "Email Address" (ROARY@PANTHER.COM), and "*Payment Method" (System Check, highlighted with a red box). A checkbox "Enable Email Payment Advice" is checked. At the bottom left is the text "*Required Field". At the bottom right are buttons: Exit, Save for Later, < Previous, and **Next >** (highlighted with a red box).

The screenshot shows the same navigation bar and buttons as the first screenshot. The main heading is "Payment Information - Step 5 of 6". Under "Payment Preferences", the "*Payment Method" dropdown is now "Electronic Fund Transfer" (highlighted with a red box). Below this is the "Supplier Banking Information" section (highlighted with a red box), which includes fields for "Country" (USA, 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 is the text "*Required Field". At the bottom right are buttons: Exit, Save for Later, < Previous, and **Next >** (highlighted with a red box).

- I. 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 >

- J. 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.

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