

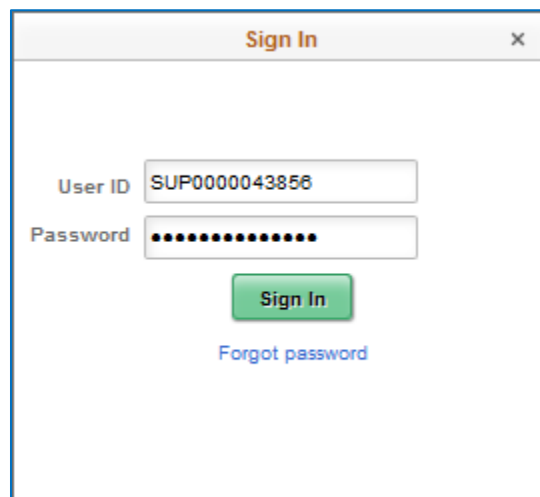
FIU Self Service Supplier System – Updating Your Account

Supplier Account Login

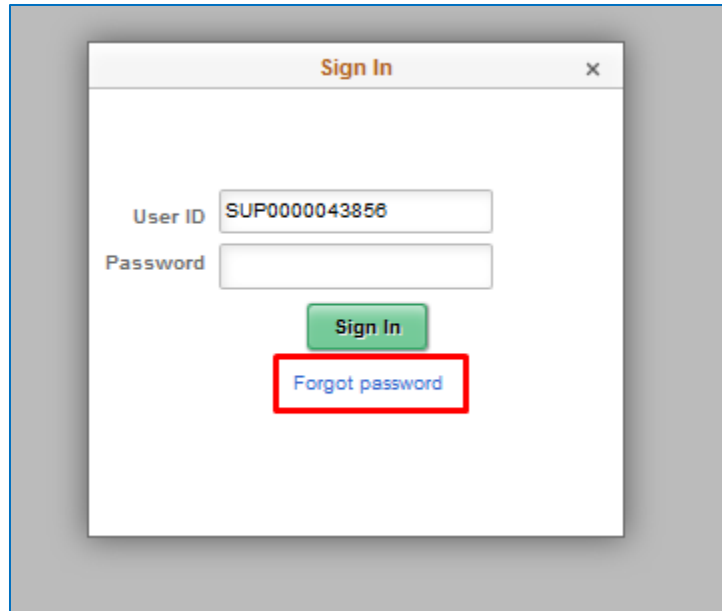
Suppliers can now login to make changes/updates to their supplier profiles from the Supplier Public Home Page.



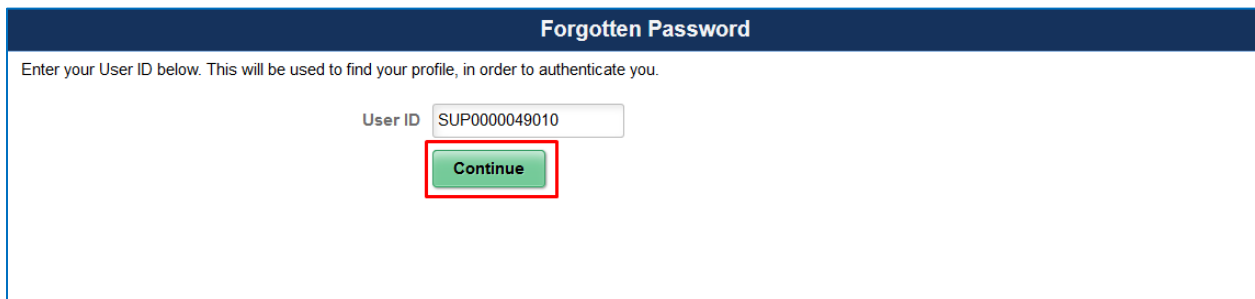
Click on **Supplier Account Login** and sign in using your User ID (Starts with “SUP”) and your password.



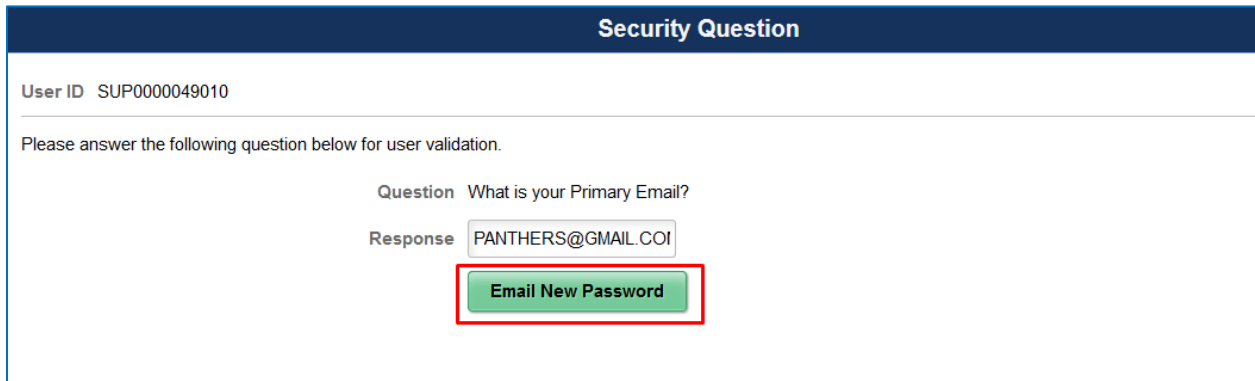
If you do not remember your password, click on **Forgot password**.



Enter your User ID and click **Continue**.

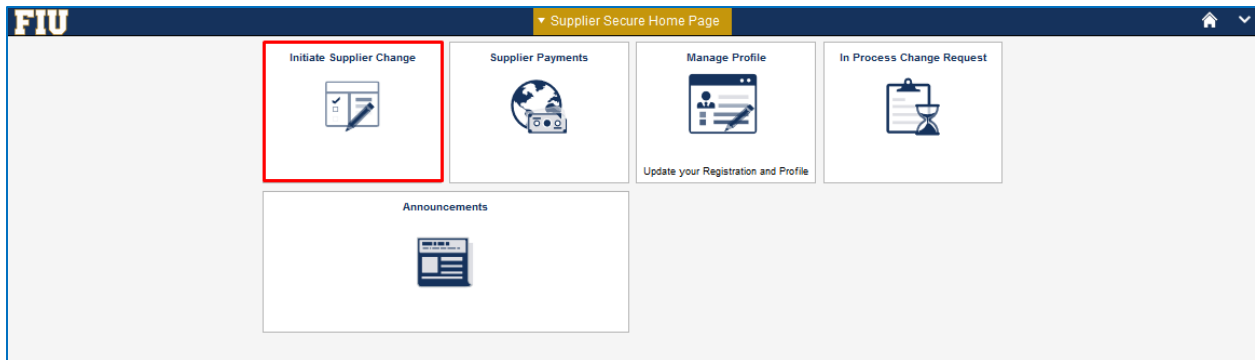


Enter your Primary Email and click on **Email New Password**. (A new password will be emailed to you)



Initiating Supplier Change

After logging in, Click **Initiate Supplier Change**.



Company Profile Changes

In the **Company Profile** tab, Suppliers can update their Company URL, Primary Company Email, Government Classification, NAICS and NIGP Codes as well as Profile Questions.

The screenshot displays the 'Company Profile for Golden Panthers Printing' form within a 'Supplier Change Request' context. The form is organized into a tabbed interface with 'Company Profile' selected. Navigation buttons include 'Exit', 'Save for Later', 'Previous', and 'Next'. The form fields are as follows:

- Unique ID & Company Profile**
 - *Supplier Name: Golden Panthers Printing
 - Doing Business As: [Empty field]
 - *Classification: Company (dropdown menu)
 - URLID: www.goldenpantherprinting.com
 - Primary Email: roary@goldenpantherprinting.com
- Expand All Collapse All**
- Additional ID Numbers** (expandable section)
- Government Classifications** (expandable section)
- NAICS Codes** (expandable section)
- NIGP Codes - Enter a minimum of 3 codes.** (expandable section)
- Profile Questions** (expandable section)

At the bottom of the form, there are 'Exit', 'Save for Later', 'Previous', and 'Next' navigation buttons.

Supplier Secure Home Page Company Profile for Golden Panthers Printing

Company Profile for Golden Panthers Printing

Unique ID & Company Profile

*Supplier Name: Golden Panthers Printing
 Doing Business As:
 *Classification: Company
 URL/ID: http://www.goldenpantherprinting.com
 Primary Email: roary@goldenpantherprinting.com

[Expand All](#) [Collapse All](#)
 ▶ **Additional ID Numbers**
 ▼ **Government Classifications**

EEO Certification Date:

*Certification Source	Certificate Begin Date	Certificate Expiration	Government Classification	Certification Number	Remove
NONMBE	<input type="text"/>	<input type="text"/>	ASIANHAWAI	<input type="text"/>	<input type="checkbox"/>

▼ **NAICS Codes**

SIC Code Type	Standard Industry Code	Description	Remove
<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

▼ **NIGP Codes - Enter a minimum of 3 codes.**

NIGP Code 1	Description	
00575	Recycled Abrasives Products an	+ -

Supplier Secure Home Page Company Profile for Golden Panthers Printing

▼ **Profile Questions**

*Are you currently working with an FIU department, either providing services or coordinating to begin providing services?
 Yes
 No

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

*Please select the annual household income for the president of the company:

*Please select your company's annual income:

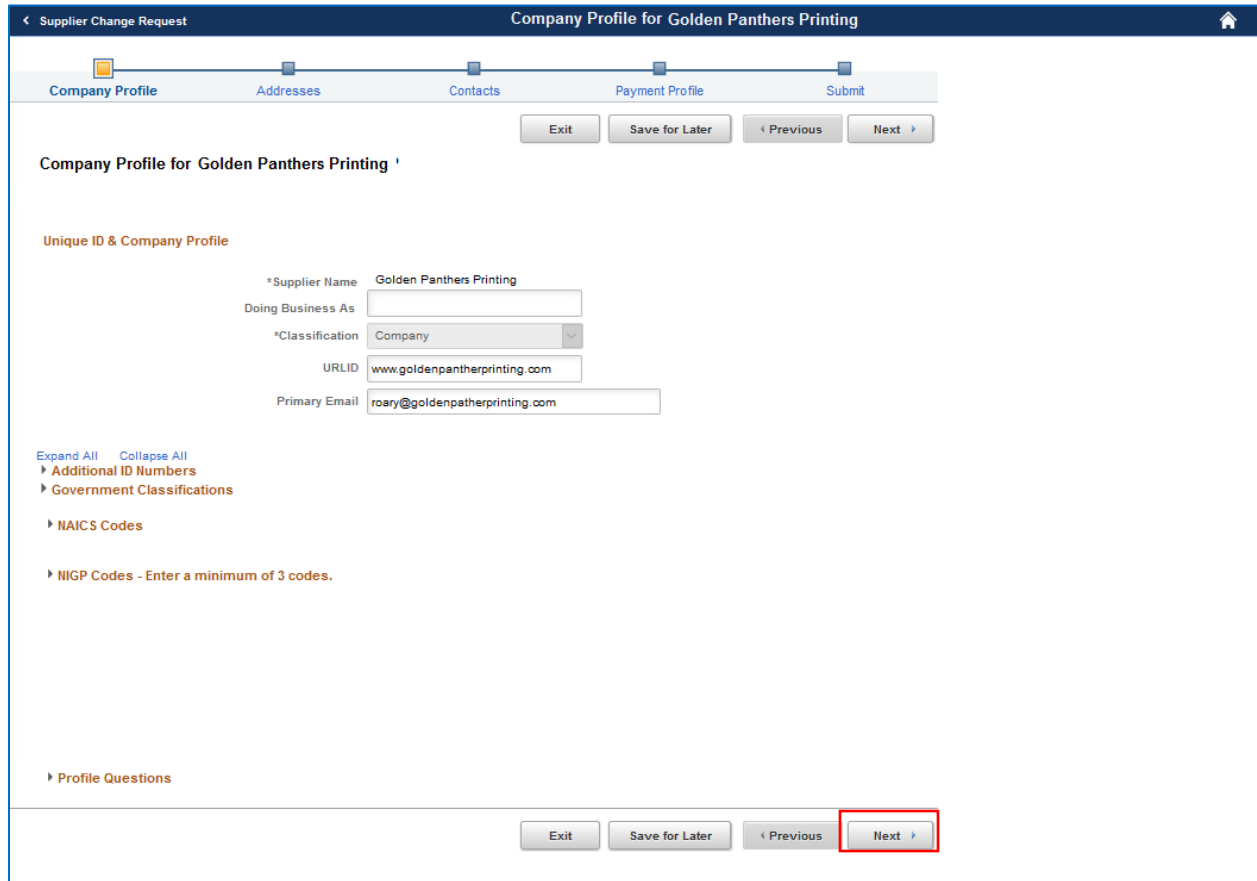
What kind of services are being offered to the university?

*Please provide your Tax Classification:

*Please select N/A or No if you have not done business with the state of Florida in the past. If Yes, select the number of months/years since you have done business with the state of Florida.

*Please select N/A or No if you have not done business with a Florida county in the past. If Yes, select the number of months/years since you have done business with Florida county.

Make any changes/updates as necessary, click **Next** to proceed.



Supplier Change Request Company Profile for Golden Panthers Printing

Company Profile Addresses Contacts Payment Profile Submit

Exit Save for Later Previous Next

Company Profile for Golden Panthers Printing

Unique ID & Company Profile

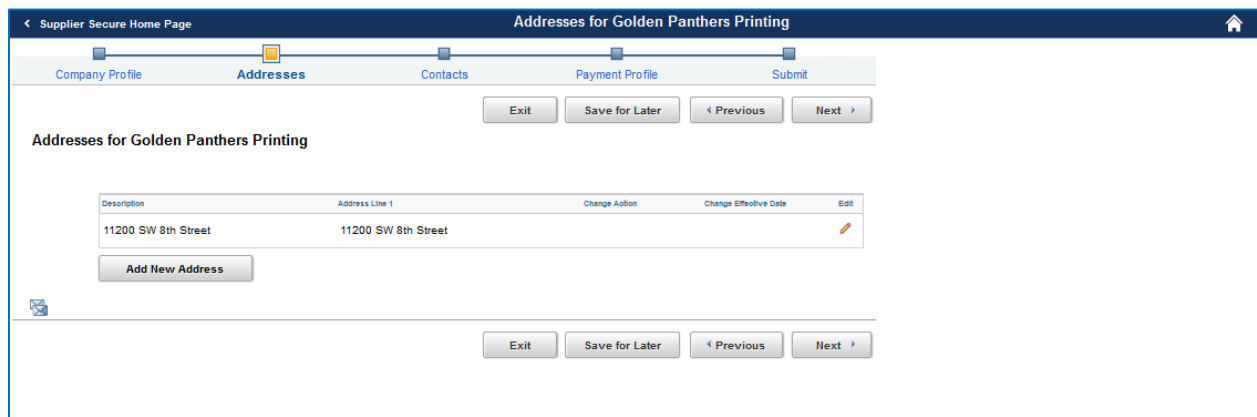
*Supplier Name Golden Panthers Printing
Doing Business As
*Classification Company
URLID www.goldenpantherprinting.com
Primary Email roary@goldenpantherprinting.com

Expand All Collapse All
▶ Additional ID Numbers
▶ Government Classifications
▶ NAICS Codes
▶ NIGP Codes - Enter a minimum of 3 codes.
▶ Profile Questions

Exit Save for Later Previous Next

Company Address Changes

In the **Addresses** tab, suppliers can edit or add addresses and phone numbers to their supplier profile.




Supplier Secure Home Page Addresses for Golden Panthers Printing

Company Profile Addresses Contacts Payment Profile Submit

Exit Save for Later Previous Next

Addresses for Golden Panthers Printing

Description	Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	11200 SW 8th Street			

Add New Address

Exit Save for Later Previous Next

Please note: When adding/changing an address, you will be required to attach a signed and up-to-date W9 in the **Payment Profile** tab. To avoid delays, please confirm that the submitted W9 is signed and dated and that the information on the W9 matches the information on your supplier profile.

Supplier Secure Home Page Payment Profile for

Payment Profile

Payment Profile for **MIAMI - Miami**

Invoicing **Remitting**

Supplier Golden Panthers Printing Select a Different Address Supplier Golden Panthers Printing Select a Different Address

11200 SW 8th Street 11200 SW 8th Street
11200 SW 8th Street 11200 SW 8th Street
Miami, FL 33199-2516 Miami, FL 33199-2516

Expand All Collapse All

▼ **Payment Preferences**

Payment Terms ID 00 Due Immed
Payment Method Electronic Funds Transf

* CHECK box to add Single Use Account or UNCHECK to remove.

▼ **Payment Notification Preferences**

Enable Email Payment Advice
Email ID goldenpantherprinting@gmail.com

▼ **Attachments**

[Attachments](#)

To edit the current address, click on the edit icon.

Supplier Secure Home Page Addresses for Golden Panthers Printing

Company Profile **Addresses** Contacts Payment Profile Submit

Exit Save for Later < Previous Next >

Addresses for Golden Panthers Printing

Description	Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	11200 SW 8th Street			

Add New Address

Exit Save for Later < Previous Next >

Make edits as necessary and click **OK** to proceed.

The screenshot shows a web form titled "Initiate Supplier Change" with a sub-header "Address Information for 11200 SW 8th Street". The form contains the following fields and options:

- Description: 11200 SW 8th Street
- Country: USA (dropdown), United States
- Address 1: 11200 SW 8th Street
- Address 2: (empty)
- Address 3: (empty)
- City: Miami
- County: Miami-Dade
- Postal: 33199-2518
- State: FL (dropdown), Florida
- Email ID: goldenpantherprinting@gmail.com

At the bottom, there are radio buttons for "Approved Changes Take Effect:" with "Approval Date" selected and "Future Date" unselected. Below these are two buttons: "OK" (highlighted with a red box) and "Cancel".

To add a new address, click on **Add New Address**.

The screenshot shows a web page titled "Addresses for Golden Panthers Printing". At the top, there is a navigation bar with tabs for "Company Profile", "Addresses" (active), "Contacts", "Payment Profile", and "Submit". Below the navigation bar are buttons for "Exit", "Save for Later", "Previous", and "Next".

The main content area is titled "Addresses for Golden Panthers Printing" and contains a table with the following data:

Description	Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	11200 SW 8th Street			

Below the table is a button labeled "Add New Address" (highlighted with a red box). At the bottom of the page, there are buttons for "Exit", "Save for Later", "Previous", and "Next".

Enter the new address and/or phone number and click **OK** to proceed.

Address Information for Golden Panthers Printing

Address Information

Description

Country

Address 1

Address 2

Address 3

City

County Postal

State

Email ID

Phone Information

*Phone Type	Location	Prefix	Telephone	Extension
<input type="text" value="Business Phone"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="305-348-2000"/>	<input type="text"/>

Approved Changes Take Effect: Approval Date Future Date

Click **Next** to continue.

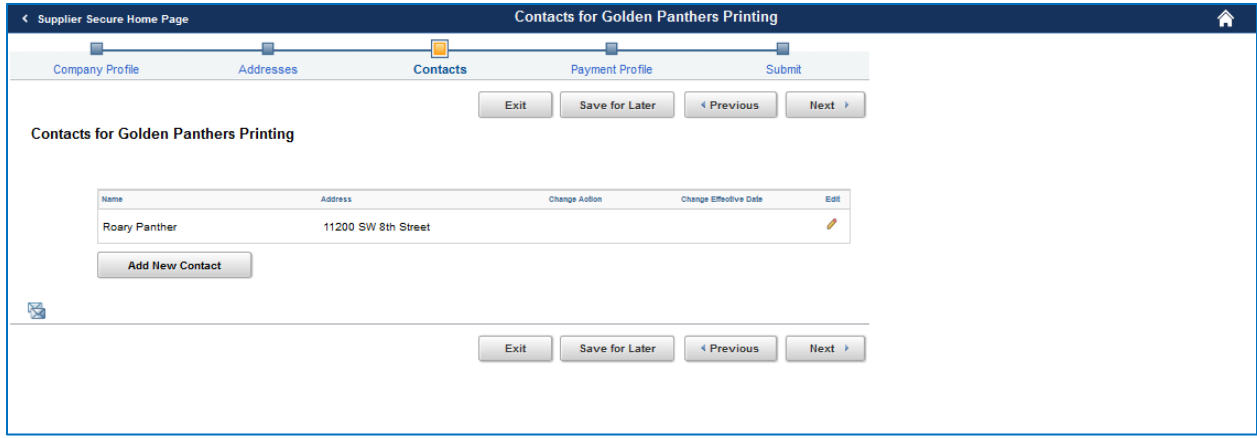
Addresses for Golden Panthers Printing

Company Profile **Addresses** Contacts Payment Profile Submit

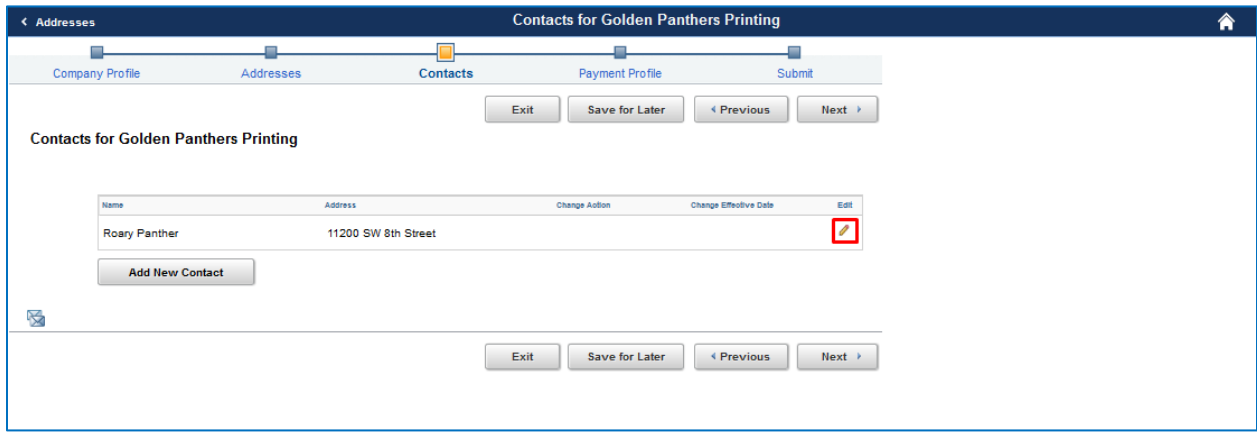
Description	Address Line 1	Change Action	Change Effective Date	Edit
11200 SW 8th Street	11200 SW 8th Street			<input type="text" value="edit"/>
11600 NW 17th Avenue	11600 NW 17th Avenue	Add	10/13/2020	<input type="text" value="edit"/>

Company Contact Changes

In the **Contacts** tab, suppliers can edit or add contact information to their supplier profile.



To edit the current contact, click on the edit icon.



Make edits as necessary and click **OK** to proceed.

The screenshot shows a web form titled "Initiate Supplier Change" with a sub-header "Contact Information for Roary Panther". The form is divided into two sections: "Contact Information" and "Phone Information".

Contact Information:

- Description: [Empty text box]
- * Contact Name: Roary Panther
- Contact Title: [Empty text box]
- * Email ID: roary.panther@email.com
- URLID: http:// [Empty text box]
- Contact Address: 11200 SW 8th Street (dropdown menu)
- Contact Type: General (dropdown menu)

Phone Information:

Phone Type	Prefix	Telephone	Extension	Remove
Business Phone	[Empty]	305/348-2000	[Empty]	<input type="checkbox"/>
FAX	[Empty]	[Empty]	[Empty]	<input type="checkbox"/>

Below the table is an "Add Phone" button. At the bottom, there are radio buttons for "Approved Changes Take Effect: Approval Date" and " Future Date". At the very bottom, there are "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

To add a new contact, click on **Add New Contact**.

The screenshot shows a web interface titled "Contacts for Golden Panthers Printing". At the top, there is a navigation bar with tabs: "Company Profile", "Addresses", "Contacts" (active), "Payment Profile", and "Submit". Below the navigation bar are buttons for "Exit", "Save for Later", "Previous", and "Next".

The main content area is titled "Contacts for Golden Panthers Printing" and contains a table with the following data:

Name	Address	Change Action	Change Effective Date	Edit
Roary Panther	11200 SW 8th Street			

Below the table is a button labeled "Add New Contact", which is highlighted by a red box. At the bottom of the page, there are buttons for "Exit", "Save for Later", "Previous", and "Next".

Enter the contact information and/or phone number and click **OK** to proceed.

The screenshot shows a web form titled "Initiate Supplier Change" with a sub-header "Add New Contact". The form is divided into two sections: "Contact Information" and "Phone Information".

Contact Information:

- Description: [Text Field]
- * First Name: Roary [Text Field]
- * Last Name: Panther Jr [Text Field]
- Contact Title: [Text Field]
- *Email Address: RoaryJR@fiu.edu [Text Field]
- URL: [Text Field]
- Contact Address: [Dropdown Menu]
- Contact Type: [Dropdown Menu]

Phone Information:

- *Phone Type: Business Phone [Dropdown Menu]
- Prefix: [Text Field]
- Telephone: 305-348-2000 [Text Field]
- Extension: [Text Field]

Buttons: "Add Phone", "OK" (highlighted with a red box), "Cancel".

Radio buttons: "Approved Changes Take Effect: Approval Date, Future Date".

Click **Next** to continue.

The screenshot shows a web page titled "Contacts for Golden Panthers Printing". At the top, there are navigation tabs: "Company Profile", "Addresses", "Contacts" (active), "Payment Profile", and "Submit". Below the tabs are buttons: "Exit", "Save for Later", "Previous", and "Next".

The main content area displays a table of contacts:

Name	Address	Change Action	Change Effective Date	Edit
Roary Panther	11200 SW 8th Street			
Roary Panther Jr		Add	10/12/2020	

Buttons: "Add New Contact", "Exit", "Save for Later", "Previous", "Next" (highlighted with a red box).

Company Payment Changes

In the **Payment Profile** tab, suppliers can change/update invoicing and remitting addresses and edit payment/banking information to one or more payment profiles.

Supplier Change Request ID | Payment Profile for Golden Panthers Printing

Company Profile | Addresses | Contacts | **Payment Profile** | Submit

Exit | Save for Later | Previous | Next

Payment Profile for Golden Panthers Printing

(ID: FIU01/0000036020)

Description	Change Effective Date	Default	Edit
MIAMI - Miami	10/12/2020		
PHILADELPH - PHILADELPHIA - PO	11/16/2018	<input checked="" type="checkbox"/>	

*Required Field

Exit | Save for Later | Previous | Next

To edit current payment/ banking information and change/update invoicing and remitting addresses, click on the edit icon.

Supplier Change Request ID | Payment Profile for Golden Panthers Printing

Company Profile | Addresses | Contacts | **Payment Profile** | Submit

Exit | Save for Later | Previous | Next

Payment Profile for Golden Panthers Printing

(ID: FIU01/0000036020)

Description	Change Effective Date	Default	Edit
MIAMI - Miami	10/12/2020		
PHILADELPH - PHILADELPHIA - PO	11/16/2018	<input checked="" type="checkbox"/>	

*Required Field

Exit | Save for Later | Previous | Next

To edit/change invoicing or remitting addresses, click on **Select a Different Address**. (Note: If the address was just added to the profile, you will need to submit and wait for approval before you can edit your invoicing or remitting address)

Supplier Secure Home Page | Payment Profile for

Payment Profile

Payment Profile for **MIAMI - Miami**

Invoicing

Supplier Golden Panthers Printing **Select a Different Address**
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Remitting

Supplier Golden Panthers Printing **Select a Different Address**
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Expand All | Collapse All

Suppliers can enter/edit their payment advice email address in **Payment Notification Preferences**. Make sure to check off the Enable Email Payment Advice box.

Payment Profile

Payment Profile for MIAMI - Miami

Invoicing

Supplier Golden Panthers Printing [Select a Different Address](#)
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Remitting

Supplier Golden Panthers Printing [Select a Different Address](#)
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Expand All Collapse All

▼ **Payment Preferences**

Payment Terms ID 01 Net30
Payment Method **Electronic Funds Transf** ▼

* CHECK box to add Single Use Account or UNCHECK to remove.

▼ **Payment Notification Preferences**

Enable Email Payment Advice
Email ID goldenpantherprinting@gmail.com

▼ **Attachments**

[Attachments](#)

Suppliers can also edit **Payment Preferences** by selecting either Single Use Account or EFT in the Payment Method drop down menu.

Payment Profile

Payment Profile for MIAMI - Miami

Invoicing

Supplier Golden Panthers Printing [Select a Different Address](#)
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Remitting

Supplier Golden Panthers Printing [Select a Different Address](#)
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Expand All Collapse All

▼ **Payment Preferences**

Payment Terms ID 00 Due Immed
Payment Method **Electronic Funds Transf** ▼

* CHECK box to add Single Use Account or UNCHECK to remove.

▼ **Payment Notification Preferences**

Enable Email Payment Advice
Email ID goldenpantherprinting@gmail.com

▼ **Attachments**

[Attachments](#)

OK Cancel

To update/change supplier banking account information, click on the edit icon.

Payment Profile

Payment Profile for **MIAMI - Miami**

Invoicing

Supplier: Golden Panthers Printing
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Select a Different Address

Remitting

Supplier: Golden Panthers Printing
11200 SW 8th Street
11200 SW 8th Street
Miami, FL 33199-2516

Select a Different Address

Expand All Collapse All

Payment Preferences

Payment Terms ID: 01 Net30
Payment Method: Electronic Funds Transf

* CHECK box to add Single Use Account or UNCHECK to remove.


Payment Notification Preferences

Enable Email Payment Advice
Email ID: goldenpantherprinting@gmail.com

Attachments

Attachments

Bank Accounts

Default	Beneficiary Bank	Bank ID Number	Bank Account #	Edit
<input checked="" type="checkbox"/>	JP MORGAN CHASE	102001017	3483483483	

OK Cancel

Enter Bank Name, select Account Type and click on the **Search** Icon in the Bank ID Qualifier field to select 001.


Supplier Bank Account

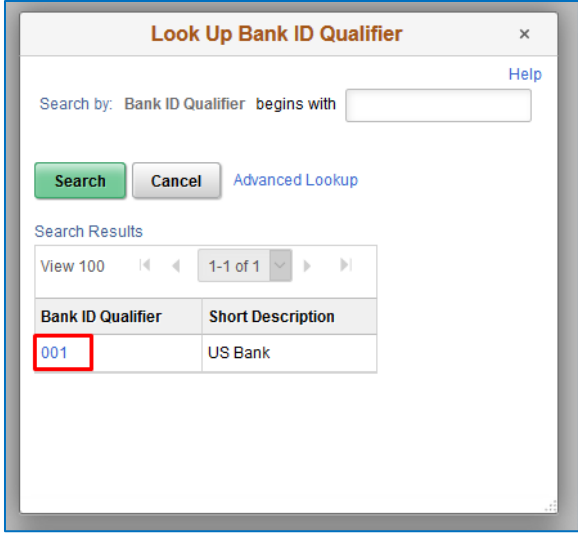
Bank Accounts

Country: USA United States

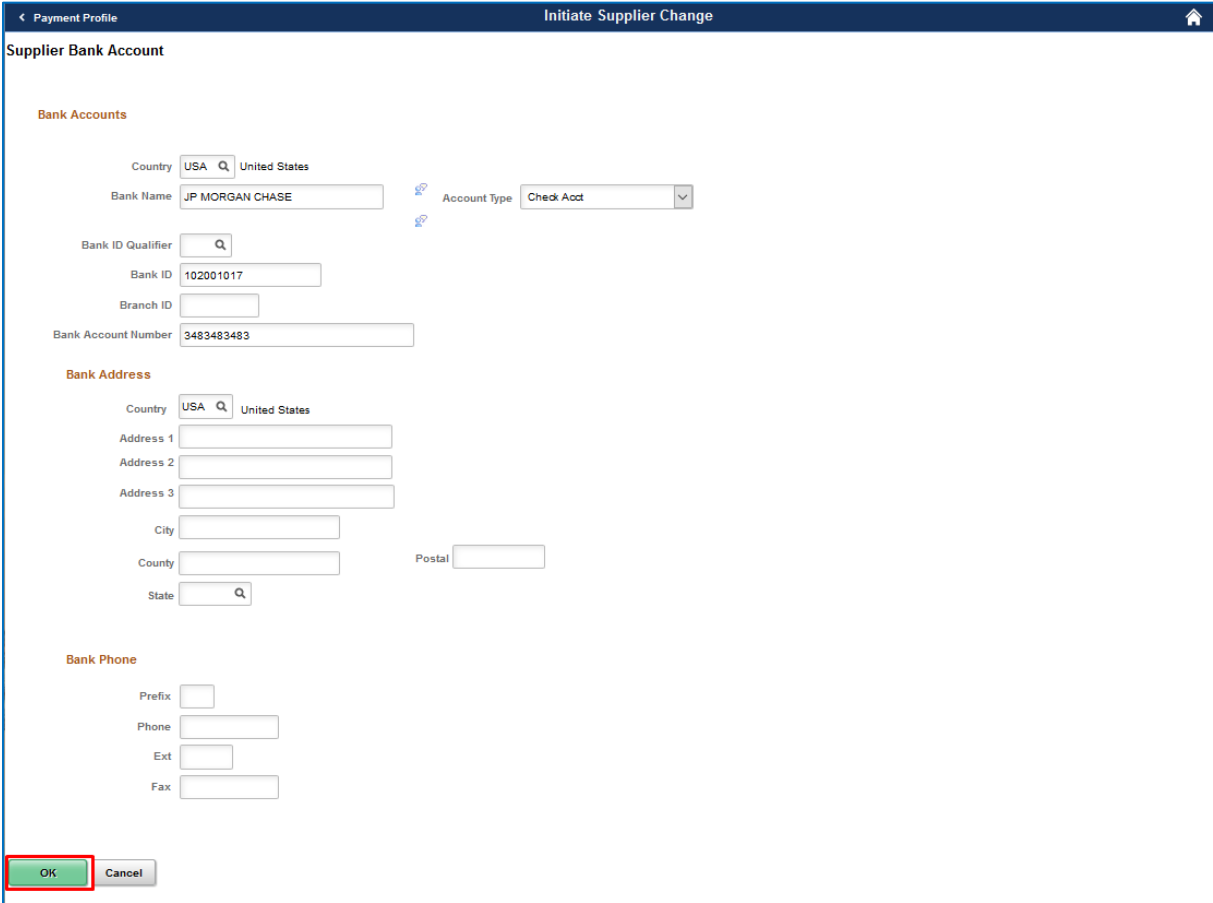
Bank Name: JP MORGAN CHASE

Account Type: Check Acct

Bank ID Qualifier: 



Enter updated Bank ID (Routing Number) and Bank Account Number, click **OK** to proceed.



Reminder: When adding/changing an address, you will be required to attach a signed and up-to-date W9 here in the **Payment Profile** tab. To avoid delays, please confirm that the submitted W9 is signed and dated and that the information on the W9 matches the information on your supplier profile.

Supplier Secure Home Page | Payment Profile for

Payment Profile for **MIAMI - Miami**

Invoicing | Supplier: Golden Panthers Printing | 11200 SW 8th Street | Miami, FL 33199-2516 | [Select a Different Address](#)

Remitting | Supplier: Golden Panthers Printing | 11200 SW 8th Street | Miami, FL 33199-2516 | [Select a Different Address](#)

Expand All | Collapse All

Payment Preferences

Payment Terms ID: 00 | Due Immed

Payment Method: Electronic Funds Transf

* CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences

Enable Email Payment Advice

Email ID: goldenpantherprinting@gmail.com

Attachments

[Attachments](#)

After all **Payment Profile** updates/changes have been made, click **OK** to proceed.

Supplier Secure Home Page | Payment Profile for

Payment Profile for **MIAMI - Miami**

Invoicing | Supplier: Golden Panthers Printing | 11200 SW 8th Street | Miami, FL 33199-2516 | [Select a Different Address](#)

Remitting | Supplier: Golden Panthers Printing | 11200 SW 8th Street | Miami, FL 33199-2516 | [Select a Different Address](#)

Expand All | Collapse All

Payment Preferences

Payment Terms ID: 00 | Due Immed

Payment Method: Electronic Funds Transf

* CHECK box to add Single Use Account or UNCHECK to remove.

Payment Notification Preferences

Enable Email Payment Advice

Email ID: goldenpantherprinting@gmail.com

Attachments

[Attachments](#)

OK | Cancel

Click **Next** to continue.

Supplier Change Request ID: Payment Profile for Golden Panthers Printing

Company Profile | Addresses | Contacts | **Payment Profile** | Submit

Exit | Save for Later | < Previous | Next >

Payment Profile for Golden Panthers Printing

Description	Change Effective Date	Default	Edit
MIAMI - Miami	10/12/2020	<input checked="" type="checkbox"/>	

*Required Field

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

Review and Submit Changes

In the **Submit** tab, suppliers can add additional email addresses, review updates/changes and enter any additional comments regarding the changes made.

Supplier Secure Home Page: Review and Submit Changes for Golden Panthers Printing

Company Profile | Addresses | Contacts | Payment Profile | **Submit**

Exit | Save for Later | < Previous | Next >

Review and Submit Changes for Golden Panthers Printing

Make sure you read all information you provided before submitting your change.
Use the "Submit" button to submit your change request.
Email communication regarding this request will be sent to:
roary.panther@email.com

Email:

Comments:

I hereby certify that I am a duly authorized representative of the supplier and that the information provided by me, and in any attachment in support thereof, is accurate, current, and complete. I expressly and explicitly understand and agree that in no event shall FIU be held liable for the change I made to suppliers information.

Review | Submit

[Contact Us](#)

Exit | Save for Later | < Previous | Next >

To review the changes made, click **Review**.

Supplier Secure Home Page Review and Submit Changes for Golden Panthers Printing

Company Profile Addresses Contacts Payment Profile **Submit**

Exit Save for Later Previous Next

Review and Submit Changes for Golden Panthers Printing

Make sure you read all information you provided before submitting your change.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
roary.panther@email.com

Email:

Comments

I hereby certify that I am a duly authorized representative of the supplier and that the information provided by me, and in any attachment in support thereof, is accurate, current, and complete. I expressly and explicitly understand and agree that in no event shall FIU be held liable for the change I made to suppliers information.

Review Submit

[Contact Us](#)

Exit Save for Later Previous Next

Verify the updates/changes made and click **Return** to proceed.

Supplier Change Request ID Initiate Supplier Change

Review Page for Golden Panthers Printing

Expand All Collapse All

Reason for Change OTHER PLEASE EMAIL VENDORS@FIU.EDU

Profile Questions

Address Information

Type	Information	Current	Proposed	Date To Change
Address:	11600 NW 17th Avenue			
Add			11600 NW 17th Avenue USA 11600 NW 17th Avenue Miami Miami-Dade Florida 33167-2725	Approval

Address-Phone

Phone Type	Location	Prefix	Telephone	Ext	Business Phone
Add					

Contact Information

Payment Profile

Return

If all updates/changes are correct, make sure to check the agreement then click **Submit**.

< Supplier Change Request ID Review and Submit Changes for Golden Panthers Printing

Company Profile | Addresses | Contacts | Payment Profile | **Submit**

Exit | Save for Later | < Previous | Next >

Review and Submit Changes for Golden Panthers Printing

Make sure you read all information you provided before submitting your change.
Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:
roary.panther@email.com

Email: goldenpantherprinting@gmail.com

Comments: Updates Made

I hereby certify that I am a duly authorized representative of the supplier and that the information provided by me, and in any attachment in support thereof, is accurate, current, and complete. I expressly and explicitly understand and agree that in no event shall FIU be held liable for the change I made to suppliers information.

Review | **Submit**

[Contact Us](#)

Exit | Save for Later | < Previous | Next >

You have successfully submitted your change request and will be notified when your changes have been approved.

< Supplier Change Request ID Supplier Change Request Submit Confirmation

New Window | Personalize Page

Supplier Change Request Submit Confirmation

Pending Approval

You have successfully submitted your Supplier Change Request

Your Change Request ID: 0000000013

Any email regarding the request status will be sent to:
roary.panther@email.com; goldenpantherprinting@gmail.com

[Return to Supplier Change Request Selection Page](#)

[Return to Supplier Home Page](#)