**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.
Company Profile for Golden Panthers Printing

Unique ID & Company Profile

- **Supplier Name:** Golden Panthers Printing
- **Doing Business As:**
- **Classification:** Company
- **URL:** http://www.goldenpanthersprinting.com
- **Primary Email:** mary@goldenpanthersprinting.com

**Government Classifications**

- **EEO Certification Date:**

**NAICS Codes**

- **Add NAICS Code**

**MGT Codes - Enter a minimum of 3 codes.**

- **Add MGT Code**

Profile Questions

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

If YES, to Question 1 above, outline FIII department name, individual contact name and phone number:

- Please select the annual household income for the president of the company:
  - $150,000 and Over
- Please select your company’s annual income:
  - $1,000,000 and Over

What kind of services are being offered to the university?

- Please provide your Tax Classification:
  - Select

- Please select NA 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.
  - NA (or No)
  - Select

- Please select NA 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.
  - NA (or No)
  - Select
Make any changes/updates as necessary, click **Next** to proceed.

**Company Address Changes**

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

To edit the current address, click on the edit icon.
Make edits as necessary and click OK to proceed.

To add a new address, click on Add New Address.
Enter the new address and/or phone number and click **OK** to proceed.

Click **Next** to continue.
**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.

To add a new contact, click on **Add New Contact**.
Enter the contact information and/or phone number and click **OK** to proceed.

Click **Next** to continue.
**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.

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

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

Suppliers can also edit **Payment Preferences** by selecting either Single Use Account or EFT in the Payment Method drop down menu.
To update/change supplier banking account information, click on the edit icon.

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

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

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

Verify the updates/changes made and click **Return** to proceed.
If all updates/changes are correct, make sure to check the agreement then click **Submit**.

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