strive for an open and competitive process with our suppliers in order to foster a mutually beneficial relationship.

**SUPPLIER PORTALS**

New Supplier

Existing Supplier Changes

Instruction Guide for the Registration Process

**SUPPLIER PORTAL WALKTHROUGHS**

Business Portal Walkthrough

Individual Portal Walkthrough

Existing Supplier Change Walkthrough

**UF DEPARTMENTS**

For additional information, please visit the website or contact the University of Florida's Finance and Accounting department.

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Welcome Supplier Portal Guest Account

( UF Supplier)

In this portal, you can make changes to your existing information. Before you begin please have the Supplier Tax Information form filled out as you will be required to attach a copy on the next page.

You only need to make the changes necessary. You do not have to re-enter any fields or forms that need no changes.

Enter Tax ID number (SSN or EIN) with no hyphens or spaces then click Next.
Enter your full name here.

Attach Supplier Tax Information and Electronic Payment (ACH) form with a voided check or a copy of the bank statement here.

Enter the name and email address of UF department contact you are working with.

This is your email.

Scroll down and click Next until you reach the Submit screen.

Enter your email here.

Check Confirm Changes box. You can review your information then click Submit. Please send the 10-digit Request ID you receive to your UF department contact.