

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

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Welcome Company Profile Addresses Contacts Payment Profile Submit

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Welcome Supplier Portal Guest Account

(UF Supplier)

[Review Changes](#)

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.

Taxpayer Identification Number

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

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Company Profile for UF Supplier

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Please make sure to enter a Supplier Name and Attach the Supplier Tax Information Form under the Profile Question section.

Unique ID & Company Profile

*Supplier Name

Enter your full name here.

Doing Business As (if applicable)

Expand All Collapse All

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

UNSPSC Codes

Profile Questions

*Supplier Tax Information Form

Attachments (0)

Add/View Attachments

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

Provide the department and the department contact you are working with

Jackie Stearns ufrf@research.ufl.edu

This is your email.

Email or fax number where purchase orders should be sent

Business Classification or Designation

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

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Review and Submit Changes for UF Supplier

Use the "Review" button to review changed information.

Use the "Submit" button to submit your change request.

Email communication regarding this request will be sent to:

Enter your email here.

Confirm Changes

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.

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