



PROCUREMENT SERVICES

Suppliers desiring to register as an FSU Bidder to receive notifications of future competitive solicitations

Visit FSU's Supplier Portal:

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=FSU>



PROCUREMENT SERVICES



Secure Account Login



Please login to view the sourcing event.

Email

Password

Login

[Trouble logging in?](#)

If you do not already have an account with FSU, please click the button below to begin account creation.

To avoid processing congestion, please wait for us to initiate further contact.

We appreciate your interest in doing business with FSU.

Create Account

Welcome to the FSU Supplier Management System.

Registering with our database does not guarantee our business with your company.

After you complete the short registration process, we will review your information and keep on file until one of the following occurs:

1. If you are a new supplier, once an opportunity has been identified, you will be invited back into the system to provide additional information before payments can be initiated.
2. If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

If you have any questions regarding solicitation event details please contact us at sourcing@fsu.edu or 1-850-644-6850.

Any issues related to logging in or technical issues, including attachments, questions can be submitted to our third party software host, SciQuest via a Support Form: <http://go.sciquest.com/SupplierSupportRequest.html> or via (800)233-1121, option 2 then option 1.

If you have already established an account for FSU's Supplier Management System, enter your email and password and then skip to slide #8 in this presentation.

If you have not established an account, click the **Create Account** button.



PROCUREMENT SERVICES

[Registration Checklist](#)

[Registration FAQ](#)

Welcome to Supplier Registration

Supplier Registration is required as a prerequisite for doing business with FSU, and should not be interpreted as a method of becoming a preferred supplier.

When Supplier Registration is Needed

New suppliers (not currently in our supplier database) being paid through purchase orders. **A purchase order is required before any goods or services are provided. [Click here](#) for additional details.**

Suppliers that were previously registered with FSU but have had their information deleted due to lack of use (supplier information is removed from our system if the supplier is not used within 18 months)

[Continue with Registration](#)

Please contact Procurement Services at supplirrrelations@fsu.edu or +1 (850) 644-6850 for assistance.

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sciQUEST



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Supplier Registration

When a new supplier is added to the FSU supplier system, we are verifying with the IRS that the information provided on the supplier registration form matches their database. If it does not match, we will hold the supplier registration (along with any payments) until the correct information is received and confirmed. FSU is making every effort to ensure that the information we report to the IRS is a match prior to making any payments. Please refer to the instructions at www.irs.gov/pub/irs-pdf/iw9.pdf for more information on the information that should be provided.

Company Information

Legal Company Name *

Tax ID NumberType

Tax Id

DUNS Number

Contact Information

First Name *

Last Name *

Title

Phone Number * ext.

For international numbers, begin the number with +

Login Information

Email *

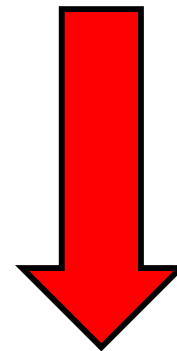
Confirm Email *

Create Password *

Confirm Password *

Security Information

Fill in the requested information. Fields marked with an asterisk * are required. Scroll to bottom, complete the security info and click on the **Create Account** Button



Create Account



PROCUREMENT SERVICES

Supplier Registration

Thank you for starting the registration process with Florida State University.

Please check your email inbox for instructions on how to complete the registration process.

Please contact Procurement Services at supplierrelations@fsu.edu or +1 (850) 644-6850 for assistance.

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FSU SpearMart <SpearMart@fsu.edu>

to me ▾



Supplier Registration for Florida State University

Dear Sheila Supplier,

Thank you for starting the registration process with Florida State University. Please click the "Complete Registration Now" link below to continue your registration process.

Click here to verify
your email address

[Complete Registration Now](#)

Please remember, your supplier profile is not complete until you finish all required fields on the registration form and click the submit button on the last tab. If you need to leave the form and complete the registration at a later date, please be sure to save your information before exiting. Once your profile is submitted completely, you will receive a confirmation email that your company was successfully registered.

Company: Sheila Supplier

Email: sheilasupplier@gmail.com

Thank You,

Florida State University

If you have any technical questions, please contact Procurement Services at supplierrelations@fsu.edu or [+1 \(850\) 644-6850](tel:+18506446850) for assistance and identify yourself as registering in the Florida State University Supplier Network.



PROCUREMENT SERVICES

Supplier Registration

Email address validated. Proceed to create your account.

Submit

Please contact Procurement Services at supplierrelations@fsu.edu or +1 (850) 644-6850 for assistance.

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PROCUREMENT SERVICES



Secure Account Login



Account created successfully.

Please log in to complete registration.

Email

Password

[Trouble logging in?](#)

If you do not already have an account with FSU, please click the button below to begin account creation.

To avoid processing congestion, please wait for us to initiate further contact.

We appreciate your interest in doing business with FSU.

Welcome to the FSU Supplier Management System.

Registering with our database does not guarantee our business with your company.

After you complete the short registration process, we will review your information and keep on file until one of the following occurs:

1. If you are a new supplier, once an opportunity has been identified, you will be invited back into the system to provide additional information before payments can be initiated.
2. If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

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Enter your email and password that you used to register your account with FSU.

File Edit View History Bookmarks Tools Help

Home - Sheila Supplier × <https://bids.s...stomerOrg=FSU> × +

<https://solutions.sciquest.com/apps/Router/BrandedSupplierHome?tmstmp=1489516699200>

RAPid Login Most Visited Google OMNI FSU SciQuest, Inc.: Sign in Florida State Universit... TeamDynamix Sign-In

Home Documents Sourcing Reporting Administer Registration

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Home > Customer Portal Home > Home - Sheila Supplier

FSU Supplier Portal

[Frequently Asked Questions](#)
[Training Materials](#)
[Feedback](#)

Quick Links to Common Tasks

[Manage Registration Profile](#)

Customer Contact

Name	Procurement Services
Email	supplierrelations@fsu.edu
Phone	+1 (850) 644-6850

Sourcing Events

Show

No Results
No Results

[View All Events](#)

Click **Manage Registration Profile** to enter basic information about your company including the commodity codes that represent your company's products and/or services.

Home Documents Sourcing Reporting Administer Registration

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Registration > Manage Registration Profile > Welcome

Sheila Supplier

Registration **In Progress** for: Florida State University

0 of 3 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Contacts ✓
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

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Suppliers that were previously registered with FSU but have had their information deleted due to lack of use (supplier information is removed from our system if the supplier is not used within 18 months)

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next >

Use the **Next button** to navigate to each section to enter the required information. If you do not enter the correct commodity codes that represent your company's products and/or services you may not receive the appropriate notification for future competitive solicitations that may be applicable to your company.