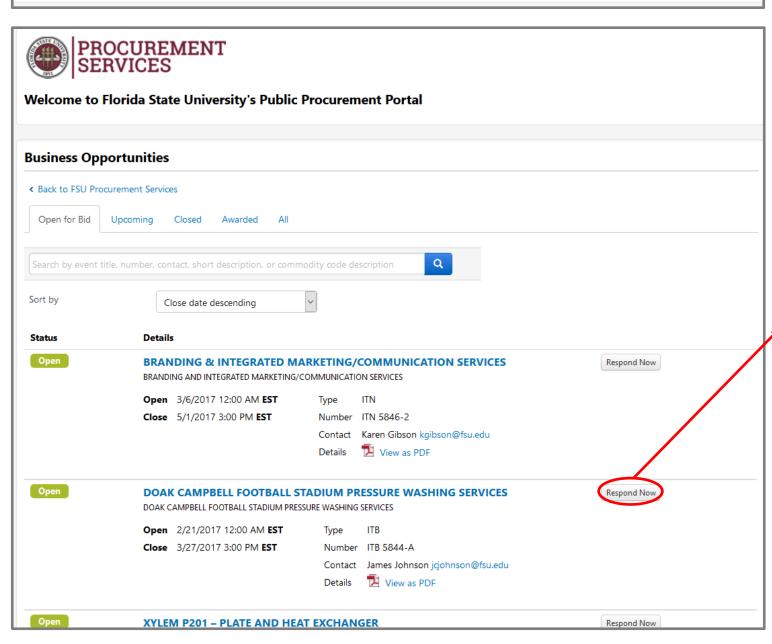


Suppliers desiring to participate in FSU competitive solicitations

Visit FSU's Public Procurement Portal:

https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=FSU



Click the
Respond Now
button for the
event you desire
to review and/or
respond to





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.



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:

- 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.
- If you are requesting any updates, our supplier relations team will confirm that the information successfully updated.

If you have any questions regarding soliciation 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.





Sourcing Event User 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 *		

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





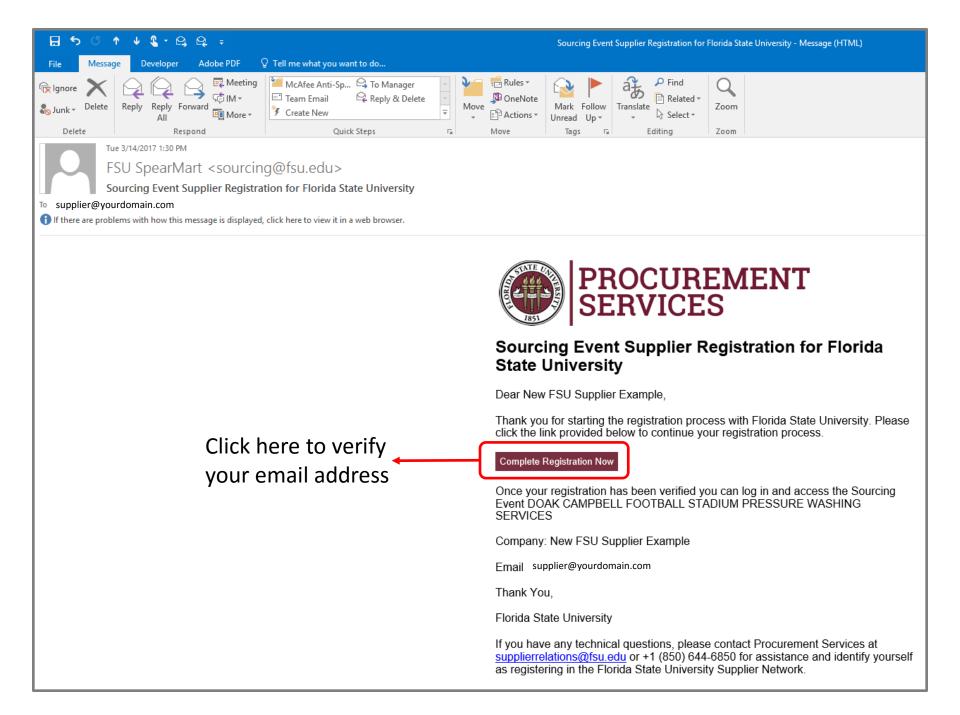
Sourcing Event User Registration

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.







Supplier Registration

Email address validated. Proceed to create your account.



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







Secure Account Login



Please login to view the sourcing event.

Email	
Password	
	Login Trouble logging in?

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Create Account

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http://go.sciquest.com /SupplierSupportRequest.html or via (800)233-1121, option 2 then option 1. Enter your email and password that you used to register your account with FSU.



