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

Visit FSU’s Supplier Portal:

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.
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 supplierrelations@fsu.edu or +1 (950) 644-6850 for assistance.
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.
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.
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.

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: shellasupplier@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 for assistance and identify yourself as registering in the Florida State University Supplier Network.
Email address validated. Proceed to create your account.

Please contact Procurement Services at supplierrelations@fsu.edu or +1 (850) 644-6850 for assistance.
Enter your email and password that you used to register your account with FSU.
Click **Manage Registration Profile** to enter basic information about your company including the commodity codes that represent your company’s products and/or services.
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.