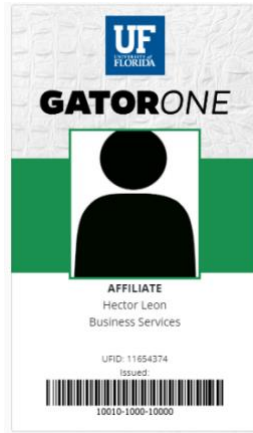# How Authorizers Can Create and Order a Vendor Card

Vendors and other UF affiliates will be issued a card that is oriented vertical instead of horizontal and will have a green stripe as compared to blue.

These card requests must be initiated by the sponsoring department as that confirms the valid affiliation for the ID purposes. In order to request a vendor card, the vendor has to be in the system first. The identity officer for the department needs to create the UFID first in the Person HUB an assign the necessary affiliations.

The day after the UFID is created and the affiliations updated, the card can be requested on the portal since the data has to update overnight between the systems.

1. From the Business Services portal, choose **GATOR**ONE, + Request a New **GATOR**ONE Card
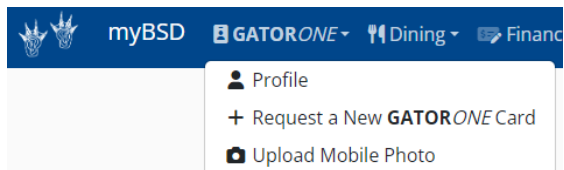
2. Enter the vendor's UFID.
(DO NOT press "Enter" after typing the UFID. Rather, wait for the name to populate below the text box). Click the name in the dark blue box when it appears.

3. On the **GATOR**ONE Card Request form, verify the correct name displays, review credentials.

4. Then choose the Delivery Method, Department (display on the ID Card)

Updated: November 22, 2023

Delivery Method

Pickup at Main ID Card Office

☑ **GATOR**ONE
Print a new **GATOR**ONE card.

☐ Overlay Badge
Add an Overlay Badge for $15.00 extra.

☐ Badge Holder
Add a Badge Holder for $5.00 extra (4.65 pl

Department

Business Services

5. As a Payment Method, select either Charge my Department, if you are covering the card cost, or select Pay at Pickup, if the affiliate is responsible for the payment. **DO NOT select "Pay Online" since gatorlink is needed and many of the affiliates do not have it.**

5. Next, add a photo and any "Notes" for the **GATOR**ONE office.

Cardholder Photo

Please upload your photo (head and shoulders only).

Drag and drop file/'s here
or
Browse File

Upload Profile Photo

6. Finally, click "Approve" in the bottom right corner.