

BuyLU Supplier Portal Account Setup Instructions

1) Portal Setup

First time registration for the BuyLU Supplier Portal can come from a direct link or an email invitation. The direct link will take you to the Registration Welcome page below. Review the instructions and click **Continue with Registration**.

The screenshot shows the 'Welcome to Supplier Registration' page. At the top, there are logos for Liberty University and BuyLU. On the left, there are links for 'Registration Checklist', 'Registration FAQ', and 'Registration Tutorial'. The main content area includes a language dropdown set to 'English', a radio button selection for 'I represent a company' (which is selected), and a message: 'Welcome to our Supplier Registration platform for Liberty University!'. Below this, there is a paragraph explaining the secure registration process, a section about the six-step registration process, an 'Important Information' section regarding accurate data entry, and a 'Contact Us' section with phone and email information. At the bottom, there is a blue button labeled 'Continue With Registration'.

If you have accessed a link through an **email** invitation titled **Supplier Invitation for Liberty University** from **BuyLU Supplier Network**, fill in your email and password and then click the **Register Now** button to be directed to the Registration Welcome page.

2) Supplier Registration

After entering your email, click **Create Account**.

To complete registration, fill in the **required fields** on the page below. These include:

- First Name
- Last Name
- Phone number

The screenshot shows the 'Welcome to Liberty University's Supplier Portal!' page. It features the Liberty University and BuyLU logos at the top. The main heading is 'Welcome to Liberty University's Supplier Portal!'. Below this, there is a paragraph about the portal's interface and a contact information section. An 'Important Information' section in red text states: 'If you do not have an existing account, you will be prompted at the bottom of the page to "Create Account" after entering your email address.' The form area has a language dropdown set to 'English' and a text input field containing 'buylutest3@liberty.edu'. Below the input field, a message says 'Looks like you don't have an account yet. Click "Create Account" to register.' There is a 'Back' link and a blue 'Create Account' button at the bottom, which is highlighted with a red box.

- Preferred Time Zone
- Email
- Password

After the required fields are filled in, **read and agree** to the JAGGAER (our partner for BuyLU) Terms and conditions. After this, click the **check box** to confirm you are a human.

Account setup in LU's Supplier network is complete. If you need assistance completing the supplier profile registration, there are instructions available on our [webiste](#). Thank you!

If you have any questions or encounter issues, please contact Supplier Management using the information below:

Liberty University Supplier Management
Email: suppliermanagement@liberty.edu
Phone: 434-592-3053