## **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**.



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

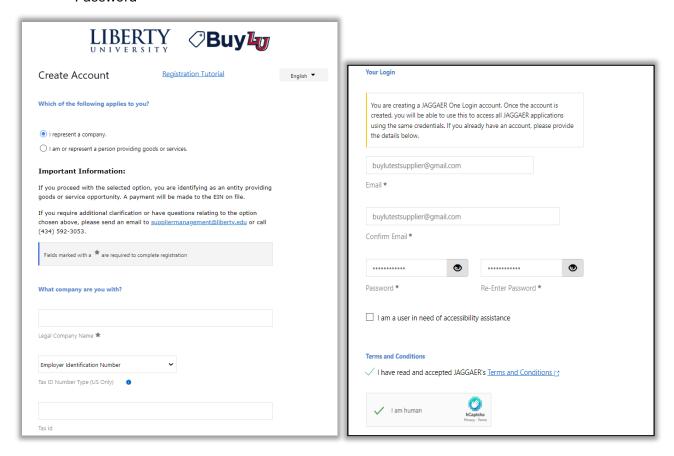
After entering your email, click Create Account.

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

- First Name
- Last Name
- Phone number

U	IBERTY OBUY
Welcome to Liber	ty University's Supplier Portal!
	dividual and Supplier Portal provides a single interface that makes doing University simple and convenient. Please enter your email address below to
	ons, issues, or concerns, please call LU Supplier Management at (434) 592-end an email to <a href="mailto:suppliermanagement@liberty.edu">suppliermanagement@liberty.edu</a> .
Important Inform	nation:
If you do not have an Account" after entering	existing account, you will be prompted at the bottom of the page to "Create g your email address.
Enter your email to L	ogin/Create Account English ▼
Enter your email to L	ingan .
buylutest3@liberty.edu	ingan .
buylutest3@liberty.edu	Ступат
buylutest3@liberty.edu  Looks like you don't have  Email	Ступат
buylutest3@liberty.edu  Looks like you don't have	Ступат
buylutest3@liberty.edu  Looks like you don't have  Email	Ступат
buylutest3@liberty.edu  Looks like you don't have  Email	Ступат

- 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 <u>webiste</u>. 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