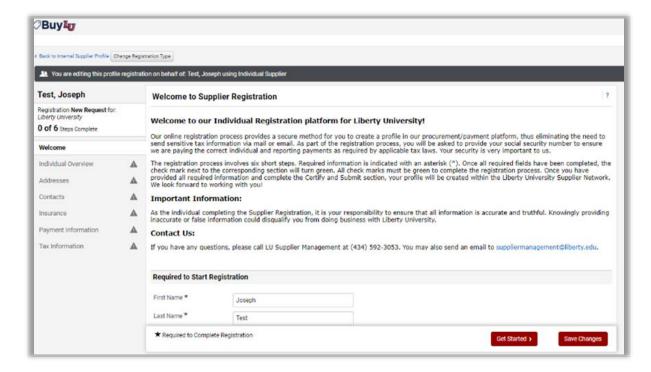
BuyLU Supplier Profile Registration Instructions For Individual/Single Member LLC Suppliers

1) Welcome

- Enter the First and Last name of the individual the profile will be for.
- Ensure it is spelled correctly then click Next.



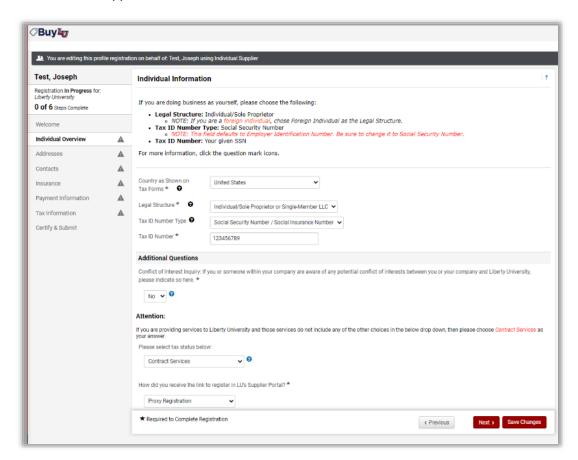
2) Individual Overview

Complete the **required fields** using your personal information:

- Country of Origin
- Legal Structure
 - Should be marked Individual/Sole Proprietor or Single Member LLC
- Tax ID Number Type
 - Should be marked Social Security and not Employee Identification Number
- Tax ID Number
 - Make sure the Tax ID number matches the Tax ID Number Type previously selected.
- Conflict of Interest Inquiry
- Tax Status

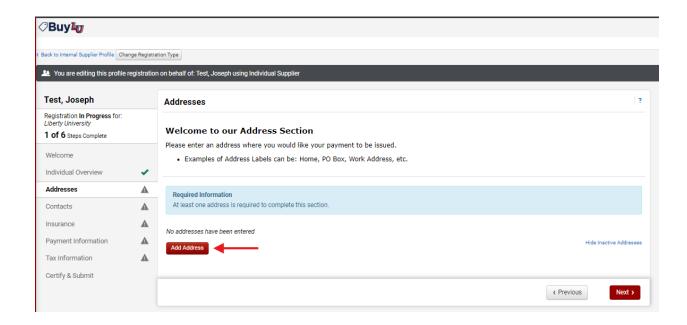
 Contract Services should be selected for all Individual/Sole Proprietor and LLC P registrations from the drop-down menu.

Use the dropdown menu to indicate in what way you received the link to register your profile within the LU Supplier Portal. Click **Next**.



3) Addresses

• Click the Add Address button.



4) Address Details

In the text box, label the address "HQ" or any other preferred title for the location.

Input address and other required contact details.

- Country
- Address Line 1
- City/Town
- Postal Code
- Phone Number

Click Next.

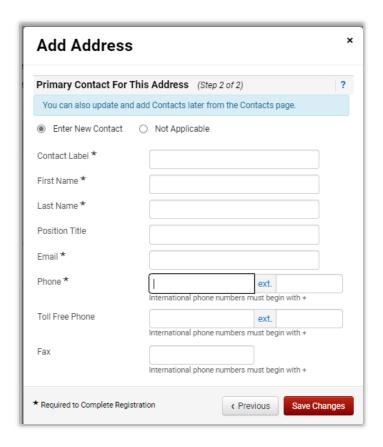


5) Contacts

Input required contact information for the Point of Contact for the address.

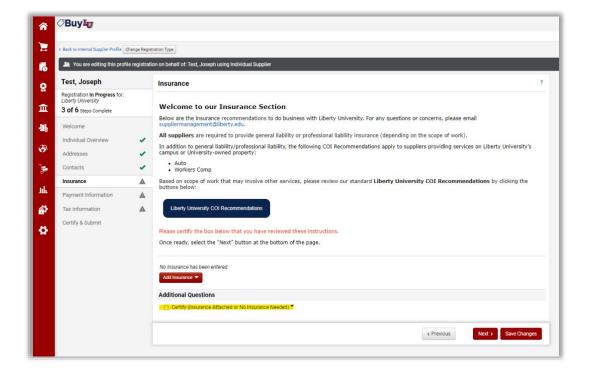
- Contact Label: Input "POC" or any other title you prefer.
- First Name
- Last Name
- Email
- Phone Number

Click Next.



6) Insurance

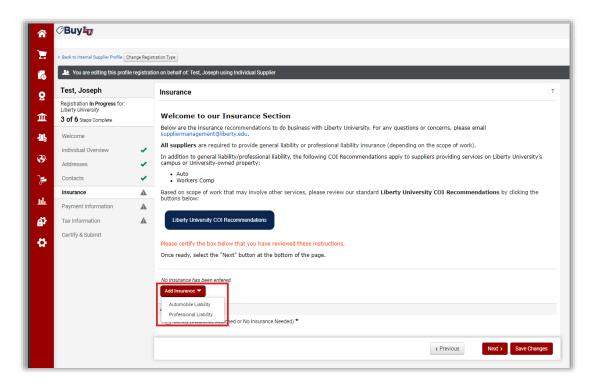
If insurance is not required, click the Certify (Insurance Attached or No Insurance Needed).



If Insurance information is required, continue forward to **add insurance information**.

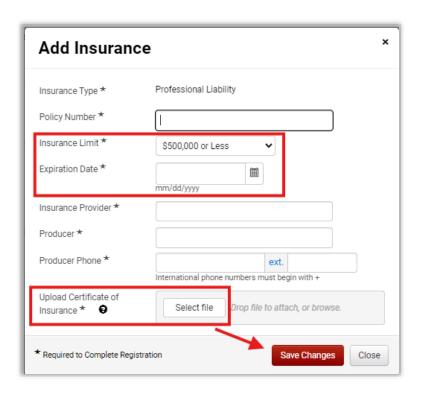
Click the "Liberty University COI Requirements" button to view more details on insurance recommendations for Liberty University supplier coverage.

Click **Add Insurance** and select the **type** of insurance.



Follow the **on-screen instructions** and **upload** required attachments.

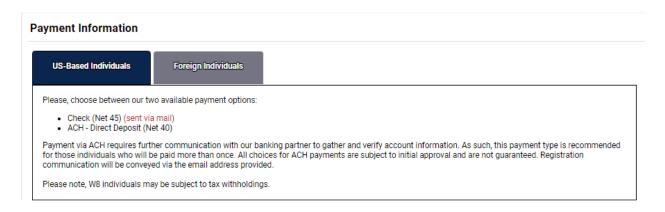
- Select the applicable **insurance limit** from the dropdown.
- Provide an **expiration date**.
- Click the "Select File" button to upload insurance.



7) Payment Information

Click the **US-Based Entities** tab (to the right of the "Start Here" tab) and review the instructions.

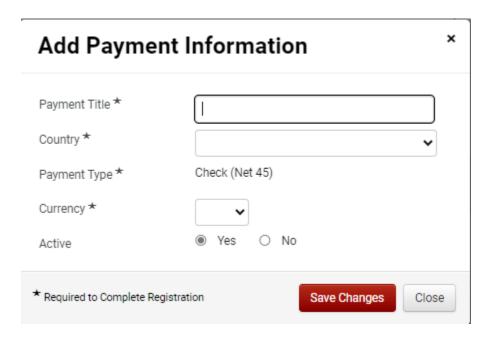
Click Add Payment Information.



Click on Add Payment Information and input the required details.

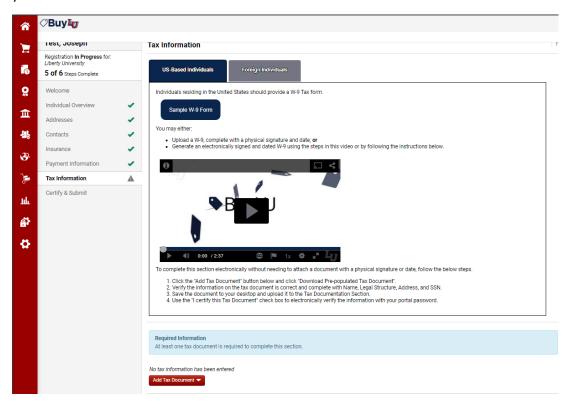
- Payment Title
- Country
- Payment Type
- Currency

Click Save Changes.



8) Tax Information

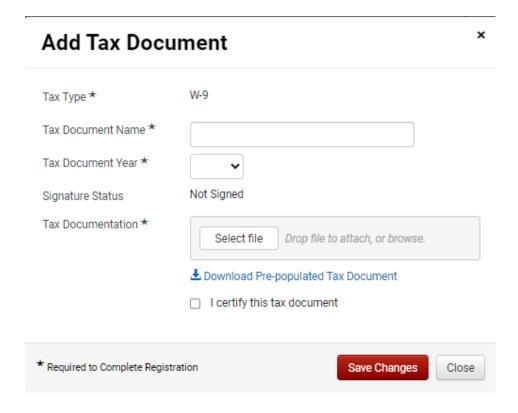
Click **Add Tax Document** to upload a copy of the current W-9. Must be dated within the last 4 years.



Input **Tax Document Name** in the text box: "W-9"

- Select the **Tax Document Year** from the dropdown.
- Click the **Select File** button to **upload W-9**.
- Click Save Changes.

If you do not already have a W-9, click "Download Pre-populated Tax Document" to create a W-9 document using the information that you had previously entered in the registration form and upload it the same way.



If you would like to eSign your W-9 rather than sign the hard copy, check the box that says "I certify this tax document". Use the password you used to create your profile in the box at the bottom to eSign the W-9 otherwise leave the checkbox unmarked.

Electronic System Submission

Under penalties of perjury, I certify that:

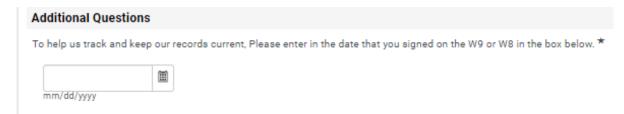
- I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.
- By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature	Enter Your Full Name		
* Required to Complete Registration		Save Changes	Close

9) Additional Questions

Input the date the W-9 was signed in the text box or click the calendar icon to select the date.

Click Proceed to Certify & Submit.



10) Certify & Submit

Input the required fields:

- o Preparer's initials
- o Preparer's name
- Preparer's email address

Click the check box to **certify** that all information provided is true and accurate.

Click **Submit**. Your profile is now complete.

