

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**.

The screenshot shows the 'Welcome to Supplier Registration' page on the BuyLU platform. The user is identified as 'Test, Joseph' and is editing a profile registration on behalf of 'Test, Joseph using Individual Supplier'. The page indicates that 0 of 6 steps are complete. A navigation menu on the left lists sections: Individual Overview, Addresses, Contacts, Insurance, Payment Information, and Tax Information. The main content area includes a welcome message, a description of the registration process, and 'Important Information' regarding the accuracy of provided data. Below this, there is a 'Required to Start Registration' section with input fields for 'First Name *' (containing 'Joseph') and 'Last Name *' (containing 'Test'). A legend indicates that fields with an asterisk are required to complete registration. At the bottom right, there are 'Get Started' and 'Save Changes' buttons.

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**.

The screenshot shows the 'Individual Information' section of a registration form. The user is 'Test, Joseph' and is registering for 'Liberty University'. The form is 0 of 6 steps complete. The 'Individual Information' section includes instructions for legal structure and tax ID number type. The 'Additional Questions' section includes a conflict of interest inquiry and an attention section for tax status and registration method. The 'Attention' section has a dropdown for 'Contract Services' and a dropdown for 'Proxy Registration'. The form has 'Previous', 'Next', and 'Save Changes' buttons at the bottom.

BuyLog

You are editing this profile registration on behalf of: Test, Joseph using Individual Supplier

Test, Joseph

Registration In Progress for:
Liberty University
0 of 6 Steps Complete

Welcome

Individual Overview

- Addresses
- Contacts
- Insurance
- Payment Information
- Tax Information
- Certify & Submit

Individual Information

If you are doing business as yourself, please choose the following:

- **Legal Structure:** Individual/Sole Proprietor
 - NOTE: If you are a *foreign individual*, chose *Foreign Individual as the Legal Structure*.
- **Tax ID Number Type:** Social Security Number
 - NOTE: This field defaults to *Employer Identification Number*. Be sure to change it to *Social Security Number*.
- **Tax ID Number:** Your given SSN

For more information, click the question mark icons.

Country as Shown on Tax Forms *

Legal Structure *

Tax ID Number Type

Tax ID Number *

Additional Questions

Conflict of Interest Inquiry: If you or someone within your company are aware of any potential conflict of interests between you or your company and Liberty University, please indicate so here. *

Attention:

If you are providing services to Liberty University and those services do not include any of the other choices in the below drop down, then please choose **Contract Services** as your answer.

Please select tax status below:

How did you receive the link to register in LU's Supplier Portal? *

★ Required to Complete Registration

3) Addresses

- Click the **Add Address** button.

BuyHQ

[Back to Internal Supplier Profile](#) [Change Registration Type](#)

You are editing this profile registration on behalf of: Test, Joseph using Individual Supplier

Test, Joseph

Registration **In Progress** for:
Liberty University

1 of 6 Steps Complete

Welcome

Individual Overview

Addresses

Contacts

Insurance

Payment Information

Tax Information

Certify & Submit

Addresses

Welcome to our Address Section

Please enter an address where you would like your payment to be issued.

- Examples of Address Labels can be: Home, PO Box, Work Address, etc.

Required Information

At least one address is required to complete this section.

No addresses have been entered

[Add Address](#)

[Hide Inactive Addresses](#)

[Previous](#) [Next](#)

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**.

Add Address ✕

Address Details (Step 1 of 2) ?

What would you like to label this address? *
Example: Headquarters, Houston Office

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone
International phone numbers must begin with +

Toll Free Phone
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration 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**.

Add Address ×

Primary Contact For This Address (Step 2 of 2) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact
 Not Applicable

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone * ext.
International phone numbers must begin with +

Toll Free Phone ext.
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration

6) Insurance

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

[Back to Internal Supplier Profile](#) |
 [Change Registration Type](#)

You are editing this profile registration on behalf of: Test, Joseph using Individual Supplier

Test, Joseph

Registration In Progress for:
Liberty University

3 of 6 Steps Complete

- Welcome
- Individual Overview ✓
- Addresses ✓
- Contacts ✓
- Insurance** ▲
- Payment Information ▲
- Tax Information ▲
- Certify & Submit

Insurance ?

Welcome to our Insurance Section

Below are the insurance recommendations to do business with Liberty University. For any questions or concerns, please email suppliermanagement@liberty.edu.

All suppliers are required to provide general liability or professional liability insurance (depending on the scope of work).

In addition to general liability/professional liability, the following COI Recommendations apply to suppliers providing services on Liberty University's campus or University-owned property:

- Auto
- Workers Comp

Based on scope of work that may involve other services, please review our standard **Liberty University COI Recommendations** by clicking the buttons below:

Please certify the box below that you have reviewed these instructions.

Once ready, select the "Next" button at the bottom of the page.

No Insurance has been entered.

Additional Questions

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.

The screenshot shows the 'Insurance' section of a supplier registration profile for 'Test, Joseph' at Liberty University. The page is titled 'Welcome to our Insurance Section' and provides instructions for suppliers. A red box highlights the 'Add Insurance' dropdown menu, which is currently open, showing options for 'Automobile Liability' and 'Professional Liability'. The page also includes a 'Liberty University COI Recommendations' button and a 'Next' button at the bottom right.

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.

Add Insurance ✕

Insurance Type * Professional Liability

Policy Number *

Insurance Limit * \$500,000 or Less ▾

Expiration Date *
 mm/dd/yyyy

Insurance Provider *

Producer *

Producer Phone * ext.
 International phone numbers must begin with +

Upload Certificate of Insurance *

Drop file to attach, or browse.

* Required to Complete Registration

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**.

Payment Information

US-Based Individuals

Foreign Individuals

Please, choose between our two available payment options:

- Check (Net 45) *(sent via mail)*
- ACH - Direct Deposit (Net 40)

Payment via ACH requires further communication with our banking partner to gather and verify account information. As such, this payment type is recommended for those individuals who will be paid more than once. All choices for ACH payments are subject to initial approval and are not guaranteed. Registration communication will be conveyed via the email address provided.

Please note, W8 individuals may be subject to tax withholdings.

Click on **Add Payment Information** and input the **required details**.

- Payment Title
- Country
- Payment Type
- Currency

Click **Save Changes**.

Add Payment Information ✕

Payment Title [★]

Country [★]

Payment Type [★] Check (Net 45)

Currency [★]

Active Yes No

[★] Required to Complete Registration

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.

Buy

Registration In Progress for: Liberty University
5 of 6 Steps Complete

Welcome

Individual Overview

Addresses

Contacts

Insurance

Payment Information

Tax Information

Certify & Submit

Tax Information


US-Based Individuals Foreign Individuals

Individuals residing in the United States should provide a W-9 Tax form.

[Sample W-9 Form](#)

You may either:

- Upload a W-9, complete with a physical signature and date; or
- Generate an electronically signed and dated W-9 using the steps in this video or by following the instructions below.



To complete this section electronically without needing to attach a document with a physical signature or date, follow the below steps.

1. Click the "Add Tax Document" button below and click "Download Pre-populated Tax Document".
2. Verify the information on the tax document is correct and complete with Name, Legal Structure, Address, and SSN.
3. Save the document to your desktop and upload it to the Tax Documentation Section.
4. Use the "I certify this Tax Document" check box to electronically verify the information with your portal password.

Required Information

At least one tax document is required to complete this section.

No tax information has been entered

[Add Tax Document](#)

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.

Add Tax Document ×

Tax Type ^{*} W-9

Tax Document Name ^{*}

Tax Document Year ^{*}

Signature Status Not Signed

Tax Documentation ^{*} *Drop file to attach, or browse.*

[↓ Download Pre-populated Tax Document](#)

I certify this tax document

^{*} Required to Complete Registration

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**.

Additional Questions

To help us track and keep our records current, Please enter in the date that you signed on the W9 or W8 in the box below. *


mm/dd/yyyy


10) Certify & Submit


Input the required fields:

- Preparer's **initials**
- 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.

 [Back to Internal Supplier Profile](#) | [Change Registration Type](#)

 You are editing this profile registration on behalf of: Test, Joseph using Individual Supplier

Test, Joseph

Registration **In Progress** for:
Liberty University

6 of 6 Steps Complete

- Welcome
- Individual Overview
- Addresses
- Contacts
- Insurance
- Payment Information
- Tax Information
- Certify & Submit**

Certify & Submit

You're registration is almost complete!

Please type your initials in the box below, acknowledging that all information is correct and complete. It is each individual's responsibility to ensure all information remains current. Inaccurate information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you from working with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title

Preparer's Email Address *

Today's Date 7/15/2024

Certification * I certify that all information provided is true and accurate.

★ Required to Complete Registration