

BuyLU Supplier Profile Registration Instructions

1) Welcome

Verify the **Legal Company Name**.

- **Edit** the name, if needed.
- Click **Next**.

BuyLU
Registration > Manage Registration Profile

JAGGAER revised its Service Privacy Policy effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy.

Andrews Clues

Registration In Progress for:
Liberty University
0 of 7 Steps Complete

Welcome

Company Overview
Business Details
Addresses
Contacts
Diversity
Payment Information
Tax Information
Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

Welcome to our Supplier Registration platform for Liberty University!

Our online registration process provides a secure method for you to create a profile in our procurement/payment platform, thus eliminating the need to send sensitive tax information via mail or email. As part of the registration process, you will be asked to provide your employer identification number to ensure we are paying the correct entity and reporting payments as required by applicable tax laws. Your security is very important to us.

The registration process involves six short steps. Required information is indicated with an asterisk (*). Once all required fields have been completed, the check mark next to the corresponding section will turn green. All check marks must be green to complete the registration process. Once you have provided all required information and complete the Certify and Submit section, your profile will be created within the Liberty University Supplier Network. We look forward to working with you!

Important Information:

As the individual completing the Supplier Registration, it is your responsibility to ensure that all information is accurate and truthful. Knowingly providing inaccurate or false information could disqualify you from doing business with Liberty University.

Contact Us:

If you have any questions, please call LU Supplier Management at (434) 592-3053. You may also send an email to suppliermanagement@liberty.edu.

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

Next > **Save Changes**

2) Company Overview

Complete the **required fields** using the details from the W-9:

- Country of Origin
- Legal Structure
- Tax ID Number
- Conflict of Interest Inquiry
- Tax Status (if providing a mix of products and services)

If your Legal Structure is marked as Individual/Sole Proprietor or LLC P select Contract Services in the drop-down menu at the bottom of the page. Otherwise, leave it blank.

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 'Company Overview' section of the BuyIt! registration form. The form is titled 'Company Overview' and includes a 'Welcome' message. Below the welcome message, there are several sections: 'Business Details', 'Addresses', 'Contacts', 'Diversity', 'Payment Information', and 'Tax Information'. Each section has a green checkmark indicating it is complete. The 'Business Details' section includes fields for 'Legal Company Name *', 'Doing Business As (DBA)', 'Country as Shown on Tax Forms *', 'Legal Structure *', 'Tax ID Number Type', 'Social Security Number / Social Insurance Number', and 'Website'. The 'Additional Questions' section includes a dropdown menu for 'Conflict of interest inquiry' and an 'Attention' section with a dropdown menu for 'Please select tax status below'. The 'Attention' section also includes a dropdown menu for 'How did you receive the link to register in LU's Supplier Portal? *'. A red 'Save Changes' button is located at the bottom right of the form.

3) Business Details

Input **at least one commodity code** describing the supplier's product(s)/service(s). (If unsure, search on keywords for your company's main product/service). Click **Next**.

The screenshot shows the 'Business Details' section of the BuyIt! registration form. The form is titled 'Business Details' and includes a 'Welcome' message. Below the welcome message, there are several sections: 'Year Established', 'Number of Employees', 'Business Description', 'Sales Territories', and 'Products and Services'. The 'Year Established' section has a dropdown menu for 'Year Established'. The 'Number of Employees' section has a text input field. The 'Business Description' section has a text area with a '2500 characters remaining' indicator. The 'Sales Territories' section includes two radio button questions: 'Is Your Business a Local Supplier?' and 'Is Your Business a National Supplier?'. Below these are two 'U.S. Service Area' and 'International Service Area' fields, each with an 'Edit' button. The 'Products and Services' section includes a 'To add a Commodity Code:' section with a list of instructions and a 'Need help finding a Commodity Code?' section with a link to the UNSPSC website. Below this are two text input fields: 'Commodity Codes *' and 'Keywords', each with an 'Edit' button and a '750 characters remaining' indicator. A red 'Save Changes' button is located at the bottom right of the form.

Tip: It's best to search using broad terms.

For example, if the supplier provides catering services, searching the word “cater” in the Commodity Codes search box produces several results. Choose the result(s) that best fits.

The screenshot shows a search window titled "Commodity Codes". The search input field contains the text "cater" and the "Search" button is highlighted with a red arrow. Below the search bar, it indicates "0 Selected Codes" and "Showing 1 - 11 of 11 results". The results are displayed in a table with two columns: "Commodity Code" and "Description".

| Commodity Code | Description |
|----------------|--|
| 48102107 | Catering gloves or glove dispensers |
| 51262401 | Procaterol |
| 51262411 | Procaterol hydrochloride |
| 51262412 | Procaterol hydrochloride hemihydrate |
| 51393604 | Indacaterol |
| 51393606 | Indacaterol maleate |
| 71123005 | Management and provision of all catering, cleaning, office and security services at location or platform |
| 90100000 | Restaurants and catering |
| 90101600 | Banquet and catering services |
| 90101603 | Catering services |
| 90101604 | Construction or work site catering services |

At the bottom of the window, there are "Done" and "Close" buttons.

If the name of the product/service produces **no search results**, try searching **alternative keywords**. **For example,** there are no relevant search results for a DJ. Some alternative commodity code search terms for a DJ might include entertainment or concert.

The screenshot shows a search window titled "Commodity Codes". The search input field contains the text "dj" and the "Search" button is highlighted with a red box. Below the search bar, it indicates "0 Selected Codes" and "Showing 1 - 20 of 54 results". The results are displayed in a table with two columns: "Commodity Code" and "Description".

| Commodity Code | Description |
|----------------|---|
| 12161913 | Spray adjuvant |
| 23232101 | Adjustable fence |
| 23241646 | Adjustable reamer |
| 24101628 | Adjustable forks |
| 25191709 | Power adjuster |
| 26101758 | Rocker arm adjusters |
| 26111503 | Mechanical adjustable speed drive |
| 27111707 | Adjustable wrenches |
| 27111827 | Adjustable angle plate |
| 27112107 | Adjustable widemouth pliers |
| 32121503 | Adjustable pre set capacitors |
| 42142921 | Eyeglass fitting and adjustment set cases |
| 42221519 | Arterial cannula adjustable suture rings |
| 42292909 | Suture adjusters |
| 50302912 | Medjool/medjul dates |
| 50312912 | Organic medjool/medjul dates |
| 50322912 | Dried medjool/medjul dates |

At the bottom of the window, there are "Done" and "Close" buttons.

Commodity Codes

Use Search or browse the list to select applicable Commodity Codes. You can select multiple before clicking Done.

entertainment

Search

0 Selected Codes

Showing 1 - 9 of 9 results

Results Per Page 20 Sort by: Commodity Code Page 1 of 1

| Commodity Code | Description |
|----------------|--|
| 43232000 | Computer game or entertainment software |
| 56101505 | Entertainment centers |
| 78181840 | Aircraft fixed wing cabin entertainment system repair |
| 80141903 | Talent or entertainment |
| 81112219 | Computer game or entertainment software maintenance |
| 90000000 | Travel and Food and Lodging and Entertainment Services |
| 90131602 | Videotaped entertainment |
| 90150000 | Entertainment services |
| 95121500 | Commercial and entertainment buildings and structures |

Results Per Page 20 Page 1 of 1

Done Close

Important Information!

It is very important to be as accurate as possible when entering commodity codes as it will be a key factor in the consideration of your company for future sourcing events.

4) Addresses

Click the **Add Address** button.

Addresses

Please enter an address to help us route information and communication correctly.

If your remittance address is separate from your physical and fulfillment address, simply create a separate remittance address where payments can be sent.

Examples of Address Labels can be: *Home Office, PO Box, Secondary Location, etc.*

Required Information
The following address types are required to complete registration:

- Remittance

No addresses have been entered

Add Address

Hide Inactive Addresses

Previous Next

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

Add Address ×

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

Takes Orders *(fulfillment)*

Receives Payment *(remittance)*

* Required to Complete Registration

Next >

5) Address Details

Select **Email** from the dropdown list.

Input **address** and other **required contact details**.

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

Click **Next**.

Add Address ×

Address Details (Step 2 of 3) ?

How would you like to receive purchase orders for this fulfillment address? *

Email ▾

Email Address *

Confirm Email *

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 >

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 3 of 4) ?

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

Enter New Contact Not Applicable

Select additional contact type(s) to apply Receives Payment (remittance) Corporate Sales

Contact Label * POC- Any Title You Prefer

First Name * First

Last Name * Last

Position Title

Email * buylutesupplier@gmail.com

Phone * 4345924174 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 ← Previous Next →

Assign the address to a location.

Here you can choose the Address label you entered earlier, i.e. “HQ”.

Click **Save Changes**.

Add Address ×

Assign this Address to a Location (Step 4 of 4) ?

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

Locations represent the various places in which your business operates. Some examples of locations are regional offices, fulfillment centers, divisions, etc. If your organization only operates out of one location, please enter "Main Office" for the Location Label.

Enter New Location

What would you like to label this location? *

HQ

Description

700 characters remaining

* Required to Complete Registration ← Previous Save Changes

6) Contacts

Review Contact details and verify they are correct. Click the **Edit** button on the right to make changes or click **Next** to proceed.

The screenshot shows the 'Contacts' section of the BuyLJ registration profile for Liberty University. The left sidebar indicates that 4 of 7 steps are complete, with 'Contacts' highlighted. The main content area is titled 'Welcome to our Contacts Section' and includes instructions to enter contact information. A table lists a contact with the label 'POC', type 'Remittance (Primary)', name 'Test, Supplier', and email 'suppliermanagement@liberty.edu'. An 'Add Contact' button is visible below the table. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

| Contact Label | Contact Types | Name | Email |
|---------------|----------------------|----------------|--------------------------------|
| POC | Remittance (Primary) | Test, Supplier | suppliermanagement@liberty.edu |

7) Diversity

Click the button to **Add Diversity Classification** and then select a choice to indicate classification, not qualified or decline to answer. Click **Next**.

The screenshot shows the 'Diversity' section of the BuyLJ registration profile for 'The Peoples Supplier'. The left sidebar indicates that 7 of 9 steps are complete, with 'Diversity' highlighted. The main content area is titled 'Diversity' and includes instructions to choose diversity classifications. An 'Add Diversity Classifications' button is visible. Below this, there is an 'Additional Questions' section with a text input field and a checkbox labeled 'Other'. Navigation buttons for 'Previous', 'Next', and 'Save Changes' are at the bottom right.

8) Insurance

If insurance is not required, click **Next**. Otherwise, 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.

Add Insurance

Insurance Type * Commercial General Liability

Policy Number

Insurance Limit * \$1,000,001 to \$2,000,000 ▾

Expiration Date *
 mm/dd/yyyy

Insurance Provider

Agent

Insurance Provider Phone ext.
 International phone numbers must begin with +

Upload Certificate of Insurance * *Drop file to attach, or browse.*

* Required to Complete Registration

9) 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 Entities **Foreign Entities**

Liberty University offers four different payment options to meet your needs. Our different sets of payment terms are as follows:

- Check (Net 45) (Default, sent via mail)
- ACH 1%, 20, Net 40 (Discount Terms, select under additional questions below)
- ACH - Direct Deposit (Net 40)
- vCard (Net 10) (Virtual Credit Card)

For ACH or vCard payment methods, further communication with our bank's third-party processor (FIS Global) will be necessary to complete registration. Further email communication will be sent to you once we start the registration process. vCard payment is retrieved via a VISA email notification link.

All payment terms will default to Net 45 Check until the FIS Global registration process has been finalized. (Note: Contract terms trump the usual default payment terms Net 45).

Input the **required details**.

- Payment Title
- Country
- Payment Type
- Remittance Address
- Currency

Click **Save Changes**.

Edit Payment Information

Payment Title *

Country *

Payment Type *

Remittance Address *

Electronic Remittance Email

Currency *

Active Yes No

* Required to Complete Registration

[Save Changes](#) [Close](#)

If ACH Direct Deposit (NET 40) has been selected as the payment type, answer the following drop down menu question and if not then select N/A

Additional Questions

If ACH - Direct Deposit (Net 40) is selected, please inform us if you would like to take the 1% 20 Discount. Please select N/A if not a wire option. *

10) Tax Information

Click **Add Tax Document** to upload a copy of the current W-9. Must be dated within the last 3 years.

Buy

Registration • Manage Registration Profile

Registration In Progress for: Liberty University

6 of 7 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Payment Information ✓

Tax Information ⚠

Certify & Submit

Registration FAQ | View History

TAX DOCUMENTATION

US Based Entities Foreign Entities

Entities 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](#)

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. *

[Previous](#) [Next](#) [Save Changes](#)

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**.

Add Tax Document X

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 JAGGAER ONE Password

* Required to Complete Registration

11) Additional Questions

Input the **date of the W-9** 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

* Required to Complete Registration

12) 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**.

The screenshot shows the 'Certify & Submit' page in the BuyLog system. On the left is a navigation sidebar with icons for Home, Profile, Alerts, Reports, and Settings. The main content area is titled 'Certify & Submit' and includes a progress indicator '7 of 7 Steps Complete'. Below this is a list of registration steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity, Payment Information, and Tax Information, each with a green checkmark. The 'Certify & Submit' section contains the following fields and options:

- Preparer's Initials *: A D
- Preparer's Name *: Andrew Deneen
- Preparer's Title *
- Preparer's Email Address *: afdeneen@liberty.edu
- Today's Date: 5/2/2024
- Certification *: I certify that all information provided is true and accurate.

A red 'Submit' button is located at the bottom right. A footer note states '★ Required to Complete Registration'.

13) Registration Confirmation

The screenshot shows the 'Thank You for Registering' page in the BuyLog system. The page features a green checkmark icon and the text 'Registration Complete for The Peoples Supplier!'. Below this is a 'Next Steps' section with a red border, containing the following instructions:

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Send new user request to an additional portal user.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile