BuyLU Supplier Profile Registration Instructions

1) Welcome

Verify the Legal Company Name.

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

Mage Regenetion Perfect EXEr Fevried liss <u>envice Privacy Pelicy</u> effective May 25, 2018. By closing this benner, you acknowledge that when you use our Solution, we process your personal information as described in our Service Privacy Policy Ves Clues Welcome to Supplier Registration Ves Complex Ves Complex Complex Dur conline registration process provides a secure method for you to create a profile in our procurement/payment platform, thus eliminating the need to
vs Clues Welcome to Supplier Registration ? on In Progress for: herstly: Welcome to our Supplier Registration platform for Liberty University! ? top: Complex Our online registration process provides a secure method for you to create a profile in our procurement/payment platform, thus eliminating the need to ?
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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.
Overview A 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 Hetwork.
UPtails A We look forward to working with you!
es A 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:
Information 🛦 If you have any questions, please call LU Supplier Management at (434) 592-3053. You may also send an email to suppliermanagement@liberty.edu.
mation 🔺
Submit Required to Start Registration
Legal Company Name * Andrews Clues
FRQ View History 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**.

⊘Buy≱g				Al •	Search (Alt+Q)	٩	17.83 USD 📜	♥ 0 №	P1
Andrews Clues	nie registrar	Company Overview	2 P						
Registration Complete for: Liberty University		The information entered	on this page allows us to obtain general details about your company. For any issues, cuestions, or concerns, please send						
Welcome		an email to suppliermana	gement@lberty.edu.						
Company Overview	▲	Legal Company Name *	Andrews Clues						
Business Details Addresses	1	Doing Business As (DBA)							
Contacts	1	Country as Shown on Tax Forms * 9	United States 🔹						
Diversity Payment Information	1	Legal Structure * 🛛 \varTheta	Individual/Sole Proprietor or Single-Member LLC 🐱						
Tax Information		Tax ID Number Type Θ	Social Security Number / Social Insurance Number 💌						
		Tax ID Number *							
		Additional Questions							
		Conflict of interest inquiry: If please indicate so here. *	you or someone within your company are aware of any potential conflict of interests between you or your company and Liberty University,						
		N0 ¥ 0							
		Attention:							
		If you are providing services to your answer.	Derty University and those services do not include any of the other choices in the below drop down, then please choose Contract Services as						
		Please select tax status belo	K						
		Contract Services	v 0						
		How cid you receive the link	to wejister in LUIs Supplier Portar? *						
			×						
		* Required to Complete Re	johration Sava Changes						
								Powersdby JAGGAB	1

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**.

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	Registration + Manage Registration	Profile						
6	 JAGGAER revised its Service 	e Privacy P	alicy effective May 25, 2018. By	closing this banner, you ackno	wledge that when you	use our Solution, we proces	s your personal information a	s described in our Service Privacy Pol
2	Andrews Clues		Business Details					?
a	Registration In Progress for: Liberty University							
	1 of 7 Steps Complete		The information given on products or services that	this page allows us to trac ou provide.	k important details a	about your company, such	h as the areas where you o	perate and the
L	Welcome		Please take the time to m looking for a particular pr	ake sure this information i iduct or service provider.	s accurate and comp	prehensive as these detai	Is help us find you when se	ourcing a project or
8	Company Overview	1						
	Business Details		Year Established					
	Addresses			אזא				
	Contacts	A	Number of Employees					
	Diversity	▲	Business Description	· · · · · · · · · · · · · · · · · · ·	9			
	Payment Information	▲		2500 characters remaining				
	Tax Information			2000 ondrautero remaining				
	Certify & Submit		Sales Territories					
			Is Your Business a Local Sup	lier? O Y	es 🖲 No			
			Is Your Business a National S	upplier? O Y	es 🛞 No			
	Registration FAQ View History		U.S. Service Area	-		Edit		
			International Service Area	-		Edit		
			Products and Services					
			University. • Once all the desired of Please do not use 000	e search bar to keyword searc commodity codes have been a 20000, as it could exclude you	dded, click the Done bu	utton and click Save Changes	ribes the product or service yo	ou are providing to Liberty
			Need help finding a Comr	-				
			You can look up Commodity	Codes via the UNSPSC websi	te here, or email suppli	ermanagement@liberty.edu	for assistance.	
			Commodity Codes *	-		Edit		
			Keywords	700 -	haracters remaining			
			★ Required to Complete Reg		meneration remaining		< Previous	Next > Save Changes

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.

Commodity C	odes	×
Use Search or browse the lis cater Search O Selected Codes Showing 1 - 11 of 11 results	to select applicable Commodity Codes. You can select multiple	before clicking Done.
Results Per Page 20 V	Sort by: Commodity Code 🗸	🔳 Page 1 of 1 🕨 📍
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	
Results Per Page 20 👻		🔳 Page 1 of 1 🕨
		Done Close

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.

Jse Search or browse the list to dj Search	select applicable Commodity Codes. You can select m	ultiple before clicking Done.
showing 1 - 20 of 54 results	a u a u a b	
Results Per Page 20 Commodity Code	Sort by: Commodity Code Description	🔳 Page 1 🗸 of 3 🕨 ?
12161913	Spray adjuvant	
23232101	Adjustable fence	
23241646	Adjustable rence	
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	

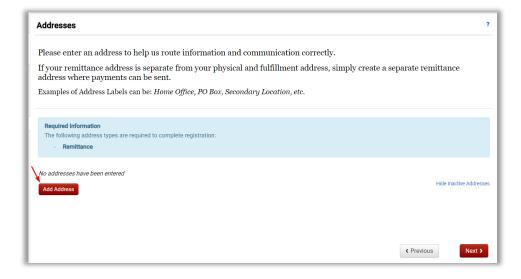
Commodity C	odes		×
Use Search or browse the list	to select applicable Commodity Codes. Yo	ou can select multiple before o	clicking Done.
entertainment			
Search			
0 Selected Codes			
Showing 1 - 9 of 9 results			
Results Per Page 20 V	Sort by: Commodity Code	~	🛙 Page 1 of 1 💌 📍
Commodity Code	Description		
43232000	Computer game or entertainment softw	vare	
56101505	Entertainment centers		
78181840	Aircraft fixed wing cabin entertainment repair	system	
80141903	Talent or entertainment		
81112219	Computer game or entertainment softw maintenance	/are	
9000000	Travel and Food and Lodging and Enter Services	tainment	
90131602	Videotaped entertainment		
90150000	Entertainment services		
95121500	Commercial and entertainment building structures	js and	
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.



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? *	
Which of the following business activities take place at this address? (select all that apply) ★ ☑ Takes Orders (<i>fulfillment</i>) ☑ Receives Payment (<i>remittance</i>)	
* 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.

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 mu	ext.	
Toll Free Phone		ext.	
Fax	International phone numbers mu	ist begin with +	
	International phone numbers mu		

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.

Primary Contact For	This Address (Step 3 of 4)	?
You can also update ar	nd add Contacts later from the Contacts page.	
Enter New Contact	O Not Applicable	
Select additional contac type(s) to apply	t Receives Payment (remittance) Corporate Sales	_
Contact Label *	POC- Any Title You Prefer	-
First Name *	First	=
Last Name *	Last	_
Position Title		7
Email *	buylutestsupplier@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 +	

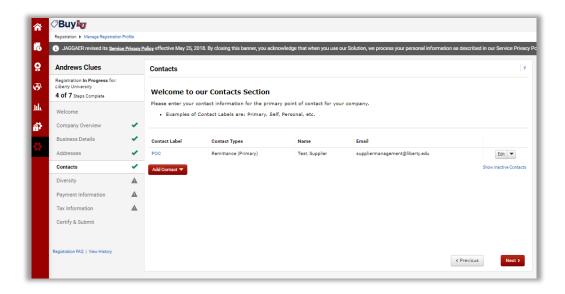
Assign the address to a location.

Here you can choose the Address label you entered earlier, i.e. "HQ". Click **Save Changes**.

Add Address	3
Assign this Address to a Location (Step 4 of 4)	?
You can also update and add Locations later from the Locations page	
ocations represent the various places in which your business operates. ome examples of locations are regional offices, fulfillment centers, divit c. If your organization only operates out of one location, please enter "I ffice" for the Location Label.	
Enter New Location	
What would you like to label this location? *	
Description	
700 characters remaining	
Required to Complete Registration	hanges

6) Contacts

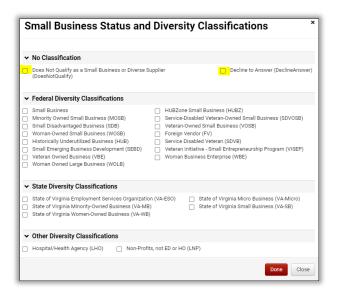
Review Contact details and verify they are correct. Click the **Edit** button on the right to make changes or click **Next** to proceed.



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**.

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	Registration + Manage Registration			
i.	JAGGAER revised its <u>Servic</u>	e Privacy Po	olicy 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	ι.
8	The Peoples Supplier		Diversity ?	
39	Registration In Progress for: Liberty University		Click the button below to choose the diversity classifications that apply to your business.	
	7 of 9 Steps Complete		Add Diversity Classifications	
шı	Welcome		Additional Questions	
<u>a</u> t	Company Overview	-	If you click the red button above and do not see your diversity classification in the list, please check this box and give us the name of your classification.	
	Business Details		Other	
•	Addresses	-		
	Contacts			
	Locations			
	Diversity	1		
	Insurance			
	Payment Information	▲		
	Tax Information	▲		
	Certify & Submit			
	Registration FAQ View History			
			Previous Next Save Changes	



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.

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	Registration Manage Registration			Comr
0	JAGGAER revised its <u>servic</u> The Peoples Supplier		Alley effective May 25, 2018. By closing this banner, you ack	Comr
.	Registration In Progress for: Liberty University 7 of 9 Steps Complete		No Insurance has been entered.	Cyber Errors
	Welcome			Malp
	Company Overview	~		Produ
	Business Details	-		Profe
	Addresses	~		Umbr
	Contacts	~		Work
	Locations	~		
	Diversity	~		Other
	Insurance	-		Add Ins
	Payment Information			

Commercial Automobile Liability ents - Email Template Commercial General Liability ents - Email Template Cyber Liability ents - Email Template Cyber Liability ents - Email Template Proressions ents - Email Template Malpractice ents - Email Template Product Liability ents - Email Template Volume Template ents - Email Template Workers' Compensation ents - Email Template Other ents - Email Template	Liberty University COI Require	ements
	Commercial General Liability Cyber Liability Errors & Omissions Malpractice Product Liability Professional Liability Umbrella Liability Workers' Compensation	required to complete registr

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	3	×
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.	
Upload Certificate of Insurance * 😧	Select file Drop file to attach, or browse.	
* Required to Complete Registra	tion Save Changes Close	

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	
Check (Net 45) (Def	Discount Terms, select under additional questions below) (Net 40)	
	methods, further communication with our bank's third-party processor (FIS Global) will be necessary to complete registra e sent to you once we start the registration process. vCard payment is retrieved via a VISA email notification link.	ition. Further
All payment terms will defa terms Net 45).	ult to Net 45 Check until the FIS Global registration process has been finalized. (Note: Contract terms trump the usual de	fault payment

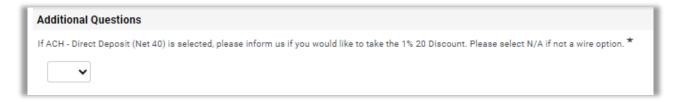
Input the **required details**.

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

Click Save Changes.

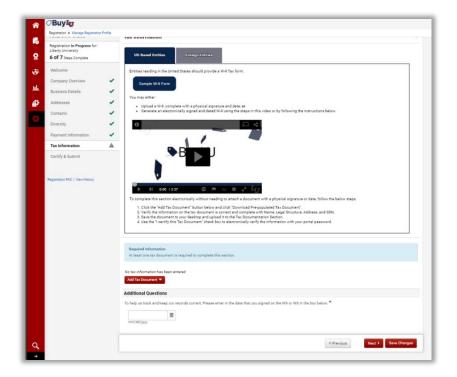
Edit Payment Information ×		
Payment Title *	Check	
Country *	United States 🗸	
Payment Type *	Check(Check)	
Remittance Address *	HQ (Primary Remittance) 🗸	
Electronic Remittance Email		
Currency *	USD 🗸	
Active	● Yes ○ No	
* Required to Complete Regist	ration Save Changes Close	

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



10) Tax Information

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

Add Tax Document *		
Tax Type * Tax Document Name * Tax Document Year * Signature Status Tax Documentation *	W-9 VN-9 Select file Drop file to attach, or browse. Download Pre-populated Tax Document I certify this tax document	
* Required to Complete Regis	tration Save Changes Close	

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 Su	bmission	
Under penalties of pe	rjury, I certify that:	
this form as id • By submitting payee identifie	person (or payee's agent) accessin entified on this form. this form electronically, I am offerin d on this form and I agree my elect ny manual signature.	g my electronic signature as the
eSignature	Enter JAGGAER ONE Passw	ord
* Required to Complete	Registration	Save Changes Close

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.

I	Additional Questions	
l	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. *	
l		
l	mm/dd/yyyy	

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.

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	Registration + Manage Registration Profile	
Í.	 JAGGAER revised its <u>Service Privacy</u> 	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 P
8	Andrews Clues	Certify & Submit
₿	Registration In Progress for: Liberty University 7 of 7 Steps Complete	Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and is kept current. Inaccurate company information may result in payment delays.
Шı	Welcome	Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Liberty University.
67	Company Overview 🖌	Preparer's Initials * A D
	Business Details 🖌 🗸	Preparer's Name * Andrew Deneen
	Addresses 🗸	Preparer's Title
	Contacts 🗸	Preparer's Email Address *
	Diversity 🗸	- entertextignities (y.eau
	Payment Information	Today's Date 5/2/2024
	Tax Information	Certification *
	Certify & Submit	
	Registration FAQ View History	★ Required to Complete Registration Submit

13) Registration Confirmation

Begistration > Manage Registration Profile	
3 JAGGAER revised its <u>Service Privacy Policy</u> effective May 25, 2018. By closing this banner, you acknowledge that who	en you use our Solution, we process your personal information as described in our Service Privacy Polic
Thank You for Registering	2
Registration Complete for The Peoples Supplier!	
Next Steps • 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	