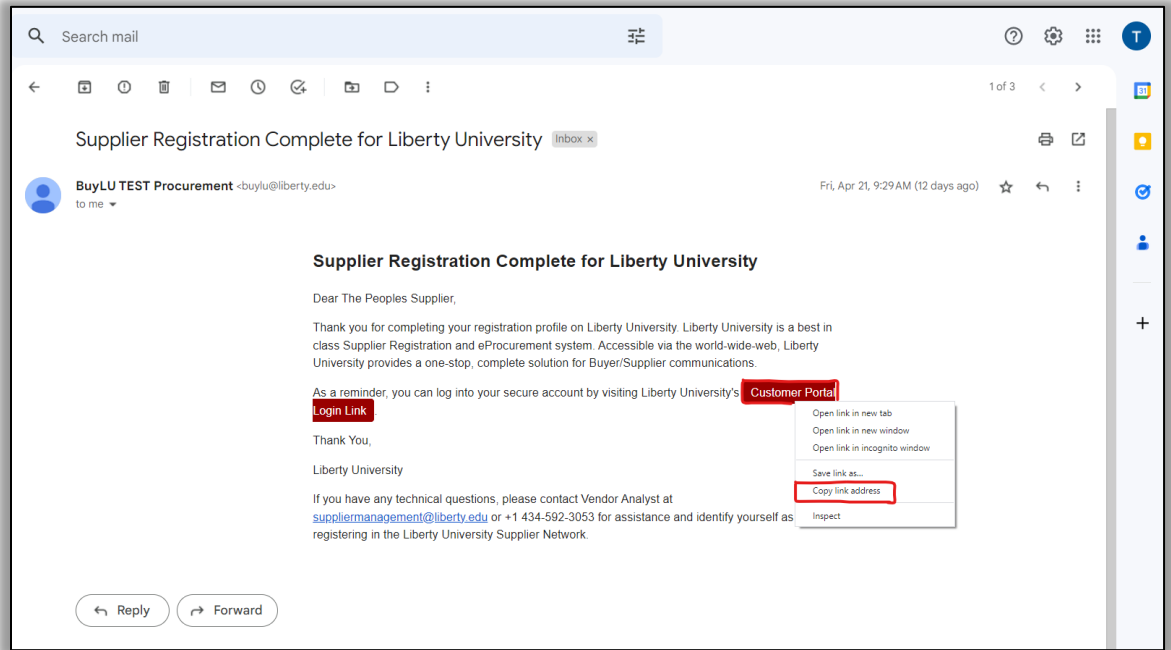


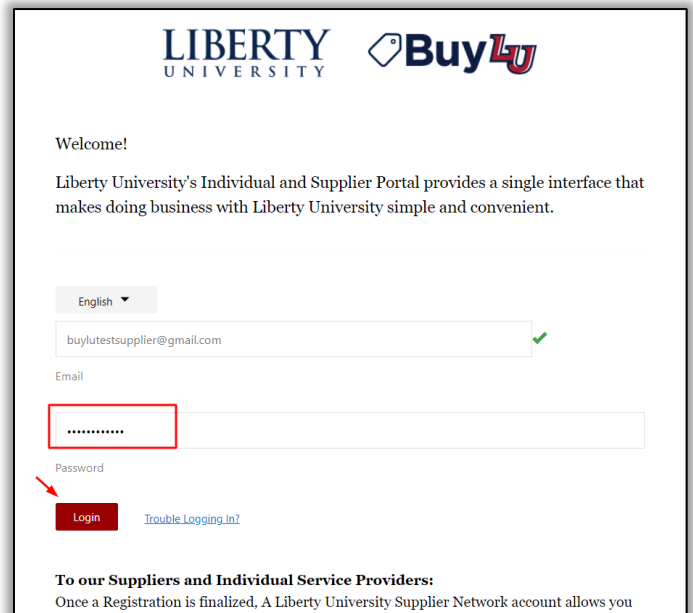
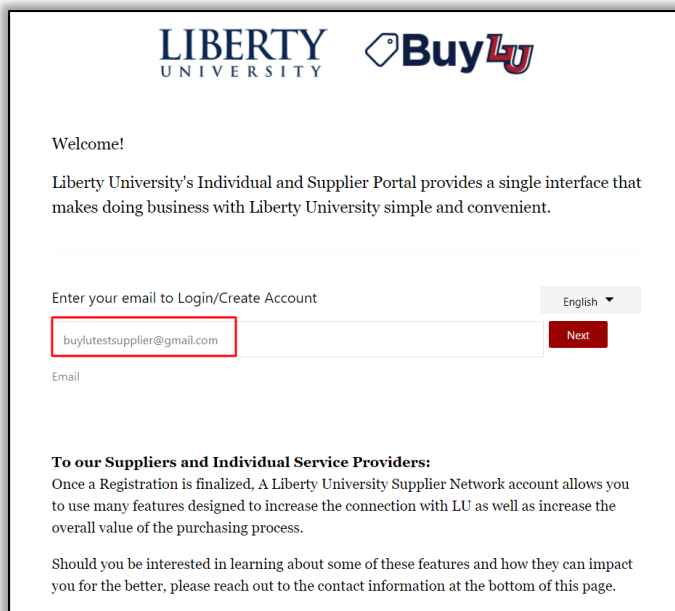
Instructions for Using the BuyLU Portal for Suppliers

1. Accessing the BuyLU Supplier Portal

- a) Access the **BuyLU Supplier Portal** by using the **link provided in the BuyLU Supplier Registration Confirmation email** shown below or by using a **saved or bookmarked link**.



- b) When prompted to **log in**, **first enter the email** used to register for an account and click "Next". Then enter the password and click "Login".



Note: The login page may look different depending on how the page is accessed. Please be sure to **log in through the Liberty University BuyLU Supplier page** at the following link:
<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=Liberty>

1. Log In Here:

LIBERTY UNIVERSITY BuyLU

Welcome!

Liberty University's Individual and Supplier Portal provides a single interface that makes doing business with Liberty University simple and convenient.

Enter your email to Login/Create Account English

buylutestsupplier@gmail.com

Looks like you don't have an account yet. Click 'Create Account' to register.

Email

Back

2. Do NOT Log in Here:

JAGGAER Supplier Network

Enter your email to Login/Create Account English

Next

Email

Join the JAGGAER Supplier Network

Over 100,000 suppliers worldwide are doing business with JAGGAER customers in a convenient, central hub.

1. Get discovered by new customers.
2. Find sourcing events.
3. Promote your offerings.
4. Invoice many customers in one place.
5. More features coming.

Get started and join for free.

Please contact JAGGAER Support at <https://www.jaggaer.com/jaggaer-support/> or 800-233-1121 Option 2, for assistance.

POWERED BY

c) When accessing the **Liberty University BuyLU Supplier page (#1 above)**, if the page indicates there is no account for that email, **DO NOT create a new account**. Exit the page and use the unique login link from the original supplier registration confirmation email.

LIBERTY UNIVERSITY BuyLU

Welcome!

Liberty University's Individual and Supplier Portal provides a single interface that makes doing business with Liberty University simple and convenient.

Enter your email to Login/Create Account English

buylutestsupplier@gmail.com

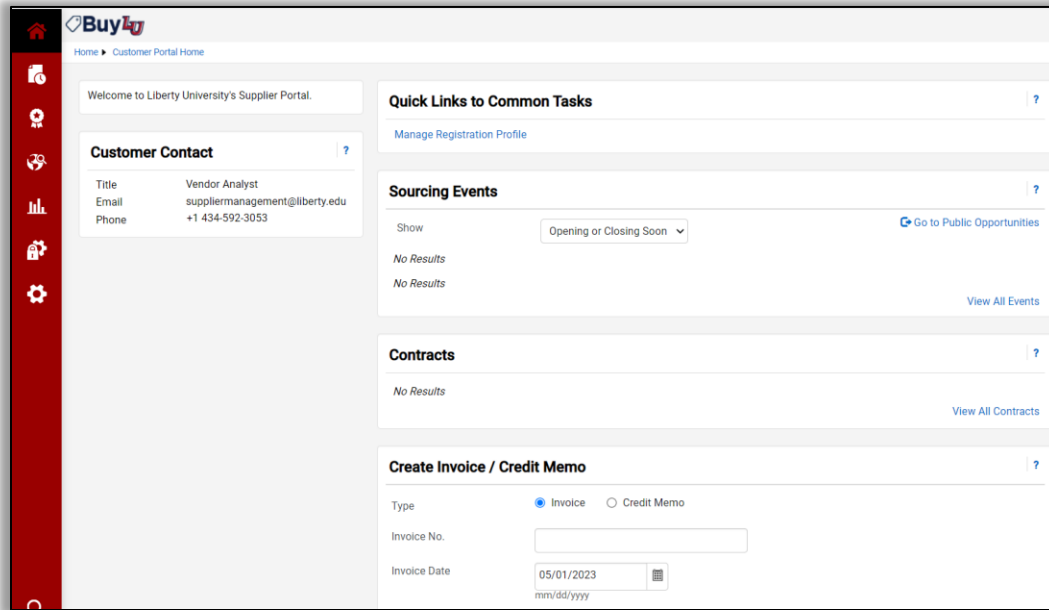
Looks like you don't have an account yet. Click 'Create Account' to register.

Email

Back

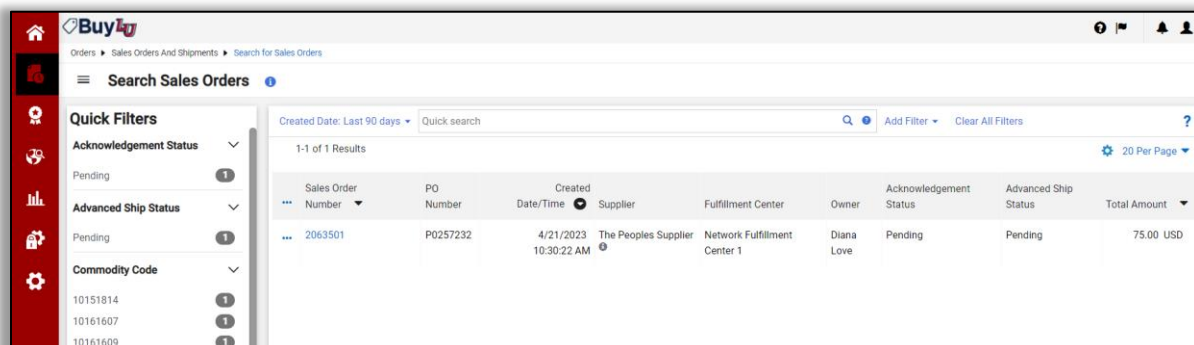
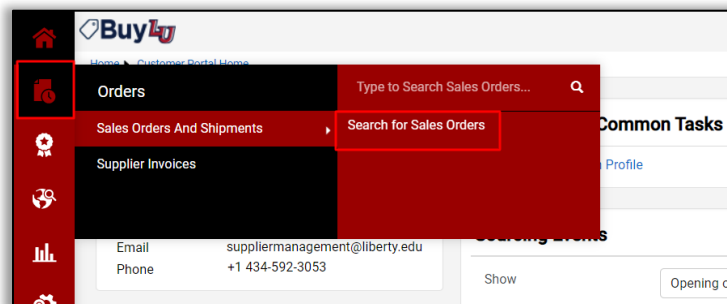
2. Navigating the BuyLU Supplier Portal

a) The Home page gives a summary of portal documents.



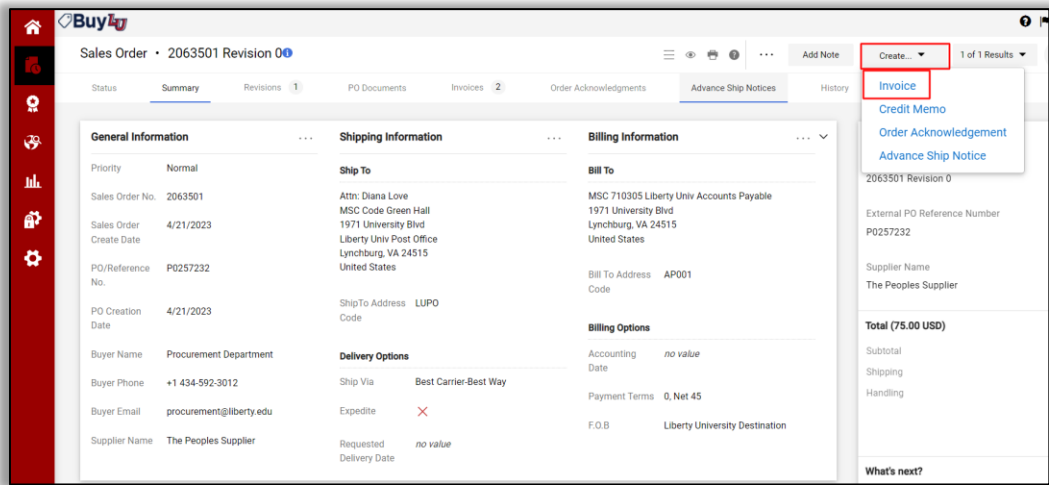
b) To view Sales Orders (POs):

- Click the **Orders** icon (the second icon on the top left side of the screen) > **Sales Orders And Shipments** > **Search for Sales Orders**.
- Click any item listed to **view details**.

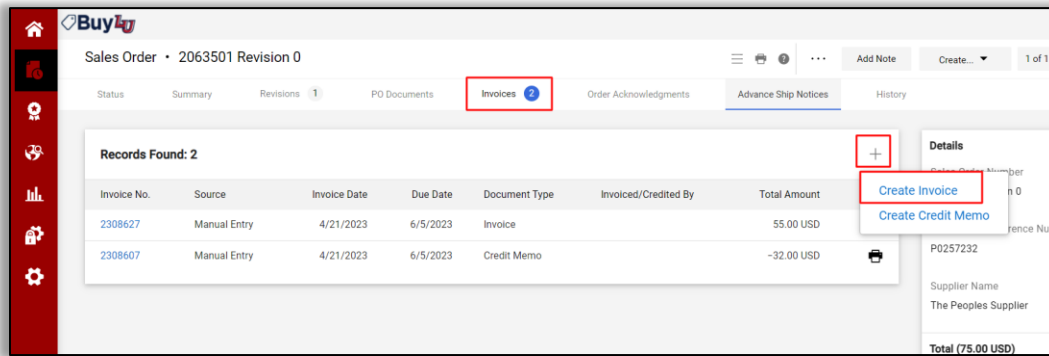


c) To Create an Invoice:

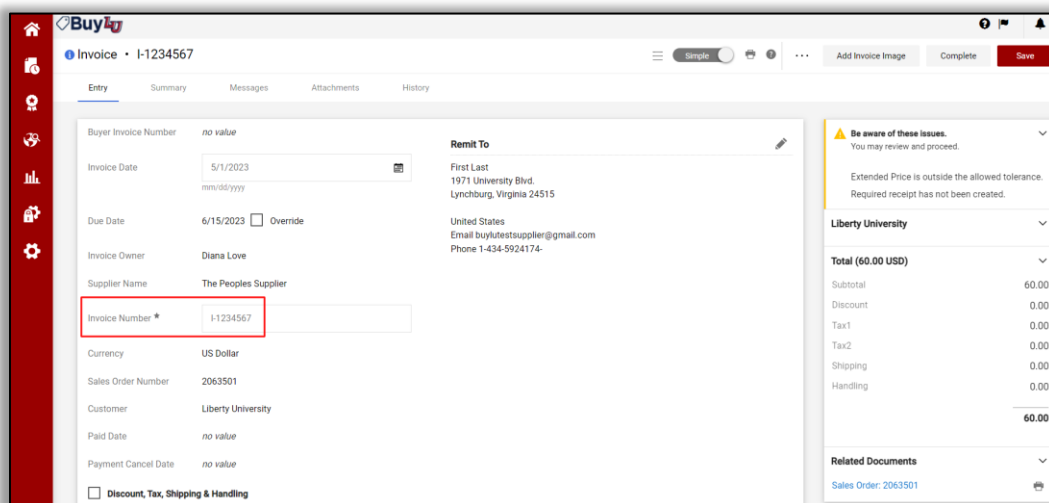
- Select a **Sales Order** from the list.
- Click the **Create** button at the top right of the screen and select **Invoice**.



- An invoice can also be created by navigating to the **Invoices** tab and clicking the **plus icon** > **Create Invoice**.



***Note:** when an invoice is created, a unique Invoice Number must be used.



- You cannot use the same exact number for the invoice and credit memo.
- For similar numbers, you can add an I or C (or any other letter, number, or symbol) to make the numbers unique.
- **Do not include lines with zero cost on your invoices.**

For assistance creating an Invoice, contact acctspay@liberty.edu

- **Review** details and make changes as needed. Click **Save**.

The screenshot shows an invoice creation interface. At the top, there is a checkbox for "Discount, Tax, Shipping & Handling". Below it, a section titled "5 Lines" contains a table with 5 rows of items. Each row has columns for Status, PO Line, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The items are: 1 shirt (5.00), 2 table (5.00), 3 mug (5.00), 4 keyboard (5.00), and 5 test (5.00). To the right of the table is a summary section titled "The Peoples Supplier" with a "Total (60.00 USD)" and a breakdown of Subtotal (60.00), Discount (0.00), Tax1 (0.00), Tax2 (0.00), Shipping (0.00), and Handling (0.00). There is also a "Related Documents" section at the bottom right.

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
✓	1	shirt		EA	5.00	1	5.00
✓	2	table		EA	5.00	2	10.00
✓	3	mug		EA	5.00	3	15.00
✓	4	keyboard		EA	5.00	4	20.00
✓	5	test		EA	5.00	2	10.00

- To attach a document, click the **Add Invoice Image** button at the top of the screen. This is not required.
- **Verify** all details are correct and click the **Complete** button.
*NOTE: Once Complete is clicked, changes can no longer be made to an Invoice.

d) Sourcing

- Hover over the Sourcing globe icon from the sidebar menu and the sourcing menu will display available options.

The screenshot shows the BuyLg Customer Portal. The top navigation bar includes a home icon, the BuyLg logo, and the text "Home Customer Portal Home". Below the navigation bar, there is a banner for "JAGGAER revised its Service Privacy Policy effective May 25, 2018." and a "Welcome to Liberty University's Supplier Portal." message. The main content area is divided into two sections: "Sourcing" and "Quick Links to Cor". The "Sourcing" section is highlighted in red and contains a sub-menu with the following options: "Sourcing Events", "Search Events", "Saved Searches for Events", and "View Exports".

- Click "Search Events"
- To view all events, do not enter any information and simply click "Search" at the bottom right. To show filtered results, enter any parameters then click "Search".

Search simple search

Sourcing Event Identification
Event Number

Sourcing Event Information
Sourcing Event Type

Date Release Date | All Dates

Supplier

Sourcing Event Status
 Released Open
 Closed Canceled
 Awarded

Intent To Bid
 Not Set Yes
 No

Response Status
 Not Started Draft
 Submitted

Bid Strategy
Applied Bid Strategy

Auctions
Auction Events

Go to: [simple search](#)

Search

Showing 1 - 20 of 20 Results

Results Per Page: 20 Sort by: Release Date Ascending

Customer Name	Event Number	Status	Event Title	Release:
Liberty University	LU-2024-101	Closed	Quick Test	Open: Close: Sealed Bid Open:
Liberty University	LU-2024-112	Closed	I Want Coffee	Release: Open: Close:
Liberty University	LU-2024-113	Closed	Chair - Blue	Release: Open: Close:
Liberty University	LU-2024-110	Closed	refrigerators	Release: Open: Close:
Liberty University	LU2024-SE128	Awarded	office chairs	Release: Open: Close:

If you experience problems within the portal, you may contact Jaggaer Support at <https://www.jaggaer.com/support/> and choose **Supplier Support**.

JAGGAER Your Business Our Solution Why JAGGAER Partners Our Customers About Us Resources Support Q EN Contact us

What type of support are you looking for?

<p>Customer Support</p> <p>The JAGGAER Global Customer Care team provides support to our customers through phone or portal.</p>	<p>Supplier Support</p> <p>We offer dedicated support to suppliers, too.</p>	<p>Sales Support</p> <p>Learn more about JAGGAER Solutions.</p>	<p>Training</p> <p>Sharpen your skills and get a comprehensive product.</p>	<p>Uptime</p> <p>Looking for our uptime report? Check out our latest numbers.</p>
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