

Homepage & Dashboard Updates for BuyLU

The updated dashboards include several enhancements designed to improve usability and streamline navigation, including:

- Updated layouts across multiple dashboards
- New “**My Dashboards**” experience
- More areas to access **Form Requests(Contract, Sourcing,Supplier)**

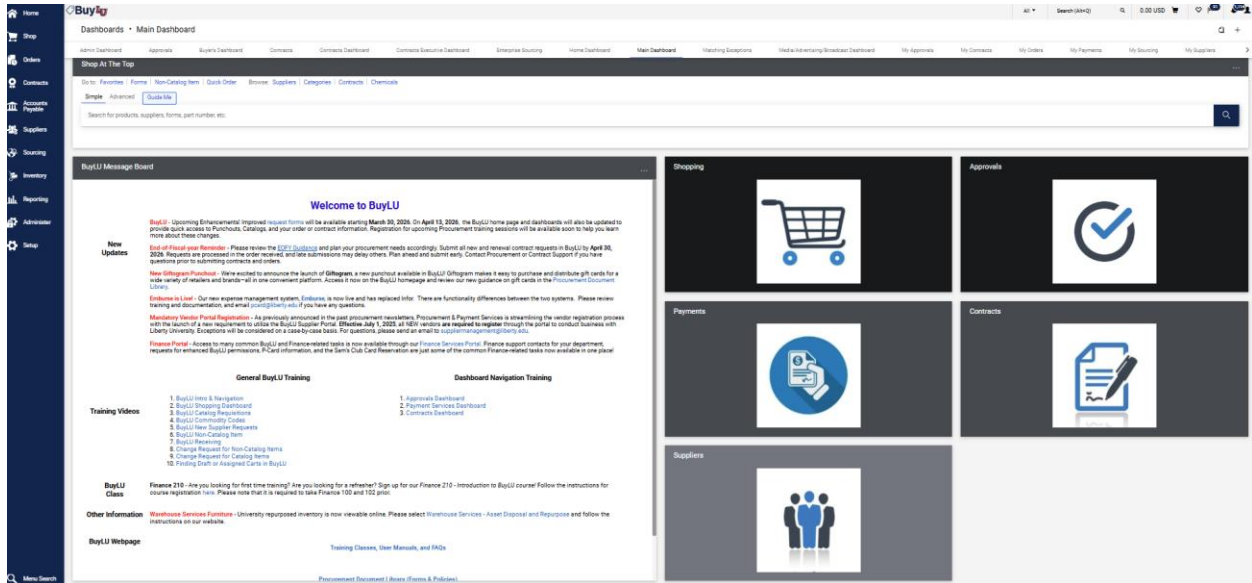
The following dashboards have been updated:

- **Home Dashboard**
- **Shopping Dashboard**

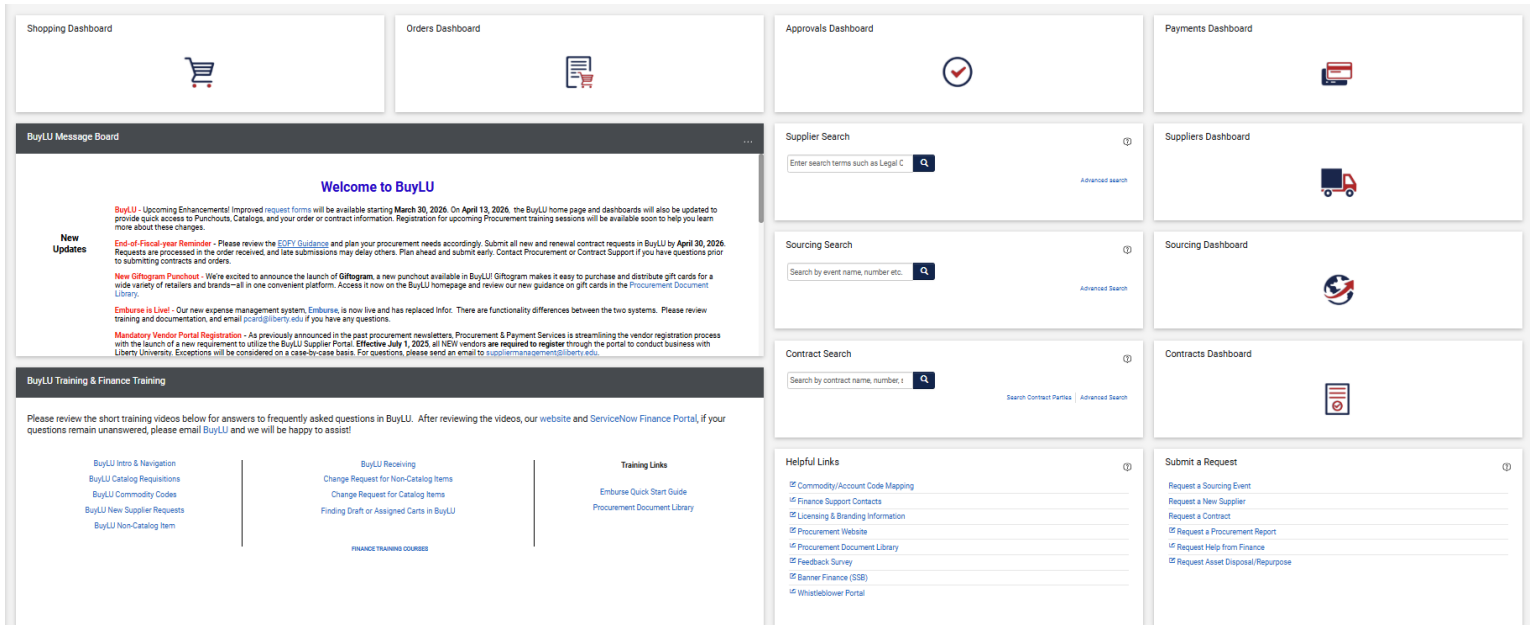
Be sure to also explore the new **My Dashboards**, which provide valuable, department-specific insights. Use the new “**Guide Me**” option to help quickly point you in the right direction.



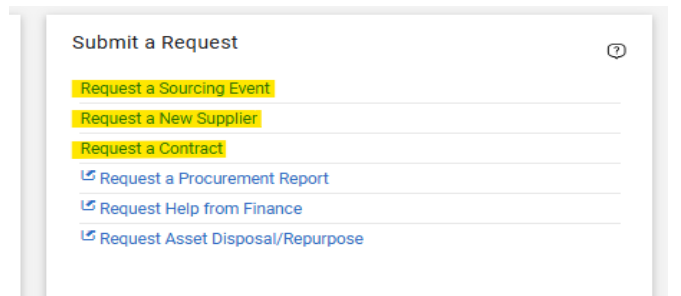
Home Dashboard (Old)



New Home Dashboard (Below)



Easily access **Form Requests** on the Home Dashboard. These are found on the bottom right and Form requests have been updated shown on page 4.



Shopping Dashboard

(Old)

The screenshot shows the 'Shop At The Top' header with navigation links for Favorites, Forms, Non-Catalog Item, Quick Order, Suppliers, Categories, Contracts, and Chemicals. Below this is a search bar with 'Simple', 'Advanced', and 'Guide Me' filters. The main content area is split into two columns: 'BuyLU Message Board' and 'Showcase'. The 'BuyLU Message Board' contains a 'Welcome to BuyLU' section with 'New Updates' including 'BuyLU - Upcoming Enhancements', 'End-of-Fiscal-year Reminder', 'New Giftogram Punchout', 'Emburse is Live!', 'Mandatory Vendor Portal Registration', and 'Finance Portal'. The 'Showcase' section features 'Forms and Services' (Charter Service Reservation Form, Encumbrance Form, LU Campus Rec Reservations), 'LU Specialized Items' (LU Branded Free Inventory, LU Branded Inventory, BuyItg LU Repurpose Furniture, LU Strategic Plan), 'LU Internal Vendors' (LU Campus Rec Reservations, LU IT Warehouse, BuyItg LU Print Shop, BuyItg LU Warehouse), and 'Office Supplies, Gift Cards, and Furnishings'.

New Shopping Dashboard (Below)

The screenshot shows the 'Shop' header with navigation links for Favorites, Forms, Non-Catalog Item, Quick Order, Suppliers, Categories, Contracts, and Chemicals. Below this is a search bar with 'Simple', 'Advanced', and 'Guide Me' filters. The main content area is a grid of category tiles: 'LU Products & Services' (house icon), 'Food & Beverage' (fork and knife icon), 'Lab Supplies & Equipment' (flask icon), 'Furniture' (couch icon), 'Facilities & Maintenance' (wrench and hammer icon), 'Misc Merchandise & Gifts' (truck icon), 'Computer Supplies & Electronics' (monitor icon), 'Medical Supplies & Equipment' (stethoscope icon), and 'All Shopping Categories' (shopping cart icon). A 'Quick Links' sidebar on the right contains links for Home, Draft Carts, Request Sourcing Event, and Licensing & Branding Information.

Contract Form Request

(Old)

The screenshot shows the 'BuyUp' logo in the top left corner. Below it, a breadcrumb trail reads 'Contracts > Requests > My Contract Requests'. A navigation bar includes a 'Back to My Contract Requests' link, a 'Print Request' button, and 'History' and '?' links. The main content area is titled 'Test' and displays 'Form Number: 21490253' and 'Request Status: Incomplete'. A sidebar on the left lists steps: 'Details', 'Attachments' (with a '0' in a green circle), 'Questions' (with a checkmark), 'Review and Complete', 'Discussion', and 'Contract Request Workflow'. The main panel is titled 'Instructions' and contains the following text: 'PLEASE COMPLETE THE FOLLOWING STEPS IN ORDER FOR YOUR CONTRACT TO BE REVIEWED'. It lists two main bullet points: one for the 'Attachments' step and one for the 'Questions' step, with sub-bullets for the 'Summary' section. Below this, it states 'Requests not submitted utilizing the above instructions could be returned and/or cause delays in the review.' and provides contact information for the Contracts team and Human Resources. A 'Next >' button is located at the bottom right of the instructions panel.

New Contract Form Layout (Below)

← Contract Request • New Test

Save Progress Next

1 Instructions ✓ Details ✓ Attachments ▲ Questions ✓ Review And Complete

The screenshot shows the 'Instructions' section of the new form layout. It contains the same text as the old version: 'PLEASE COMPLETE THE FOLLOWING STEPS IN ORDER FOR YOUR CONTRACT TO BE REVIEWED', followed by bullet points for 'Attachments' and 'Questions' steps, and contact information for the Contracts team and Human Resources. The text is presented in a clean, modern font within a white box with a light gray border.

The screenshot shows the 'Summary' and 'What's next?' sections of the new form layout. The 'Summary' section is titled 'New Test' and shows 'Created Date: 3/13/2026', 'Form Number: 1268328', and 'Purpose: Contract Request'. The 'What's next?' section shows a workflow diagram with three steps: 'Draft' (Active), 'Contract Request Approval' (Future), and 'Finish' (Future). A 'Show skipped steps' toggle is also visible.

Sourcing Form Request (Old)

BuyLU Sourcing Requests My Sourcing Event Requests

Back to My Sourcing Event Requests

Test [Print Request](#) [Request Actions](#) [History](#) [?](#)

Form Number: 21490435
Purpose: Sourcing Event Request
Status: Incomplete

Instructions

Attachments ✓
Questions ⚠
Product Line Items ✓
Service Line Items ✓
Suppliers ✓
Review and Submit
Form Approvals

Instructions

Please complete all of the required questions to request your sourcing event.

- Be sure to answer all necessary items in the **Questions** section.
- You can add 2 attachments in the Questions section, but additional files can be added in the **Attachments** section.
- For each item you would like to source, enter in as many details as possible under the **Product Line Items** or **Service Line Items** sections.
- Any suppliers that you'd like to source from can be added in the **Suppliers** section. If a supplier is not already part of LU, list them in the box available in the Questions section.

NOTE: You may leave the Suppliers section blank if you would prefer supplier be selected by the Enterprise Sourcing Team.

Requests not submitted utilizing the above instructions could result in requests being returned and delays in the review. Please see the video below for a detailed walkthrough of how to request a sourcing event.

- [Requesting a Sourcing Event in BuyLU](#)

If you have any questions or concerns, please email the Enterprise Sourcing team at enterprisesourcing@liberty.edu or call 434-582-5058.

[Next](#)

New Sourcing Form Layout (Below)

← Sourcing Event Request • Test [Save Progress](#) [Next](#)

Instructions ✓ **Attachments** ⚠ **Questions** ✓ **Product Line Items** ✓ **Service Line Items** ✓ **Suppliers** 7 **Review And Submit**

Instructions

Please complete all of the required questions to request your sourcing event.

- Be sure to answer all necessary items in the **Questions** section.
- You can add 2 attachments in the Questions section, but additional files can be added in the **Attachments** section.
- For each item you would like to source, enter in as many details as possible under the **Product Line Items** or **Service Line Items** sections.
- Any suppliers that you'd like to source from can be added in the **Suppliers** section. If a supplier is not already part of LU, list them in the box available in the Questions section. **NOTE:** You may leave the Suppliers section blank if you would prefer supplier be selected by the Enterprise Sourcing Team.

Requests not submitted utilizing the above instructions could result in requests being returned and delays in the review.

If you have any questions, please email the Enterprise Sourcing team at enterprisesourcing@liberty.edu or call 434-582-5058.

Summary Incomplete

Test

Created Date: 3/13/2026
Form Number: 1268344
Purpose: Sourcing Event Request

What's next?

Workflow

Show skipped steps


Draft (Active)

Sourcing Request Approval (Future)

Finish (Future)

Supplier Form Request

(Old)


All ▾
Search (Alt+Q) 🔍
0.00 USD 🛒

Suppliers ▸ Requests ▸ My Supplier Requests

My Supplier Requests

test

Template Request Status **Supplier Request Incomplete**

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Instructions Print Request | Hist

Welcome to the LU Supplier Request Form

Please complete all sections in the Questions for your supplier request to be approved. Click the **question marks** on the right side of each question for additional information.

Important Note: The email address placed within the Supplier Contact Information section is the email address that will be used to send the registration to the supplier. If you have any questions or concerns, **please contact** the Supplier Management team at suppliermanagement@liberty.edu or call 434-592-3053.

- In the **Initial** step, please answer all questions to avoid delays and to have your request accurately prioritized.
 - Note: If **"Invite Supplier to Register in Portal"** is selected, your supplier will receive an email invitation to register in the BuyLU Supplier Portal. No W-9 or COI will be required to process your request. The supplier will complete their own registration and the status of their registration can be viewed on their profile in BuyLU when you search suppliers. If the supplier is not active in BuyLU and their registration status is not completed, contact the supplier directly and to check their email. (If the registration status is complete but the supplier is still not active, contact suppliermanagement@liberty.edu to inquire about status.)
- In the **Supplier** steps, please provide in-depth information for the supplier you are looking to request.
 - Note: Recent, signed W9s are required for suppliers needing payment whose registration must be by proxy.
- In the **Insurance** step, please provide insurance information so that the Risk department may review before Procurement final approval.
 - Note: COI documentation is required for suppliers providing on-campus services, or certain software.

Below is helpful information on Liberty's Insurance requirements for your suppliers.

Supplier Type/Category	Comm. General Liability	Automobile Liability	Employer's Liability/Worker's Comp.	Umbrella	Professional/E&O Coverage	Cyber Liability
Construction/Equipment	✓	✓	✓	✓	✓	✓
Software	✓					
Food Services	✓	✓	✓			
Charter Transportation	✓	✓	✓			

[Next >](#)

New Supplier Form Layout (Below)

← Supplier Request · New Supplier Test
Save Progress
Next

1 Instructions
Questions
Requester Contact Information
Review And Complete

Summary Incomplete

New Supplier Test

Template Request Status Supplier Request Incomplete

What's next?

Workflow

Show skipped steps

● Draft Active

○ Finish Future

Instructions

Please complete all sections in the Questions for your supplier request to be approved. (Questions marked with a star are required.) Click the question marks for additional information.

- In the **Initial** step, please answer all questions to avoid delays and to have your request accurately prioritized.
 - Note: If **"Invite Supplier to Register in Portal"** is selected, your supplier will receive an email invitation to register in the BuyLU Supplier Portal. No W-9 or COI will be required to process your request. The supplier will complete their own registration and the status of their registration can be viewed on their profile in BuyLU when you search suppliers. If the supplier is not active in BuyLU and their registration status is not completed, contact the supplier directly. (If the registration status is complete but the supplier is still not active, contact suppliermanagement@liberty.edu to inquire about the status.)
- In the **Supplier** steps, please provide in-depth information for the supplier you are looking to request.
 - Note: Recent, signed W9s are required for suppliers needing payment whose registration must be by proxy.

If the supplier is not registering in the portal or the registration is for contract use only:

- In the **Insurance** step, please provide insurance information so that the Risk department may review before Procurement final approval.
 - Note: COI documentation is required for suppliers providing on-campus services, or certain software.

Below is helpful information on Liberty's Insurance requirements for your suppliers.

Supplier Type/Category	Comm. General Liability	Automobile Liability	Employer's Liability/Worker's Comp.	Umbrella	Professional/E&O Coverage	Cyber Liability
Construction/Equipment	✓	✓	✓	✓	✓	✓
Software	✓					
Food Services	✓	✓	✓			
Charter Transportation	✓	✓	✓			
Most Others Operating on LU Campus/Property *	✓	✓	✓			

If the supplier is not registering in the portal and the registration requires proxy by Procurement:

- In the **Payment** Step, please discuss with the supplier their preferred payment method and select the best option.

Requests not submitted utilizing the above instructions could result in requests being returned and delays in the review and approval process.

If you have any questions or concerns, please email the Supplier Management team at suppliermanagement@liberty.edu or call 434-592-3053.

Guide Me

Go to: [Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#) B

[Simple](#) [Advanced](#) [Guide Me](#)

Search for products, suppliers, forms, part number, etc.

