



Supplier Portal Manual

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Initial Setup of Your Portal Account

What is BuyLU

BuyLU is the eProcurement system that LU utilizes for all its purchasing, contract, invoice, sourcing, inventory, and supplier related services and needs.

Account Setup

First time registration for the BuyLU Supplier Portal can come from a direct link or an email invitation. The direct link will take you to the Registration Welcome page, shown below. Review the instructions and click Create Account.

Email Invitation:

If you access the portal through an email invitation titled “*Supplier Invitation for Liberty University*” from the BuyLU Supplier Network, enter your email address and password, then click **Register Now**. You will then be directed to the *Registration Welcome* page



Supplier Invitation from Liberty University

Liberty University has invited you to register as a supplier.

Becoming a supplier at Liberty University is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization.

Click here for [instructions](#) on how to register as a new supplier.

[Register Now](#)

Thank You,

Liberty University

If you have any technical questions, please contact Vendor Relationship Manager at suppliermanagement@liberty.edu or +1 434-592-3053 for assistance and identify yourself as registering in the Liberty University Supplier Network.

Welcome to Liberty University's Supplier Portal!

Liberty University's Individual and Supplier Portal provides a single interface that makes doing business with Liberty University simple and convenient. Please enter your email address below to get started. For your reference, we have included training materials to better assist you with this process.

If you have any questions, issues, or concerns, please call LU Supplier Management at (434) 592-3053, or send an email to suppliermanagement@liberty.edu. You may also visit our [Vendor Information](#) webpage for additional assistance.

Training Information :

[Supplier User Account Training - PDF](#)

[Supplier User Account Training - Video](#)

Important Information :

If you are not a current LU supplier and don't have a portal account, you will be prompted at the bottom of the page to "Create Account" after entering your email address.

If you are a current or former LU supplier, email suppliermanagement@liberty.edu to receive your custom registration link. Registering without it will create a duplicate profile.

Enter your email to Login/Create Account

English ▼

createnewsupplier@gmail.com

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

Email

[Back](#)

Create Account

Select whether you are representing a **company** or registering as an **individual** providing goods or services, then click ***Continue with Registration***. Please ensure the correct option is selected.

LIBERTY
UNIVERSITY

BuyLU

Create Account

[Registration Tutorial](#)

English ▼

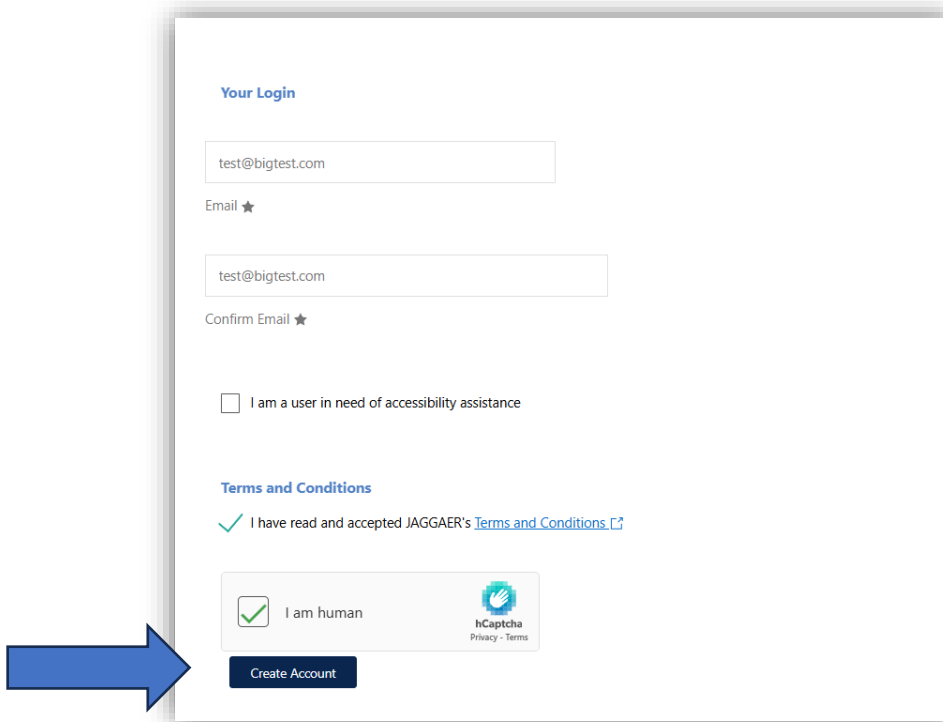
Which of the following applies to you?

☒ I represent a company.

☐ I am or represent a person providing goods or services.

Login information

Fill in the required fields, read, and agree to the JAGGAER (our partner for BuyLU) Terms and conditions. After this, click the check box to confirm you are a human. Click **Create Account**.

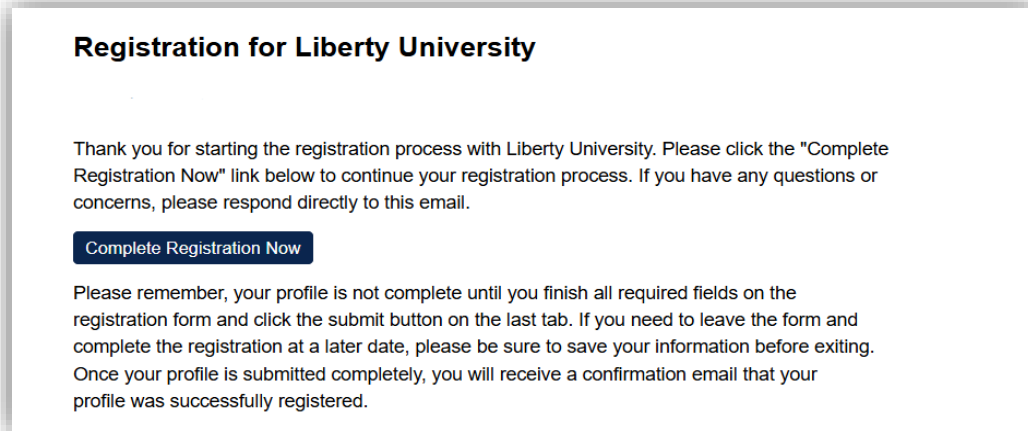


The screenshot shows a web form titled "Your Login". It contains two email input fields, both with the text "test@bigtest.com". The first field is labeled "Email" with a star icon, and the second is labeled "Confirm Email" with a star icon. Below these is a checkbox labeled "I am a user in need of accessibility assistance". Under the heading "Terms and Conditions", there is a green checkmark icon followed by the text "I have read and accepted JAGGAER's [Terms and Conditions](#)". At the bottom, there is a checkbox labeled "I am human" which is checked, next to an hCaptcha logo and the text "hCaptcha Privacy - Terms". A dark blue button labeled "Create Account" is at the bottom right. A large blue arrow points from the left towards the "I am human" checkbox.

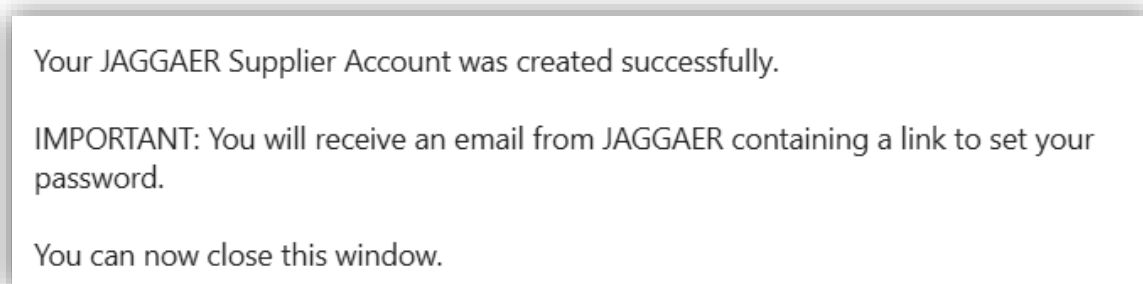
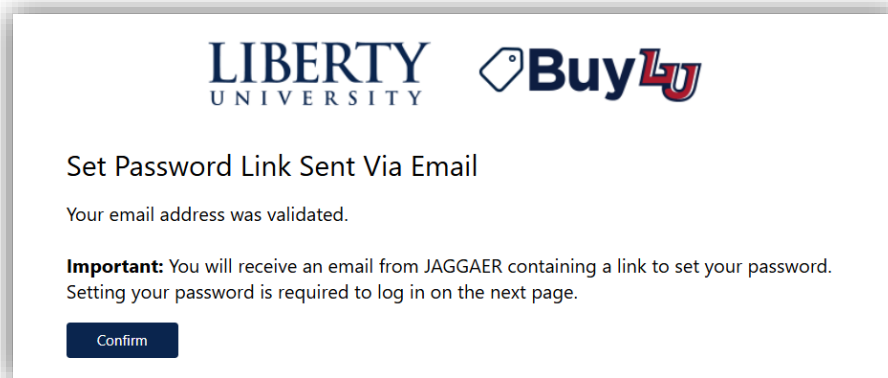
Once this step is complete, proceed to the Email Confirmation section.

Email Confirmation

Open your email account and look for an email from Liberty regarding Completing the registration.



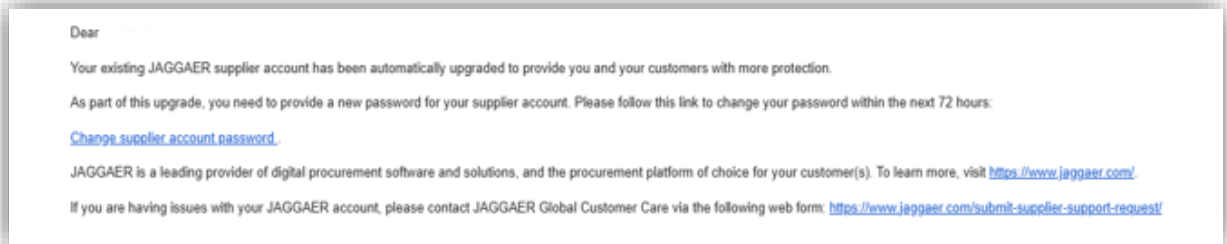
After Clicking **Complete Registration Now** it will redirect you to another prompt to set the password via an email Link fro JAGGAER. Press **Confirm**.



Setting a Password

After clicking Complete Registration, you will be redirected to a Jaggaer page confirming that your Supplier Account was created successfully.

Next, return to your email and open the message from Jaggaer that contains your password setup link. Then, click *Change Supplier Account Password* to create your password.



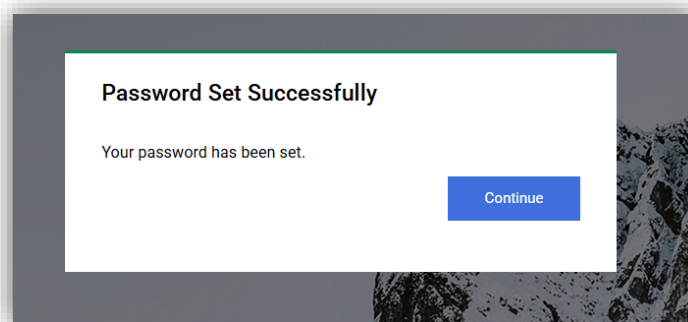
Set JAGGAER Global Identity Password English US ▾

New Password

Confirm Password

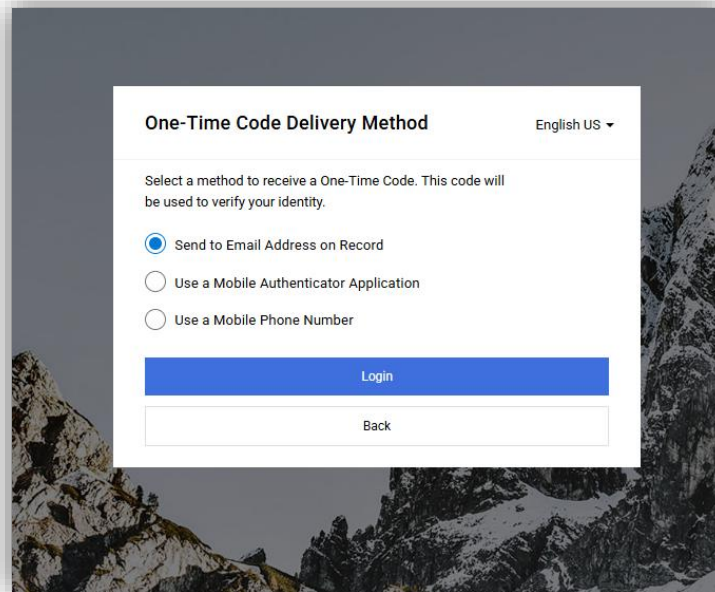
- ✗ Minimum of 12 characters
- ✗ Must be different from email
- ✗ Minimum of 1 special character (not A-Z, a-z, or 0-9)
- ✗ Minimum of 1 number
- ✗ Minimum of 1 lowercase letters
- ✗ Minimum of 1 uppercase letters
- ✗ Passwords must match

Set Password



Authentication

Once your password has been set and completed, you will need to complete the authentication to receive a one-time code via email, authenticator app, or phone number.



This screen, titled "One-Time Code Delivery Method", allows users to choose how they receive a one-time code. It includes three radio button options: "Send to Email Address on Record" (selected), "Use a Mobile Authenticator Application", and "Use a Mobile Phone Number". At the bottom, there are "Login" and "Back" buttons. The language is set to "English US".

One-Time Code Delivery Method English US ▾

Select a method to receive a One-Time Code. This code will be used to verify your identity.

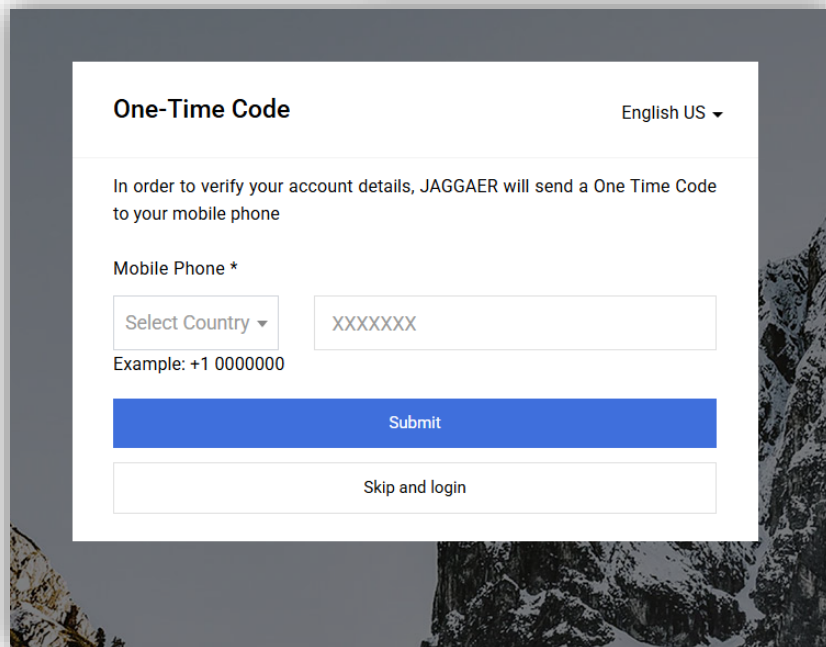
☒ Send to Email Address on Record

☐ Use a Mobile Authenticator Application

☐ Use a Mobile Phone Number

Login

Back



This screen, titled "One-Time Code", is for verifying account details via mobile phone. It instructs users that JAGGAER will send a code to their mobile phone. It features a "Mobile Phone *" field with a "Select Country ▾" dropdown and a text input containing "XXXXXXX". An example number "+1 0000000" is provided. At the bottom, there are "Submit" and "Skip and login" buttons. The language is set to "English US".

One-Time Code English US ▾

In order to verify your account details, JAGGAER will send a One Time Code to your mobile phone

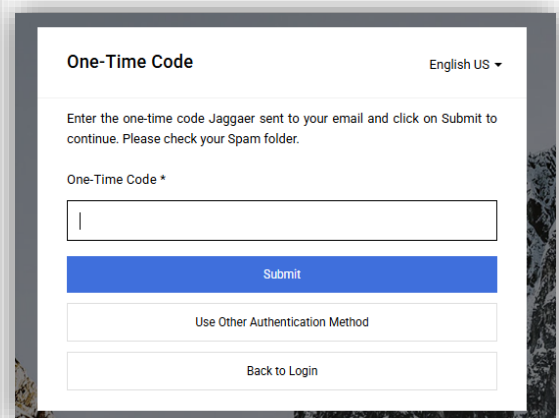
Mobile Phone *

Select Country ▾ XXXXXXX

Example: +1 0000000

Submit

Skip and login



This screen, titled "One-Time Code", prompts users to enter the one-time code received via email. It includes a text input for the "One-Time Code *" and a "Submit" button. Below the input, there are links for "Use Other Authentication Method" and "Back to Login". The language is set to "English US".

One-Time Code English US ▾

Enter the one-time code Jaggaer sent to your email and click on Submit to continue. Please check your Spam folder.

One-Time Code *

Submit

Use Other Authentication Method

Back to Login

Completing Individual/Supplier Registration

After authentication is successful, you will be redirected to the BuyLU Supplier Registration page, where you will complete either the Individual Registration or Supplier Registration process, depending on your registration type.

1) Welcome

Verify the **Legal Company Name**, or the individual's Last Name, First Name if registering as an **Individual**.

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

Hamtester, Test	Welcome to Supplier Registration
Registration In Progress for: Liberty University 0 of 6 Steps Complete	
Welcome	Welcome to our Individual Registration platform for Liberty University!
Individual Overview ▲	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 social security number to ensure we are issuing payment to the correct individual and reporting payments as required by applicable tax laws. Your security is very important to us.
Addresses ▲	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!

Test Hamtester	Welcome to Supplier Registration
Registration In Progress for: Liberty University 0 of 7 Steps Complete	
Welcome	Welcome to our Supplier Registration platform for Liberty University!
Company Overview ▲	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 issuing payment to the correct entity and reporting payments as required by applicable tax laws. Your security is very important to us.
Business Details ▲	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!
Addresses ▲	Important Information:

- Click **Next**.

If you are registering as an **Individual**, verify that the **Business Details** and **Company Overview** sections do not appear during registration.

If you are registering as a **Supplier**, verify that the **Individual Overview** section does not appear as the second step of the registration process.

If any of the registration steps do not seem correct, please contact Supplier Management at suppliermanagement@liberty.edu or call 434-592-3053 for assistance.

2) Individual/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)

The image displays two screenshots of the Liberty University Supplier Portal registration process. The top screenshot is the 'Individual Overview' form, and the bottom screenshot is the 'Company Overview' form. Both forms are for a user named 'Man, Test' and show progress indicators (1 of 6 steps for individual, 0 of 7 steps for company). The forms include sections for 'Individual Information' and 'Additional Questions'. The 'Individual Information' section includes fields for 'Country as Shown on Tax Forms', 'Legal Structure', 'Tax ID Number Type', and 'Tax ID Number'. The 'Additional Questions' section includes a 'Conflict of Interest Inquiry' and a 'Please select tax status below' field. The 'Company Overview' form includes fields for 'Doing Business As (DBA)', 'Country as Shown on Tax Forms', 'Legal Structure', 'Tax ID Number', and 'Website'. It also includes an 'Additional Questions' section with a 'Conflict of Interest Inquiry', a 'How did you receive the link to register in LU's Supplier Portal?' field, and a 'Choose the category that best describes the type of product or service you will provide to Liberty University' field. Both forms have 'Previous', 'Next', and 'Save Changes' buttons at the bottom.

Man, Test
Registration In Progress for:
Liberty University
1 of 6 Steps Complete

Welcome

Individual Overview

Addresses ✓
Contacts ▲
Insurance ▲
Payment Information ▲
Tax Information ▲
Certify & Submit

Individual Information

The information entered on this page allows us to obtain general details about you. For any issues, questions, or concerns, please send an email to suppliermanagement@liberty.edu.

If you are a **US Citizen** doing business as yourself, please choose the following:

Legal Structure: Individual/Sole Proprietor or Single-Member LLC

Tax ID Number Type: Social Security Number

Tax ID Number: Your given SSN (Default is EIN, **please** change if necessary)

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 interest between you or your company and Liberty University, please indicate here. *

?

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 selection.

Please select tax status below: *

★ Required to Complete Registration

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

Man, Test
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

Company Overview

The information entered on this page allows us to obtain general details about your company. For any issues, questions, or concerns, please send an email to suppliermanagement@liberty.edu.

Doing Business As (DBA) ?

Country as Shown on Tax Forms *

Legal Structure *

Tax ID Number

Website

Additional Questions

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

?

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

Choose the category that best describes the type of product or service you will provide to Liberty University. *

★ Required to Complete Registration

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

If your Legal Structure is **Individual/Sole Proprietor** or **LLC P**, select **Contract Services**. Otherwise, leave the field blank. Select how you received the LU Supplier Portal registration link, then click **Next**.

3) Supplier Information: 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**.

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

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. For any issues, questions, or concerns, please send an email to suppliermanagement@liberty.edu.

Year Established

Number of Employees

Sales Territories

Is Your Business a Local Supplier? ☐ Yes ☒ No

Is Your Business a National Supplier? ☐ Yes ☒ No

U.S. Service Area - [Edit](#)

International Service Area - [Edit](#)

Products and Services

The commodity code and keyword section have a great impact for being considered for future LU Sourcing Events. For any issues, questions, or concerns, please send an email to enterprisesourcing@liberty.edu.

Should you have difficulty identifying a commodity code relating to your products or services, feel free to try a quick search on the UNSPSC website linked [here](#).

Please do not use "00000000 - Unknown" as it could result in exclusion from future sourcing opportunities.

Commodity Codes * - [Edit](#)

Keywords
700 characters remaining

Additional Questions

What products or services do you plan to offer Liberty University as a supplier in our network, and what is the primary focus of your business? *

500 characters remaining

★ Required to Complete Registration

[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.

The screenshot shows a web interface titled "Commodity Codes" with a search bar containing the text "cater". A red arrow points to the "Search" button. Below the search bar, the text "1 Selected Codes" is displayed. A table lists 11 results, with the last four rows highlighted by a red box. The table has 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 interface, there are "Done" and "Close" buttons. A footer note states "Required to Complete Registration".

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 window titled "Commodity Codes" with a search bar containing "dj" and a "Search" button. Below the search bar, it says "1 Selected Codes". The results section shows "Showing 1 - 20 of 54 results" and a table with two columns: "Commodity Code" and "Description". The table lists 20 items, including "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", and "50302912 Medjool/medjul dates". At the bottom right are "Done" and "Close" buttons.

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

The screenshot shows a window titled "Commodity Codes" with a search bar containing "entertainment" and a "Search" button. Below the search bar, it says "1 Selected Codes". The results section shows "Showing 1 - 9 of 9 results" and a table with two columns: "Commodity Code" and "Description". The table lists 9 items, including "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", and "95121500 Commercial and entertainment buildings and structures". At the bottom right are "Done" and "Close" buttons.

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

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.

The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. The modal is divided into sections. The first section is "Basic Information (Step 1 of 3)" with a help icon (?). Below this, there is a text input field with the label "What would you like to label this address? ★". Below the input field is an example: "Example: Headquarters, Houston Office". The next section asks "Which of the following business activities take place at this address? (select all that apply) ★". There are two checkboxes, both of which are checked: "Takes Orders (fulfillment)" and "Receives Payment (remittance)". At the bottom left, there is a note: "★ Required to Complete Registration". At the bottom right, there is a "Next >" button.

Click **Next**.

The screenshot shows a modal window titled "Add Address" with a close button (X) in the top right corner. The modal is divided into sections. The first section is "Address Details (Step 2 of 3)" with a help icon (?). Below this, there is a dropdown menu with the label "How would you like to receive purchase orders for this fulfillment address? ★". Below the dropdown menu, there are several input fields: "Country ★", "Address Line 1 ★", "Address Line 2", "Address Line 3", "City/Town ★", "State/Province", "Postal Code", "Phone", "Toll Free Phone", and "Fax". Each input field has a small "ext." button next to it. Below the "Phone" field, there is a note: "International phone numbers must begin with +". Below the "Toll Free Phone" field, there is a note: "International phone numbers must begin with +". Below the "Fax" field, there is a note: "International phone numbers must begin with +". At the bottom left, there is a note: "★ Required to Complete Registration". At the bottom right, there are two buttons: "Previous <" and "Next >".

5) Contacts

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

Man, Test

Registration **In Progress** for:
Liberty University

4 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ⚠

Insurance ⚠

Payment Information ⚠

Tax Information ⚠

Certify & Submit

Contacts

Please enter contact information for any individuals at your organization who may represent your company. This helps to ensure that we will always be contacting the correct individual.

Examples of Contact Labels: Sales, Accounts Receivable, Primary, etc.

For any issues, questions, or concerns, please send an email to suppliermanagement@liberty.edu.

Contact Label	Contact Types	Name	Email	
POC	Remittance (Primary)	Man, Test	test@test.com	Edit

Add Contact

Show Inactive Contacts

Previous

Next

6) Supplier Information: Diversity

If no Classification is stated you can check **Decline to Answer**.

Supplier Profile | Change

editing this profile reg

Registration **In Progress** for:
Liberty University

4 of 8 Steps Complete

Company Overview

Business Details

Addresses

Contacts

Diversity

Insurance

Payment Information

Tax Information

Certify & Submit

Small Business Status and Diversity Classifications

No Classification

☐ Does Not Qualify as a Small Business or Diverse Supplier (DoesNotQualify) ☒ Decline to Answer (DeclineAnswer)

Federal Diversity Classifications

☐ Small Business

☐ Minority Owned Small Business (MOSB)

☐ Small Disadvantaged Business (SDB)

☐ Woman-Owned Small Business (WOSB)

☐ Historically Underutilized Business (HUB)

☐ Service Disabled Veteran (SDVB)

☐ Veteran Initiative - Small Entrepreneurship Program (VISEP)

☐ Woman Business Enterprise (WBE)

☐ HUBZone Small Business (HUBZ)

☐ Service-Disabled Veteran-Owned Small Business (SDVOSB)

☐ Veteran-Owned Small Business (VOSB)

☐ Foreign Vendor (FV)

☐ Minority Owned Large Business (MOLB)

☐ Small Emerging Business Development (SEBD)

☐ Veteran Owned Business (VBE)

☐ Woman Owned Large Business (WOLB)

State Diversity Classifications

☐ State of Virginia Employment Services Organization (VA-ESO)

☐ State of Virginia Micro Business (VA-Micro)

☐ State of Virginia Minority-Owned Business (VA-MB)

☐ State of Virginia Small Business (VA-SB)

☐ State of Virginia Women-Owned Business (VA-WB)

Other Diversity Classifications

☐ Majority Female Owned (>50%) (MFO) ☐ Non-Profits, not ED or HO (LNP)

Done

Close

7) Insurance

If insurance is not required:

Individuals: Select "Certify (Insurance Attached or No Insurance Needed)."

Regular Suppliers: Click Next if no insurance is required.

If insurance is required, continue to the next step and enter the insurance information.
Click the “**Detailed COI Requirements**” button to view additional information.

Click **Add Insurance** and select the appropriate insurance type. At a minimum, a *Commercial General Liability* COI must be uploaded when insurance is required.

The screenshot shows a web application interface with a modal window titled "Add Insurance". The modal contains the following fields:

- Insurance Type *: Commercial General Liability
- Policy Number *: [Text input field]
- Insurance Limit *: \$500,000 or Less (dropdown menu)
- Expiration Date *: [Date input field with calendar icon]
- Insurance Provider *: [Text input field]
- Producer *: [Text input field]
- Producer Phone: [Text input field with "ext." placeholder]
- Upload Certificate of Insurance *: [File upload button "Select file" and "Drop file to attach, or browse."]

At the bottom of the modal, there is a note: "* Required to Complete Registration" and two buttons: "Save Changes" and "Close".

In the background, a table titled "Common Supplier Insurance Situations" is visible, listing various supplier types and their required insurance types. A "Detailed COI Requirements" button is also visible on the left side of the background interface.

The screenshot shows a dropdown menu titled "Liberty University COI Requirements". The menu lists the following options:

- Commercial Automobile Liability
- Commercial General Liability
- Cyber Liability
- Errors & Omissions
- Malpractice
- Product Liability
- Professional Liability
- Umbrella Liability
- Workers' Compensation
- Other

Below the list is a red button labeled "Add Insurance" with a small upward-pointing arrow. A red arrow points to this button from 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 *

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 *

Select file

Drop file to attach, or browse.

* Required to Complete Registration

Save Changes

Close

8) Payment Information

Click the **US Based Entities** tab (to the right of the “Start Here” tab) and review the instructions

US-Based Entities

Foreign Entities

Liberty University offers multiple payment options to accommodate your needs. **Standard payment terms are Net 30.** The available payment methods are:

- Check
- ACH
- vCard (Virtual Credit Card)

Note: To use ACH or vCard, you must complete the registration process for electronic payments with our third-party payment processor, **PaymodeX** (Only for US-Based Entities at this time). Additional instructions will be sent via email once registration begins. Alternatively, you can begin registration through [PaymodeX](#) now.

Contractual terms override standard payment terms, and check will remain the default payment method until the PaymodeX registration is finalized.

No payment information has been entered.

Additional Questions

☒ By checking here, you confirm that you understand the above payment information for US-Based and/or Foreign Entities. ★

Please include any comments or questions regarding payment terms, and specify any special terms previously discussed or currently requested with LU.

500 characters remaining

◀ Previous

Next ▶

Save Changes

Individuals will see the following options:

US-Based Individuals

Foreign Individuals

Liberty University offers multiple payment options to accommodate your needs. The available payment methods are:

- Check
- ACH (For qualified businesses via PaymodeX. For Individuals, via FIS.)

Payment via ACH requires further communication with our banking partners (PaymodeX or FIS) to gather and verify account information. As such, this payment type is recommended for those individuals who will be paid more than once. The address marked as “primary” in the Addresses section will be used for sending payments. ACH payments are subject to initial approval and are not guaranteed.

Additional Questions

Preferred Payment Method (NOTE: Our default method is check. LU or our third-party partner will determine the final payment method. Selecting an option here does not guarantee payment by that method.) ★

▼

Click **Save Changes**.

9) 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**.

Buy4U

Registration In Progress for:
Liberty University
7 of 8 Steps Complete

Home Shop Orders Contracts Accounts Payable Suppliers Sourcing Inventory Reporting Administer Setup

Menu Search

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.

0:00 / 2:37

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

Please enter in the date that you signed on the W9 or W8 in the box below. *

mm/dd/yyyy

Previous Next Save Changes

- Click **Save Changes**.

×

Add Tax Document

Tax Type *

W-9

Tax Document Name *

W-9

Tax Document Year *

2026

Signature Status

Not Signed

Tax Documentation *

Select file

Drop file to attach, or browse.

Done ✓

testpdf.pdf

100% ×

[Download Pre-populated Tax Document](#)

☐ I certify this tax document

★ Required to Complete Registration

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”. Enter your name in the field.

required

at least

tax info

dd Tax D

ditiona

ase ente

06/18/2

im/dd/y

☒ I certify this tax document

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

10) 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

Please enter in the date that you signed on the W9 or W8 in the box below. ★

06/18/2026

mm/dd/yyyy

11) 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**.

Certify & Submit

Registration **In Progress** for:
Liberty University
8 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Payment Information ✓

Tax Information ✓

Additional Attachments ✓

Certify & Submit

Registration FAQ | View History

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.

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.

Preparer's Initials * LU

Preparer's Name * Enter name here

Preparer's Title

Preparer's Email Address * enter email here

Today's Date 6/2/2026

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

★ Required to Complete Registration

Submit

Once you have completed all required steps, navigate to Certify & Submit and click Submit to finalize your account setup in LU's Supplier Network. After submission, your account will be routed through the required internal approval process before it is enabled for procurement and contracting activities.

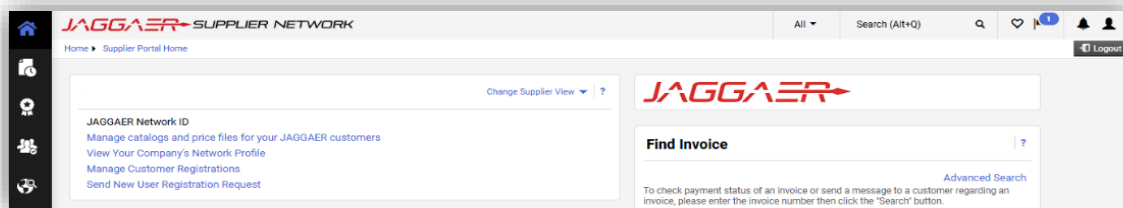
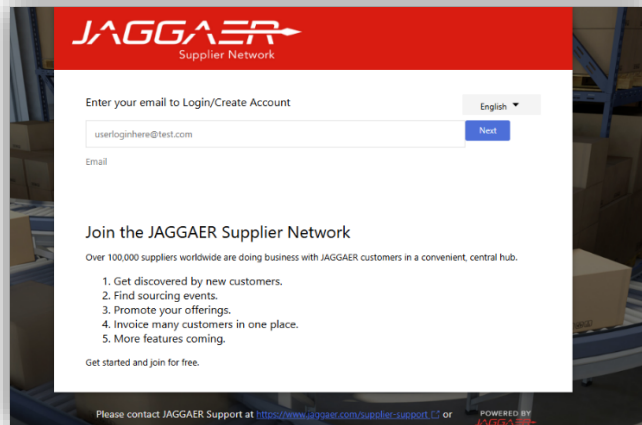
Note: Your supplier account will not become active until it has been certified, submitted, and all required internal approvals have been completed

If you have any questions or encounter issues, please contact Supplier Management using the information below:

Liberty University Supplier Management
Email: suppliermanagement@liberty.edu
Phone: 434-592-3053

Logging into the Portal

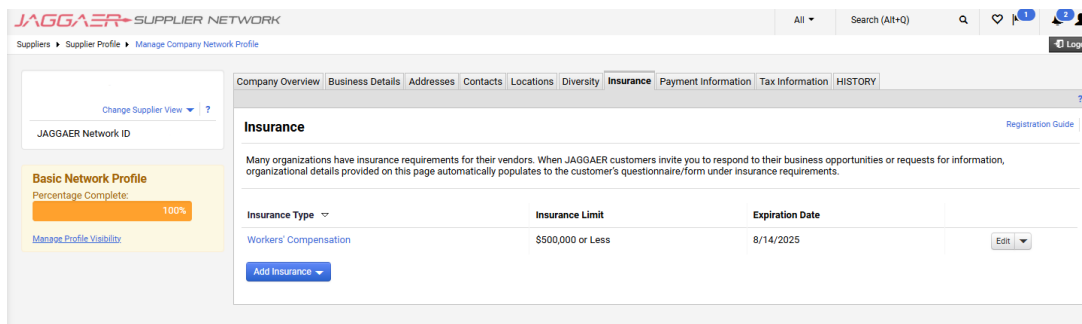
You may access the portal login via this link, <https://uit01.jaggaer.com/apps/Router/SupplierLogin>. Using your email address and password that you created in the initial registration process.



There are a few key differences between the Jaggaer Supplier Profile and the profile that most closely resembles the Liberty University Portal.

When logged into Jaggaer, you can manage user permissions and perform more advanced functions. When working in the portal, be sure to create invoices directly from the Sales Order rather than from the main page. This helps ensure that no pertinent information is missed.

Additional features available in Jaggaer are covered on the following pages and include JAI, Sales Orders, Invoices, User Management, and more.

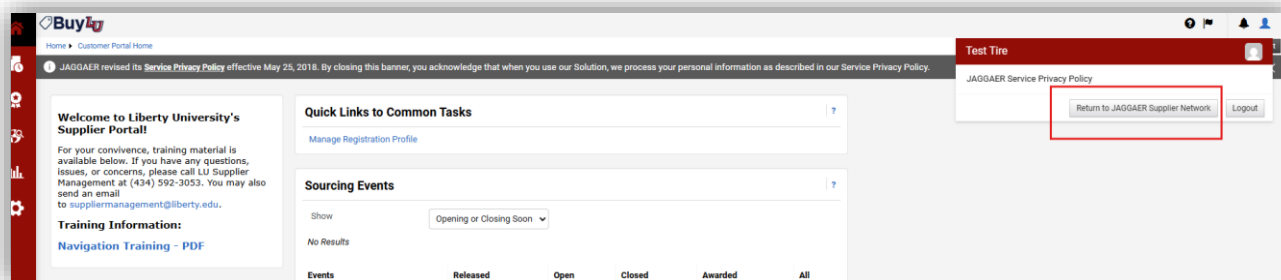
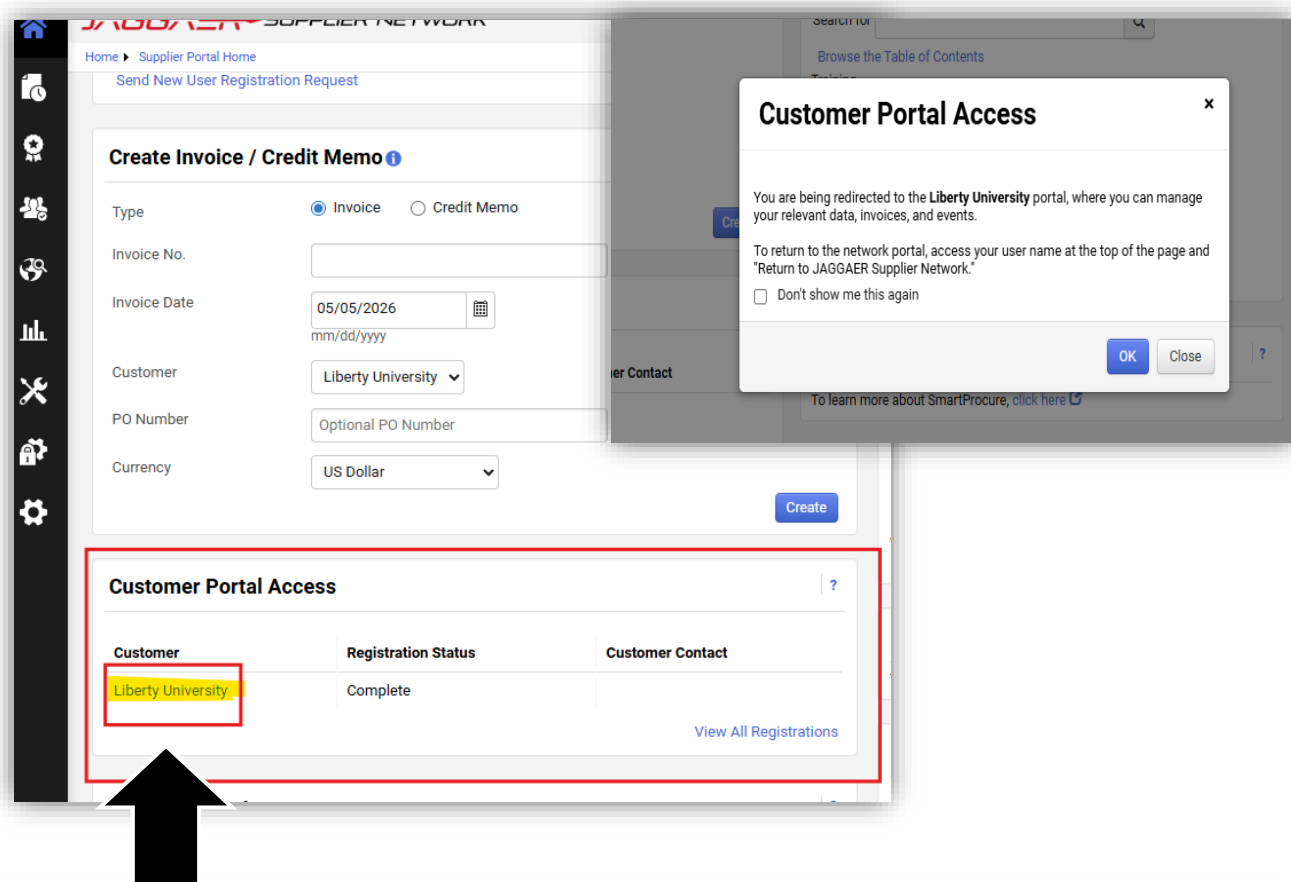


Note: You are able to update any Insurance, Payment or Tax information while logged into your JAGGAER portal.

Navigating the Supplier Portal

The Supplier Portal Home page provides a summary of portal documents and related information.

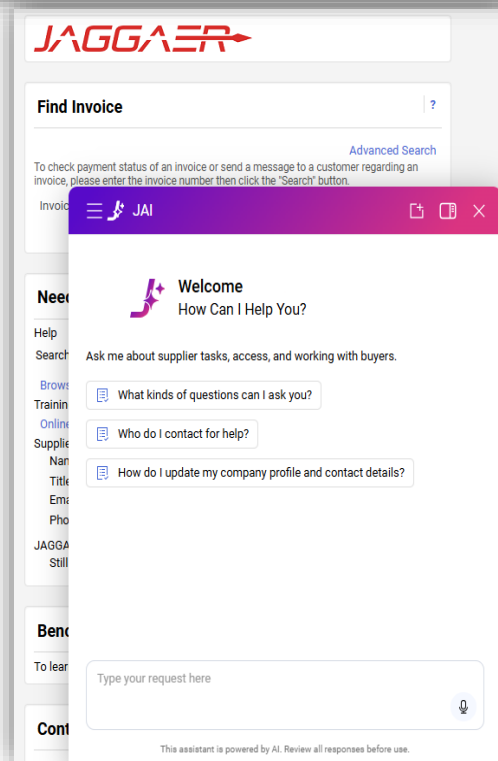
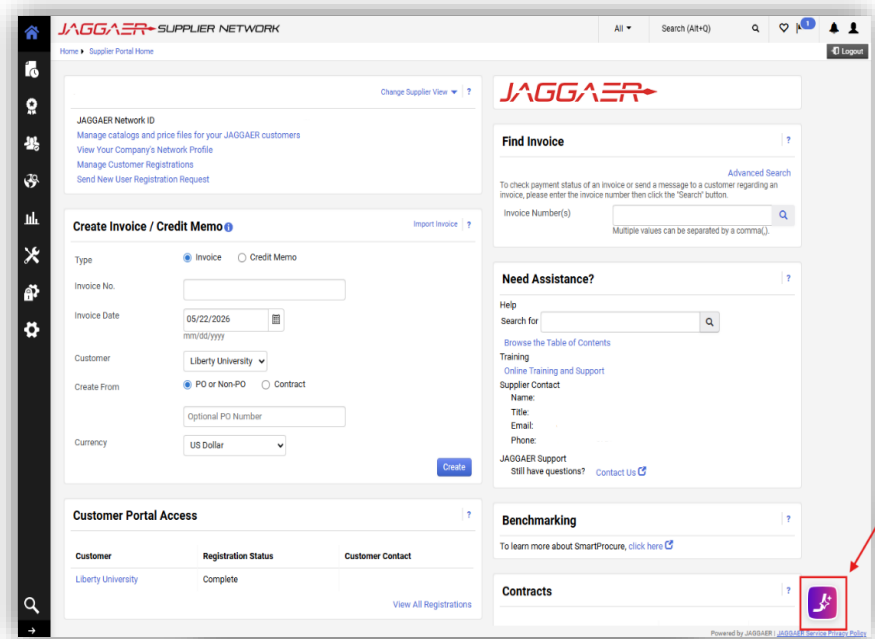
Clicking on **Liberty University** under *Customer Portal Access* redirects you to the LU Portal for the Supplier Account.



When logged into your Supplier Portal account click on your username and select **Return to Jaggaer Supplier Network** to access the main features related to the full supplier portal. Some functions can only be done under the Jaggaer Supplier Portal such as managing your portal users.

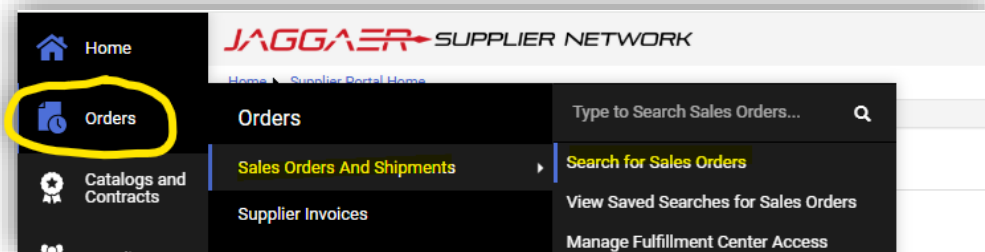
Jaggaer AI (JAI)

JAI brings AI-powered support directly into your supplier portal experience to provide quick access to helpful information. Find this in the bottom right of your supplier portal

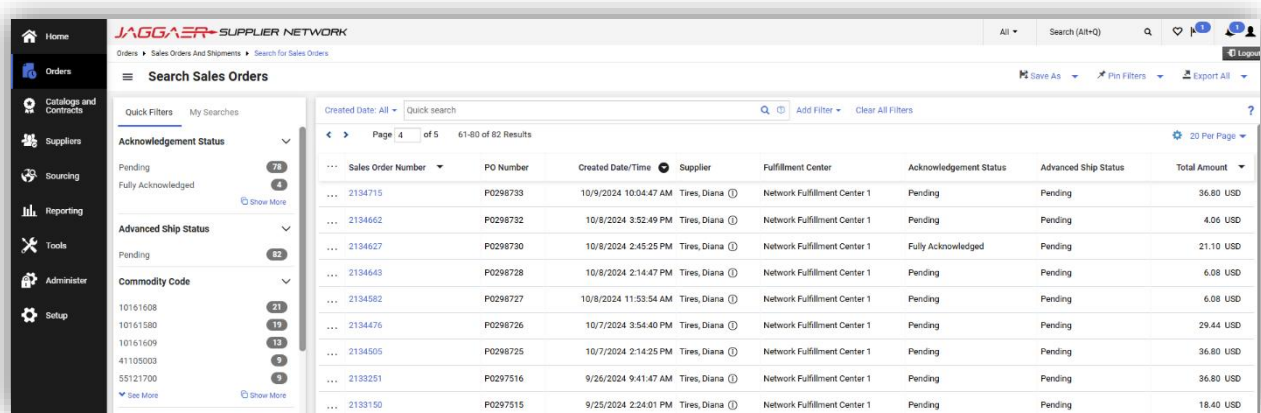


Sales Orders (POs)

Click the **Orders** icon (the second icon on the top left side of the screen) > **Sales Orders And Shipments** > **Search for Sales Orders**.

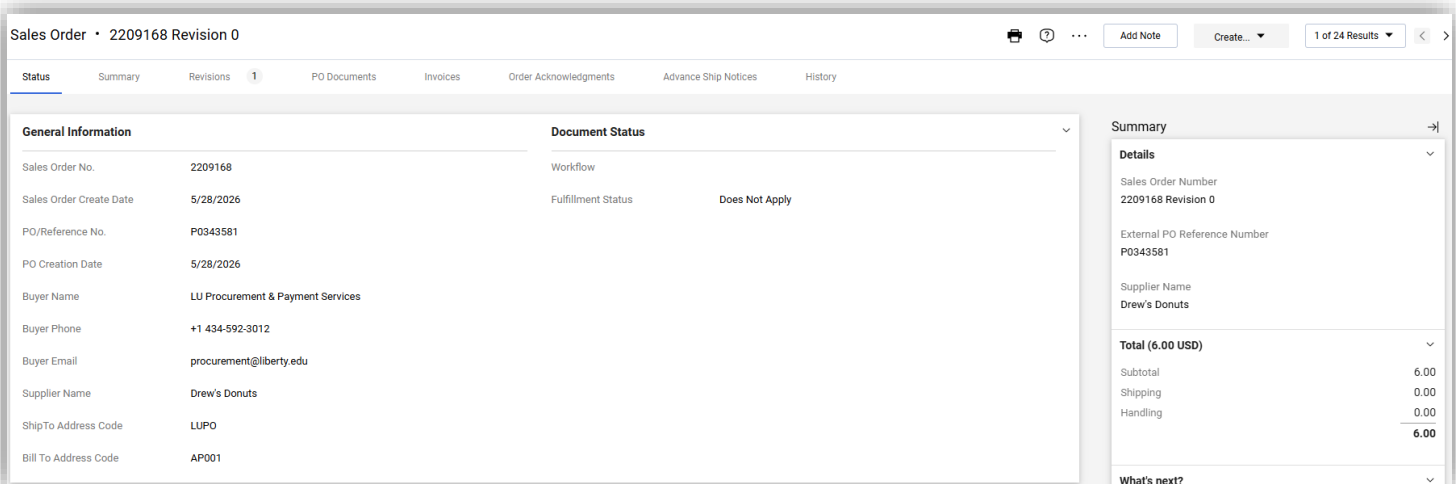


Click any order listed to **view details**.



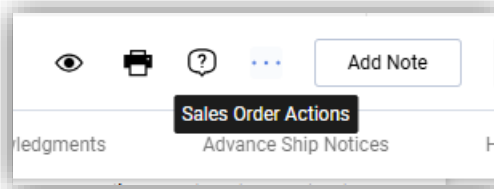
Sales Order Number	PO Number	Created Date/Time	Supplier	Fulfillment Center	Acknowledgement Status	Advanced Ship Status	Total Amount
2134715	P0296733	10/9/2024 10:04:47 AM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	36.80 USD
2134462	P0296732	10/8/2024 3:52:49 PM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	4.06 USD
21344627	P0296730	10/8/2024 2:45:25 PM	Tires, Diana	Network Fulfillment Center 1	Fully Acknowledged	Pending	21.10 USD
21344643	P0296728	10/8/2024 2:14:47 PM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	6.08 USD
2134582	P0296727	10/8/2024 11:53:54 AM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	6.08 USD
2134476	P0296726	10/7/2024 3:54:40 PM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	29.44 USD
2134505	P0296725	10/7/2024 2:14:25 PM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	36.80 USD
2133251	P0297516	9/26/2024 9:41:47 AM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	36.80 USD
2133150	P0297515	9/25/2024 2:24:01 PM	Tires, Diana	Network Fulfillment Center 1	Pending	Pending	18.40 USD

Within sales orders you have the following options to review in the tabs. Status, Summary, Revisions, PO Documents, Invoices, Order Acknowledgements, Advance Ship Notices and History

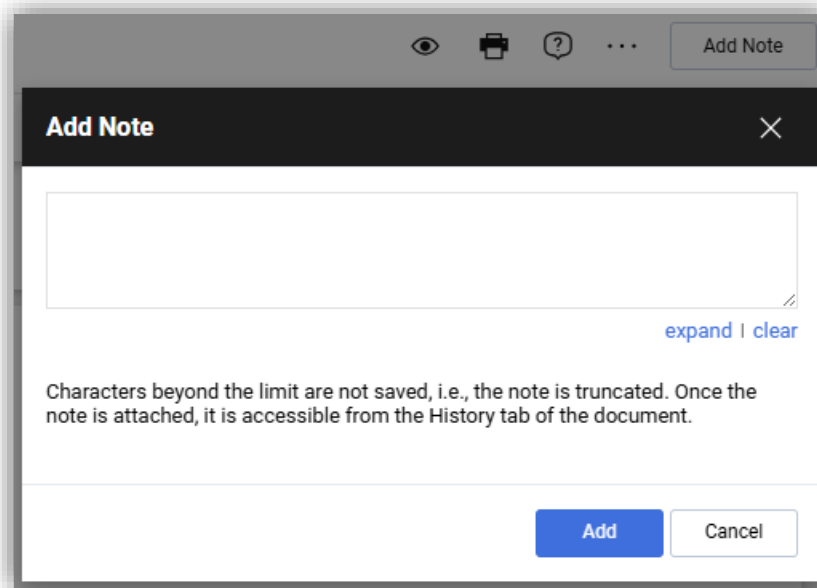


General Information		Document Status		Summary	
Sales Order No.	2209168	Workflow		Details	
Sales Order Create Date	5/28/2026	Fulfillment Status	Does Not Apply	Sales Order Number 2209168 Revision 0	
PO/Reference No.	P0343581			External PO Reference Number P0343581	
PO Creation Date	5/28/2026			Supplier Name Drew's Donuts	
Buyer Name	LU Procurement & Payment Services			Total (6.00 USD)	
Buyer Phone	+1 434-592-3012			Subtotal 6.00	
Buyer Email	procurement@liberty.edu			Shipping 0.00	
Supplier Name	Drew's Donuts			Handling 0.00	
ShipTo Address Code	LUPO			6.00	
Bill To Address Code	AP001			What's next?	

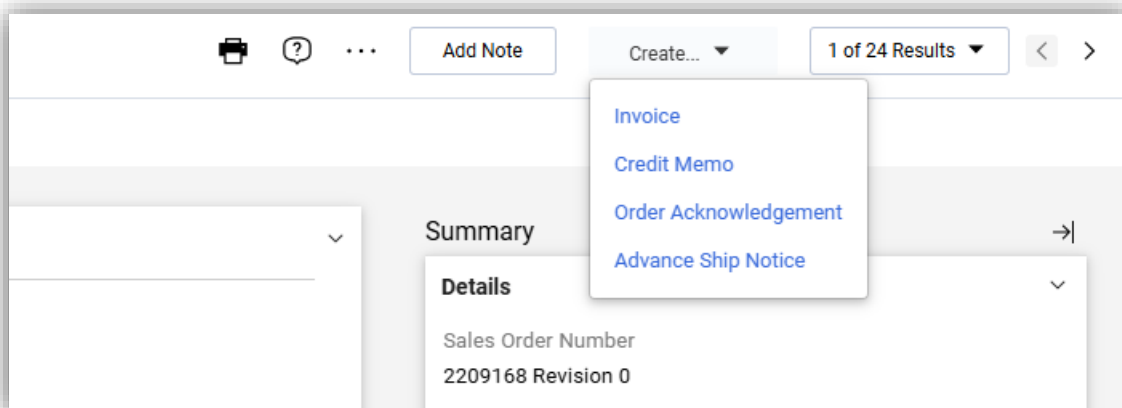
If there are any available actions, they may appear under the **Sales Order Actions (. . .)**



Clicking **Add Note** also gives you an opportunity to Add a Note to the order if necessary



Also, clicking the *Create* Button in the upper right gives you the following options within sales orders.



Creating Invoices

Select a **Sales Order** from the list.

...	2204981	P0343539	4/17/2026 11:06:14 AM	Drew's Donuts ⓘ
-----	----------------	----------	-----------------------	-----------------

Click the **Create** button at the top right of the screen and select **Invoice**.

The screenshot shows the JAGGAER Supplier Network interface for a Sales Order (2134715 Revision 0). The 'Create' button is highlighted, and the dropdown menu is open, showing options: Invoice, Credit Memo, Order Acknowledgement, and Advance Ship Notice. The 'Invoice' option is selected.

General Information

Priority	Normal
Sales Order No.	2134715
Sales Order Create Date	10/9/2024
PO/Reference No.	P0298733
PO Creation Date	10/9/2024
Buyer Name	LU Procurement & Payment Services
Buyer Phone	+1 434-592-3012
Buyer Email	procurement@liberty.edu
Supplier Name	Tires, Diana

Shipping Information

Ship To	Test P&PS 1971 University Blvd Lynchburg, VA 24515 United States
Ship To Address Code	LUPO
Delivery Options	Ship Via: Best Carrier-Best Way Expedite: ☒
Requested Delivery Date	no value

Billing Information

Bill To	LU Payment Services 1971 University Blvd Lynchburg, VA 24515 United States
Bill To Address Code	AP001
Billing Options	Accounting Date: no value Payment Terms: 0, Net 45 F.O.B: Liberty University Destination

Summary

Sales Order Number	2134715 Revision 0
External PO Reference Number	P0298733
Supplier Name	Tires, Diana
Total (36.80 USD)	
Subtotal	36.80
Shipping	0.00
Handling	0.00
	36.80

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

The screenshot shows the JAGGAER Supplier Network interface for a Sales Order (2134715 Revision 0). The 'Invoices' tab is selected, and the 'plus' icon is highlighted, showing a dropdown menu with options: Create Invoice, Create Credit Memo, and Number. The 'Create Invoice' option is selected.

Records Found: 1

Invoice No.	Source	Invoice Date	Due Date	Document Type	Involved/Credited By	Total Amount
2687993	Buyer Invoice	10/9/2024	11/23/2024	Invoice		0.00 USD

Summary

External PO Reference Number	P0298733
Supplier Name	Tires, Diana
Total (36.80 USD)	

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

Key points:

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

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

***NOTE:** Once Complete is clicked, changes can no longer be made to an Invoice

P0343569

Home

Orders

Catalogs and Contracts

Suppliers

Sourcing

Reporting

Tools

Administer

Setup

JAGGAER SUPPLIER NETWORK

Invoice • 3369927

Entry

Summary

Messages

Attachments

History

Buyer Invoice Number

no value

Invoice Date

5/5/2026

mm/dd/yyyy

Due Date

6/19/2026

Invoice Owner

Diana Love

Supplier Name

Tires, Diana

Invoice Number ★

3369927

Required

Currency

US Dollar

Sales Order Number

2134715

Customer

Liberty University

Paid Date

no value

Payment Cancel Date

no value

Discount, Tax, Shipping & Handling

Remit To

1971 University Blvd.

Lynchburg, Virginia 24515

United States

Phone 1-434-5924174-

Managing Portal Users

To manage users within your portal be sure you are signed into the Portal using the Jaggaer Supplier Portal. *Unfortunately, you are unable to manage portal users while signed into Liberty's Supplier Portal within BuyLU.*

JAGGAER SUPPLIER NETWORK

Home ▸ Supplier Portal Home

Change Supplier View ▾ ?

JAGGAER Network ID 1003934628

[Manage catalogs and price files for your JAGGAER customers](#)

[View Your Company's Network Profile](#)

[Manage Customer Registrations](#)

[Send New User Registration Request](#)

Create Invoice / Credit Memo ⓘ Import Invoice ?

Type ☒ Invoice ☐ Credit Memo

Customer Liberty University ▾

Create From ☒ PO or Non-PO ☐ Contract

Optional PO Number

Currency US Dollar ▾

Create

Administer

Administration

Manage Users

Search for Users

Send New User Request

View Pending User Registrations

JAGGAER SUPPLIER NETWORK

Home ▸ Administer ▸ Manage Users ▸ Search for Users

Quick Filters My Searches

Email Preference

Response to a Sourcing Event-related question received 2

Buyer Has Submitted An Event-Related Question 2

Confirmation that the Supplier Has Submitted A Bid 2

Sales Order Acknowledgement Review Complete 1

User Search

Quick search Add Filter Clear All Filters

Name	Phone	Email	Role	Status	Last Login Date
Test Tire	+1 434-582-2890	drewdonuts2+tires2@gmail.com		Active	5/5/2026 10:56:59 AM
Diana Tires	+1 434-555-8965	drewdonuts2+tires@gmail.com	Manage All Portal Activities	Active	5/5/2026 9:20:25 AM

Administer

Administration

Manage Users

Search for Users

Send New User Request

View Pending User Registrations

View All Sales Orders 1

Administration 1

Change Password 1

Assigning Roles

Test Tire
User Name: drewdonuts28+tires2@gmail.com

User Profile and Preferences <
User's Name, Phone Number, Email, etc.
Language, Time Zone and Display Settings
Update Security Settings >
User Roles and Access <
Assigned Roles
Fulfillment Center Access

User's Name, Phone Number, Email, etc.
Assign As Primary Contact

First Name * Test
Last Name * Tire
Title
Phone Number * +1 434-582-2890 ext.
International phone numbers must begin with +
Mobile Phone Number

When adding a role to a user make sure to click the right arrow to add the assigned role and then click **save changes** for those to go into effect and be applied.

< Back to Results 1 of 2 Results < >

Test Tire
User Name: drewdonuts28+tires2@gmail.com

User Profile and Preferences >
Update Security Settings >
User Roles and Access <
Assigned Roles
Fulfillment Center Access
Customer Access
Ordering and Approval Settings >
Permission Settings >
Notification Preferences >
User History >
Administrative Tasks >

Assigned Roles ?

Available Roles ?

- Manage All Portal Activities
- Manage Bid Opportunities
- Manage Company Profile
- Manage Content / Pricing
- Manage Contracts
- Manage Orders / Invoices
- Support Customer Questions

Move Right

Assigned Roles ?

- View Reports Only

Save Changes

Unfortunately, you are unable to manage portal users while signed into Liberty's Supplier Portal.



Welcome to Liberty University's Supplier Portal!

For your convience, training material is available below. If you have any questions, issues, or concerns, please call LU Supplier Management at (434) 592-3053. You may also send an email to suppliermanagement@liberty.edu.

Quick Links
[Manage Regis](#)

Sourcing E
[Show](#)

Administer Send New User Request
Manage Users View Pending User Registrations

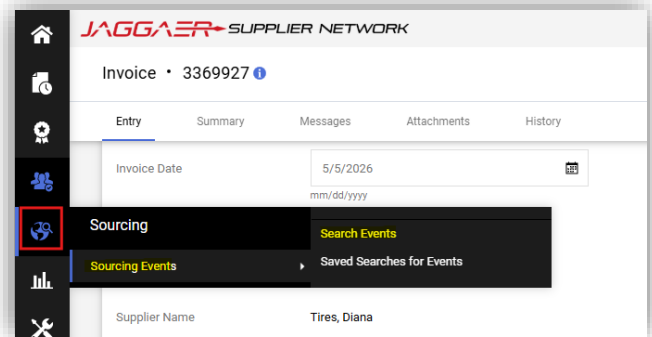
Events

Sourcing

Hover over the Sourcing globe icon from the sidebar menu and the sourcing menu will display available options, then 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

Customer Name

Sourcing Event Information

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](#)

[Back to Edit Search](#) | [Start New Search](#)

Search Details

Filtered by

Date Type: Release Date

Date Range: All Dates

Refine Search Results

Showing 1 - 20 of 33 Results

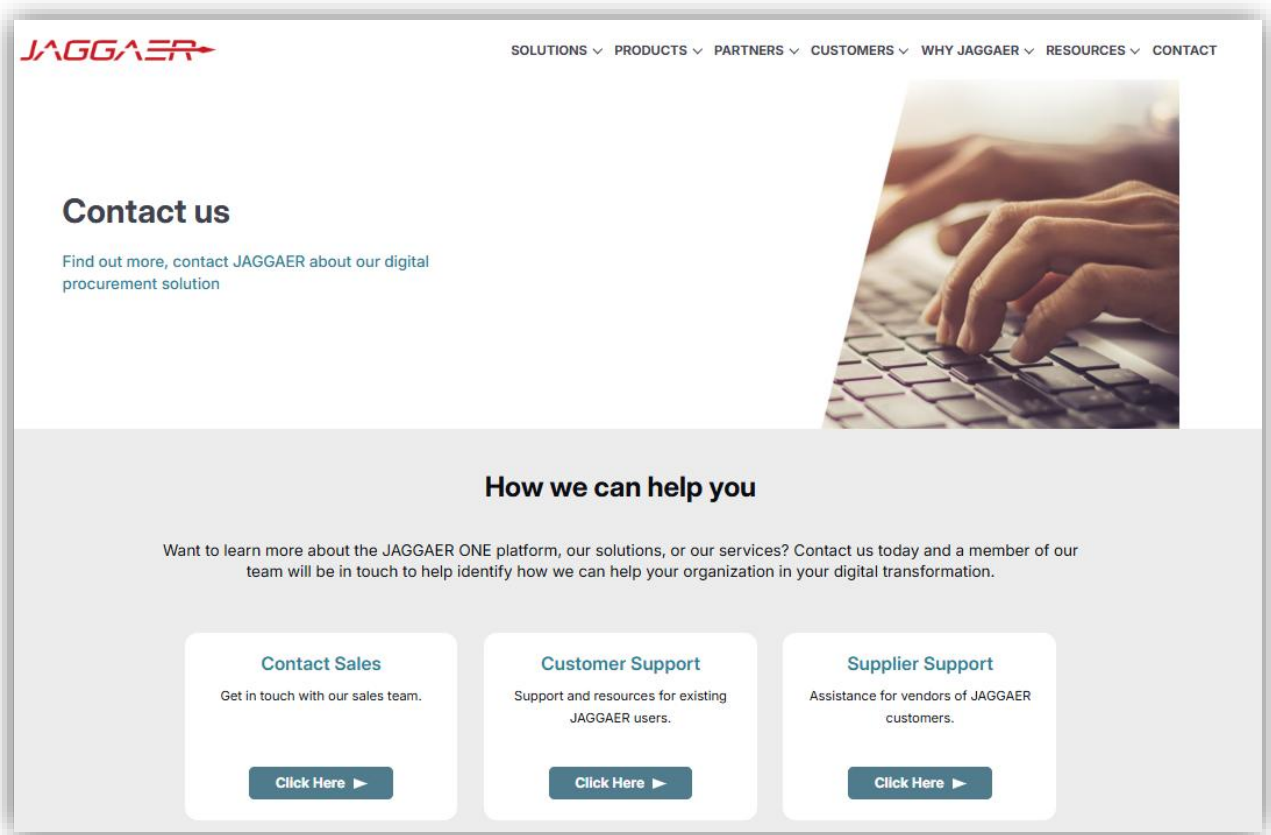
Results Per Page: 20

Sort by: Release Date Ascending

Customer Name	Event Number	Status	Event Title	Release:	Open:	Close:
Liberty University	LU-2024-112	Closed	I Want Coffee			
Liberty University	LU-2024-113	Closed	Chair - Blue			

Contact Information

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



If you have any further questions or encounter issues, please contact Supplier Management using the information below:

Liberty University Supplier Management

Email: suppliermanagement@liberty.edu

Phone: 434-592-3053