

Supplier Portal Manual

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Initial Setup of Your Portal Account

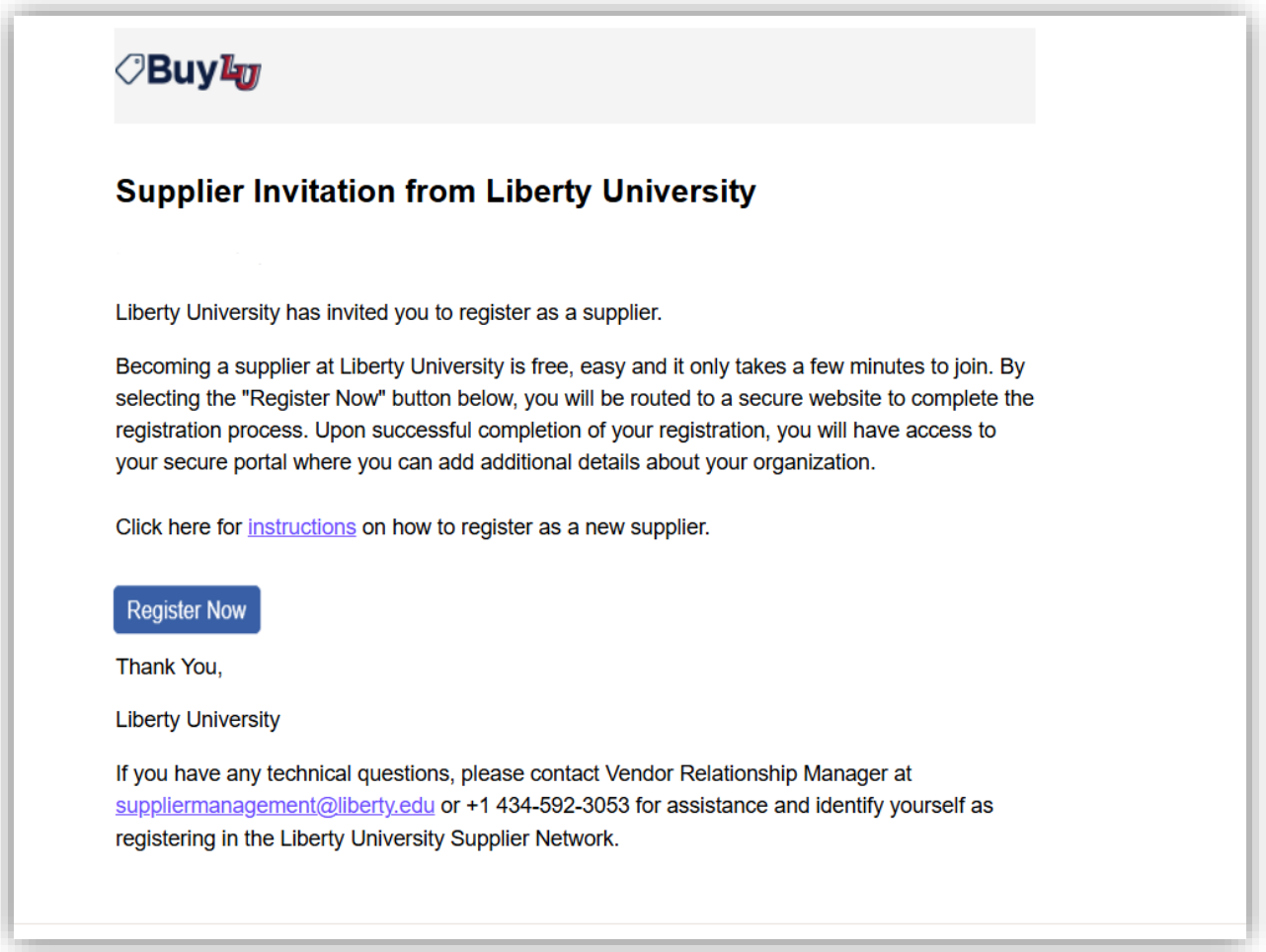
What is BuyLU

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



BuyLU

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.

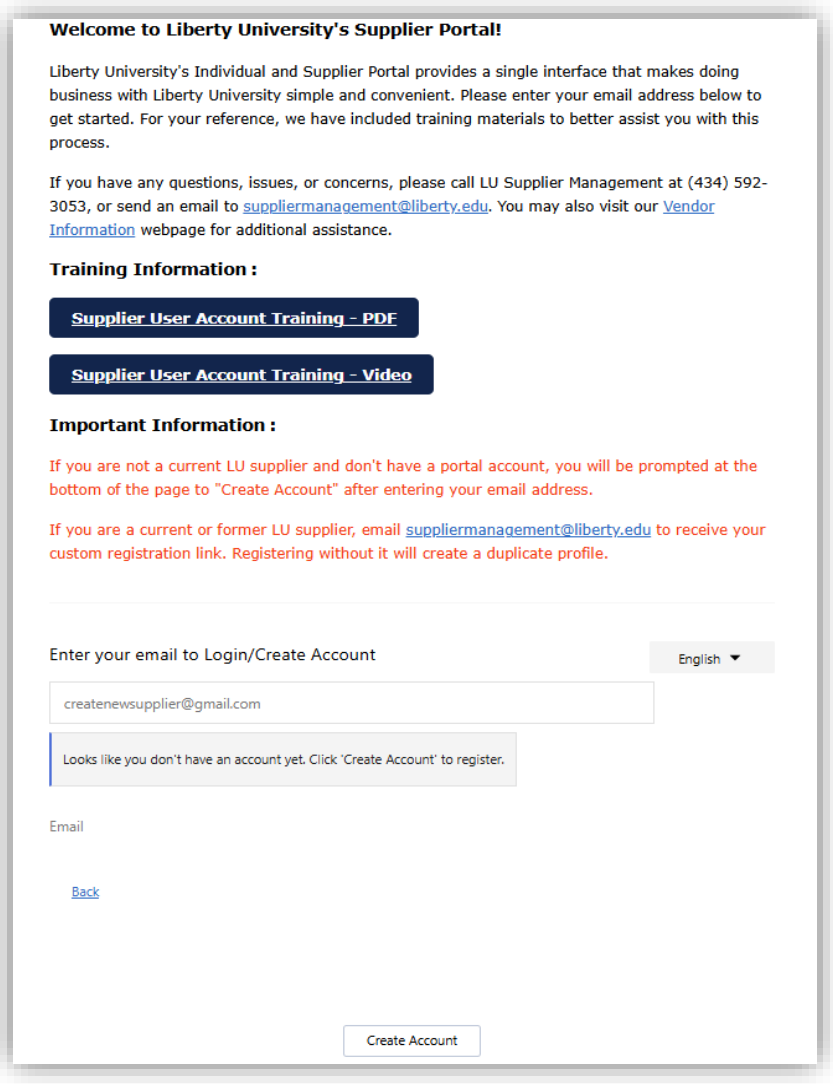
Click here for instructions on how to register as a new supplier.

Register Now

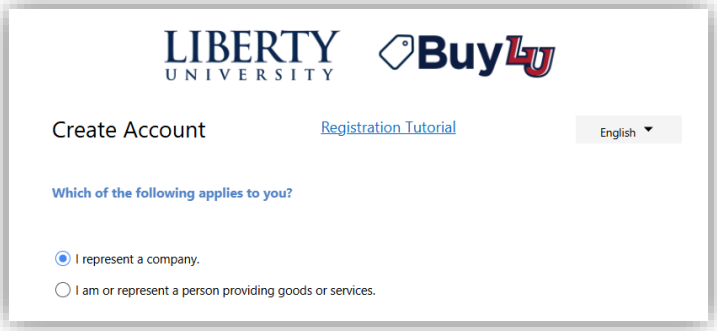
Thank You,

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.

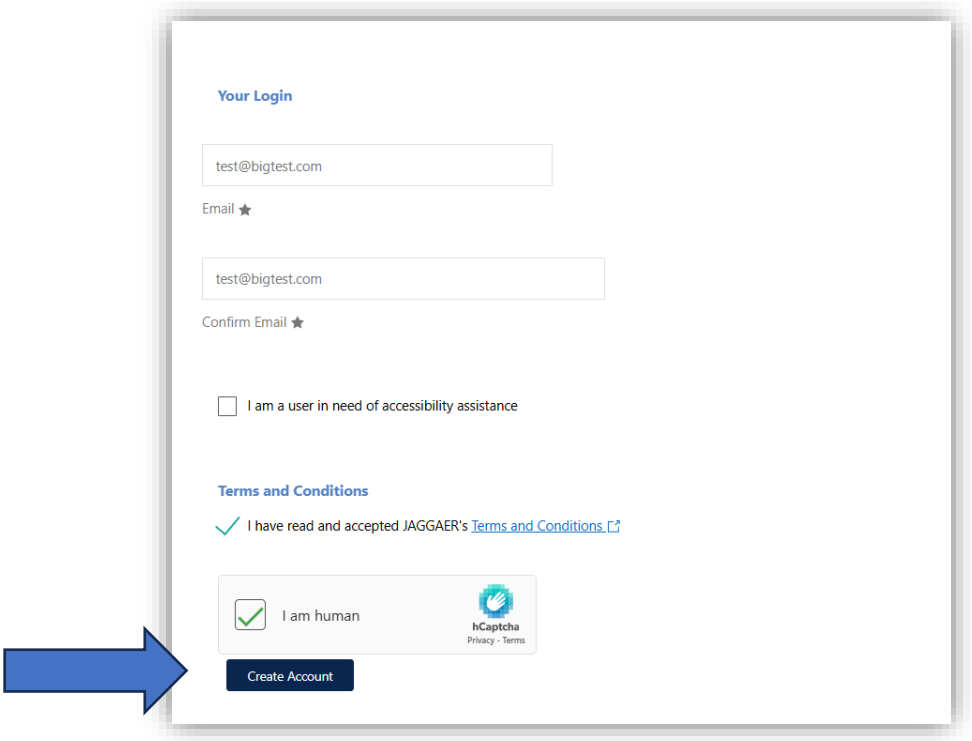


Select whether you are representing a **company** or registering as an **individual** providing goods or services, then click ***Continue with Registration***. Please ensure the correct option is selected.



Login information

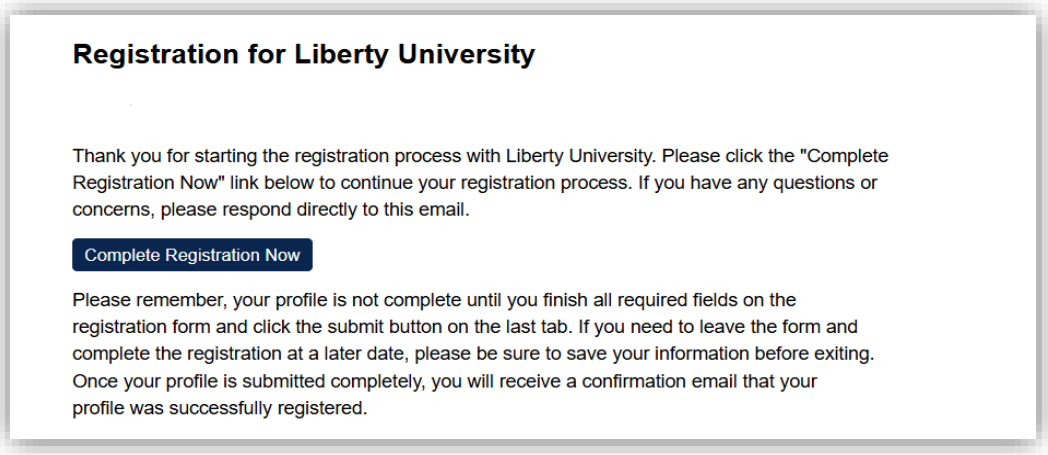
Fill in the required fields, read, and agree to the JAGGAER (our partner for BuyLU) Terms and conditions. After this, click the check box to confirm you are a human.
Click ***Create Account***.



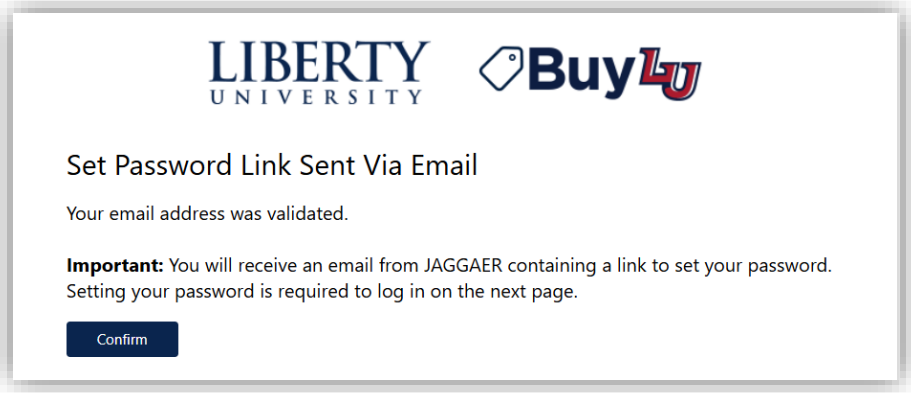
Once this step is complete, proceed to the Email Confirmation section.

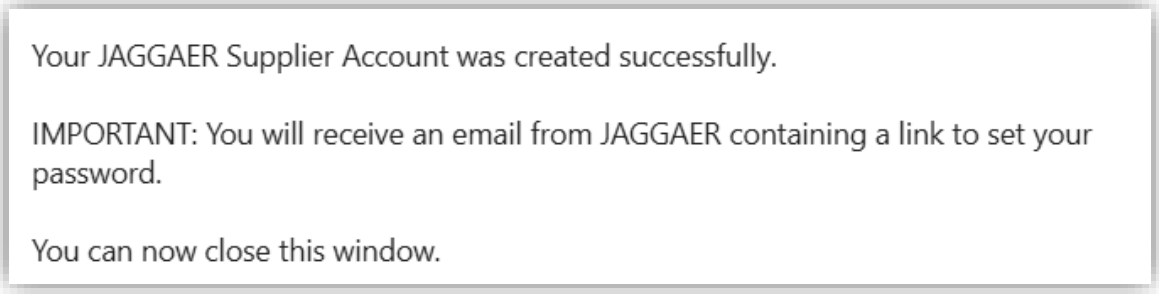
Email Confirmation

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.***

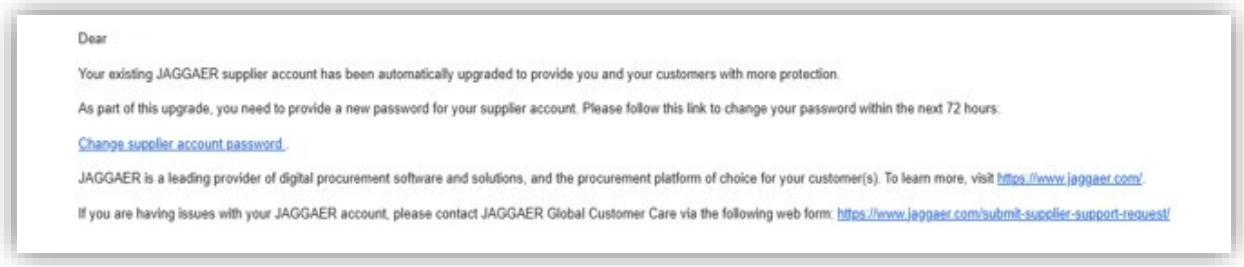


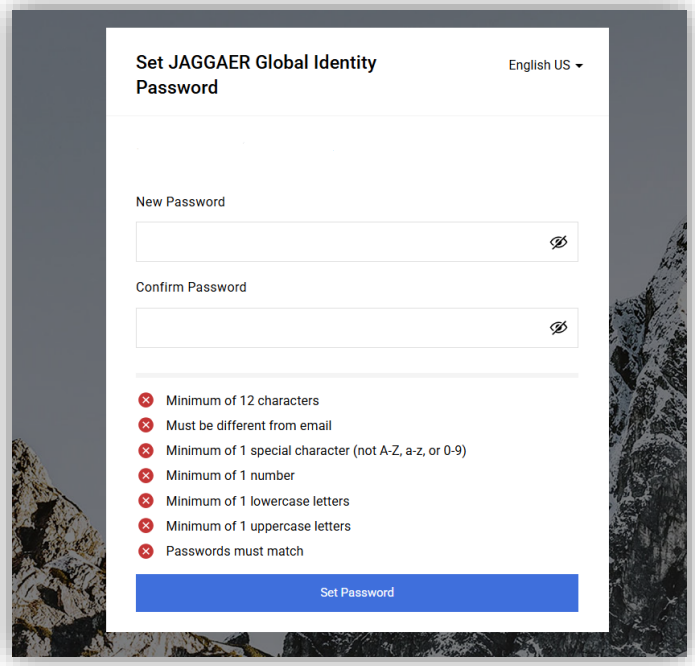


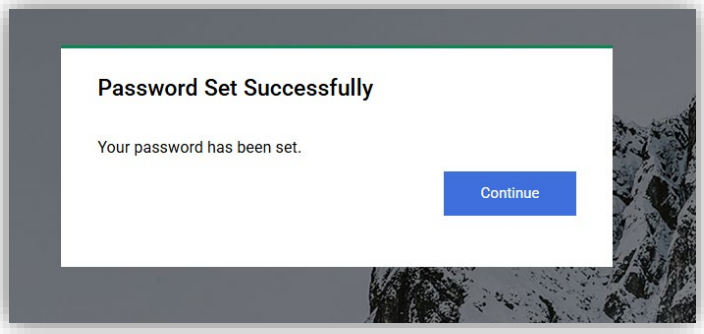
Setting a Password

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.

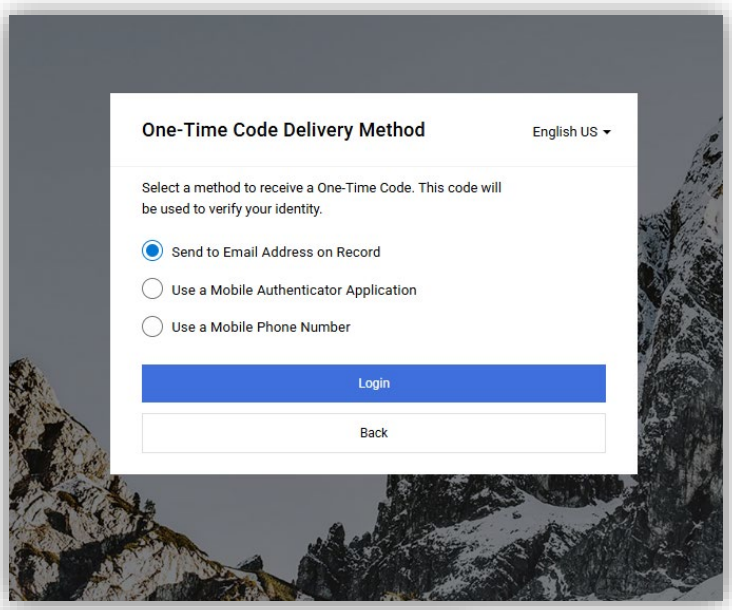


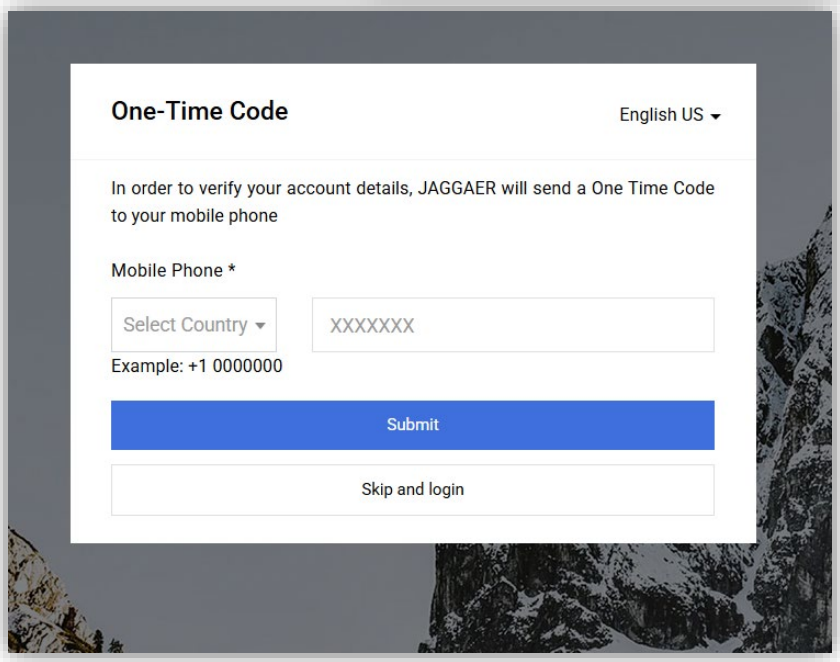


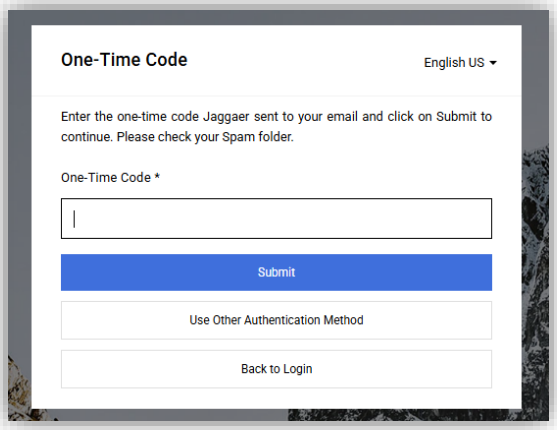


Authentication

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.







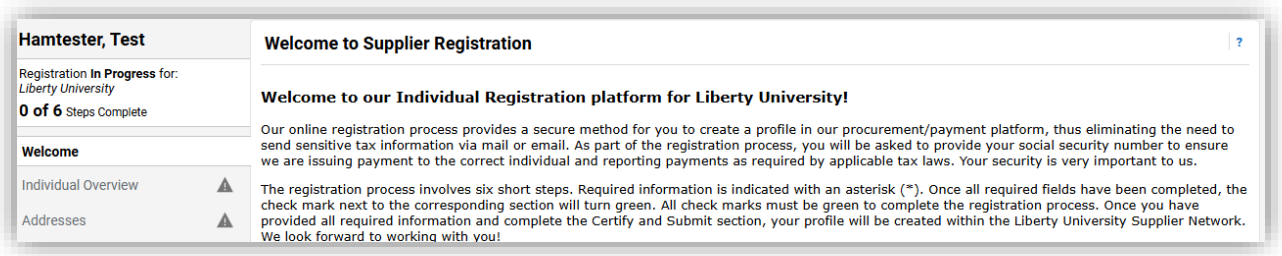
Completing Individual/Supplier Registration

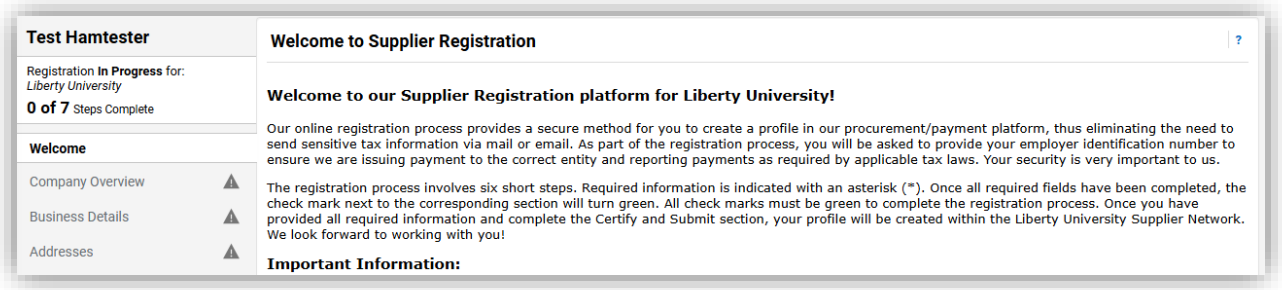
After authentication is successful, you will be redirected to the BuyLU Supplier Registration page, where you will complete either the Individual Registration or Supplier Registration process, depending on your registration type.

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.





- Click **Next**.

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

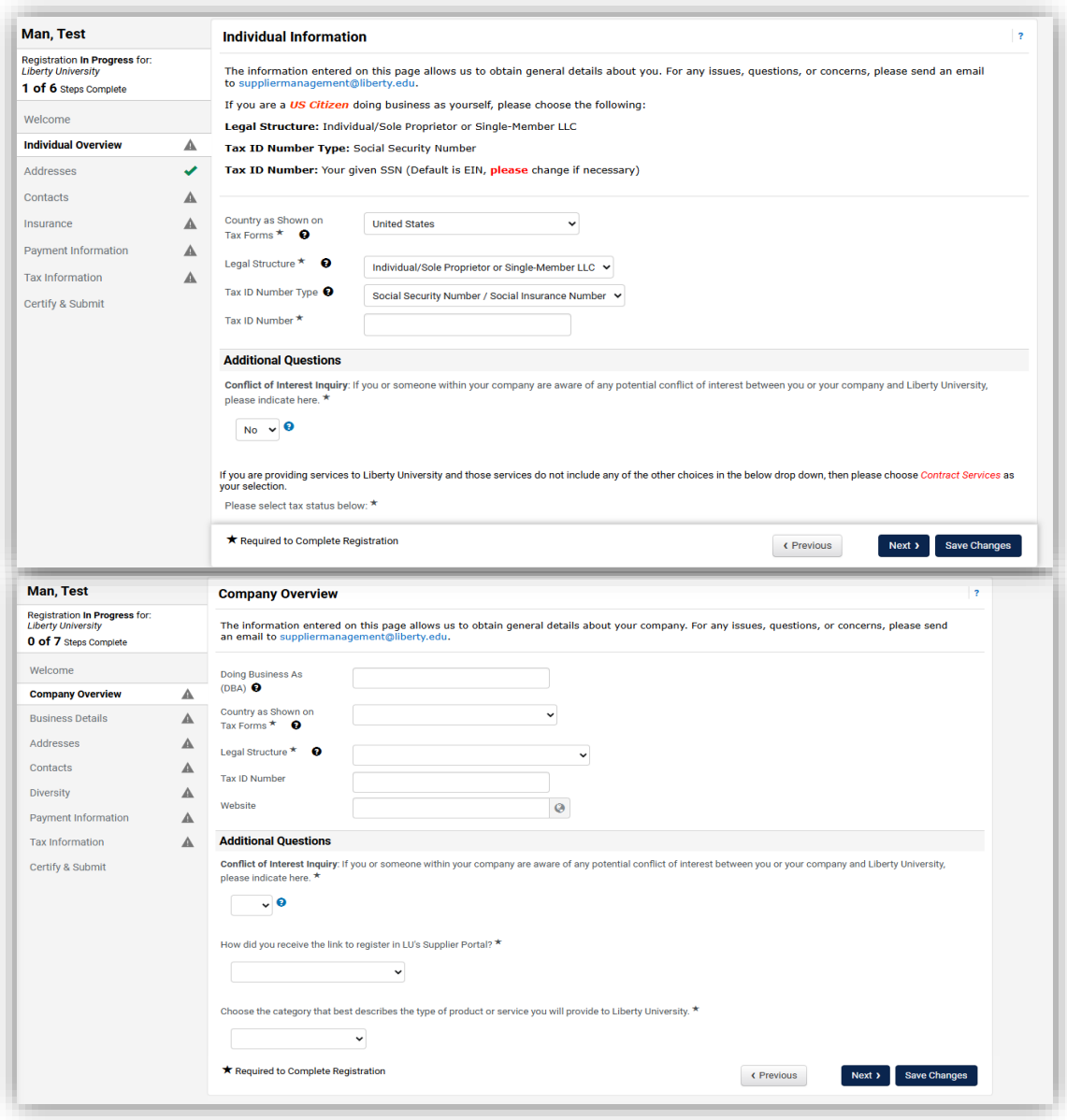
If you are registering as a **Supplier**, verify that the **Individual Overview** section does not appear as the second step of the registration process.

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)

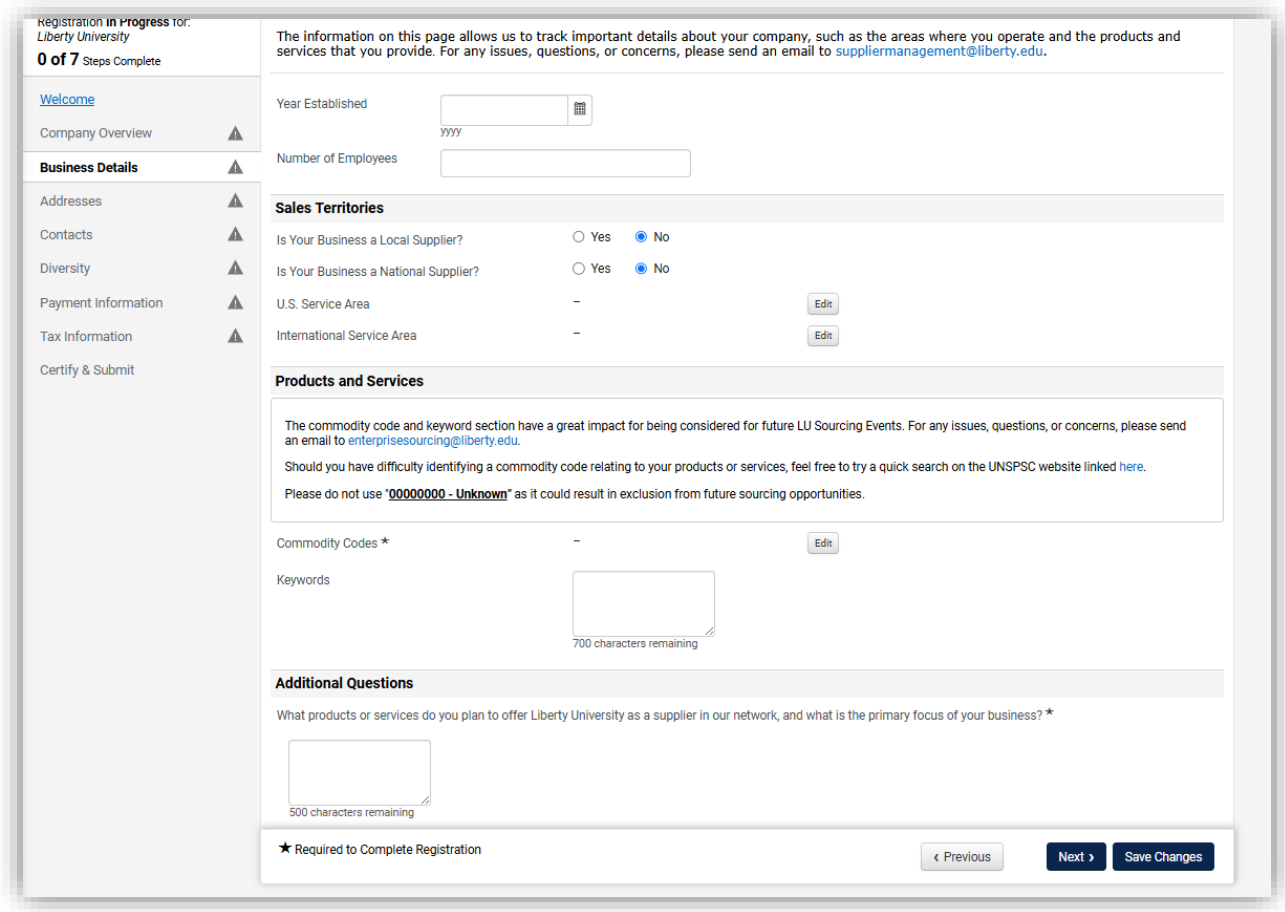


If your Legal Structure is **Individual/Sole Proprietor** or **LLC P**, select **Contract Services**. Otherwise, leave the field blank. Select how you received the LU Supplier Portal registration link, then click **Next**.

3) Supplier Information: Business Details

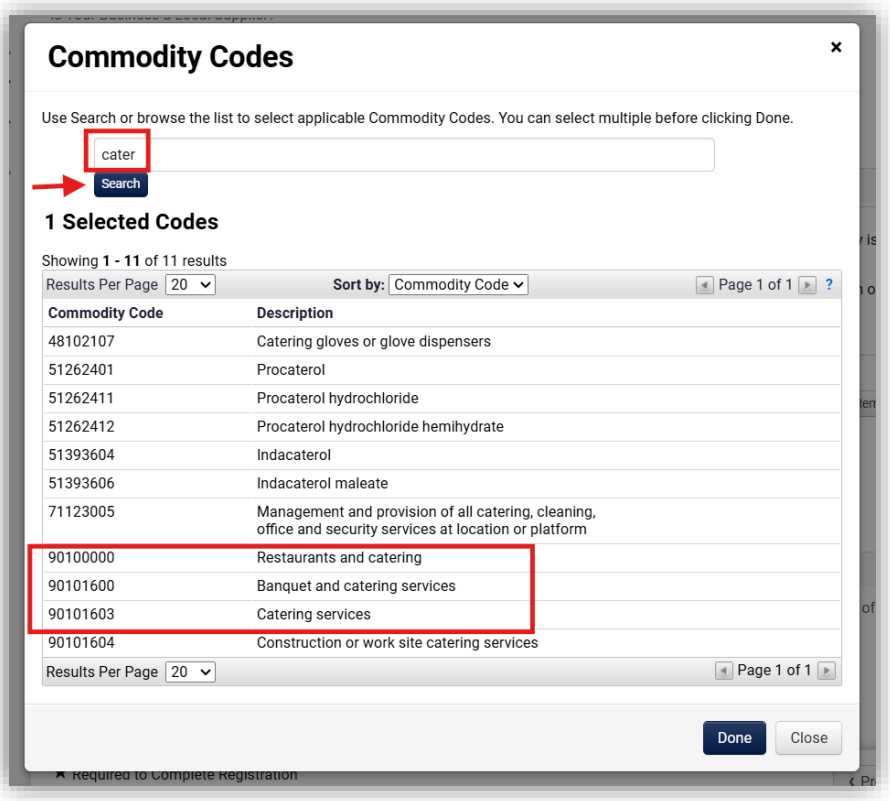
Input **at least one commodity code** describing the supplier's product(s)/service(s). (If unsure, search on keywords for your company's main product/service)

Click **Next**.

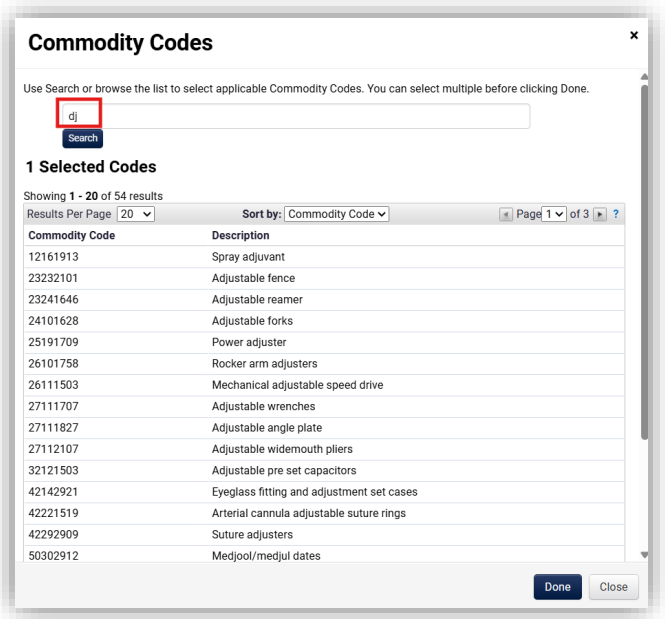


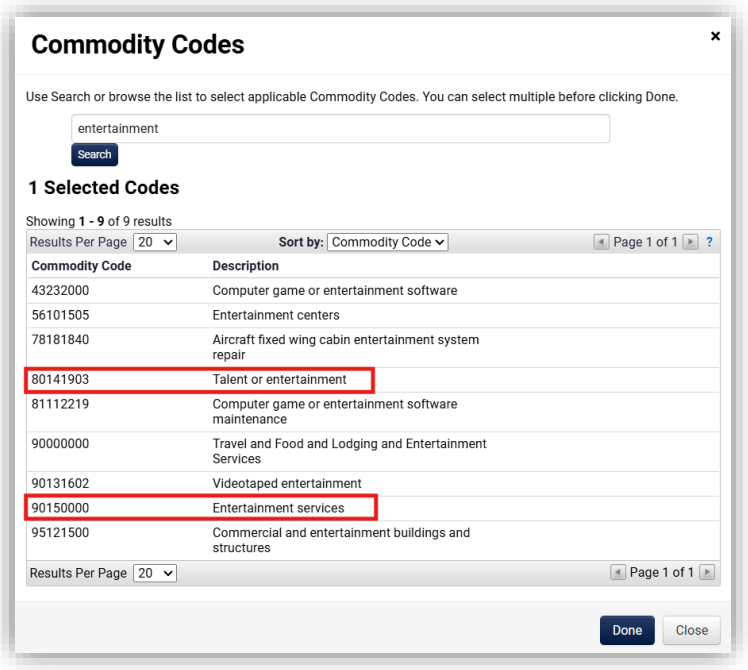
Tip: It's best to search using broad terms.

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.



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.





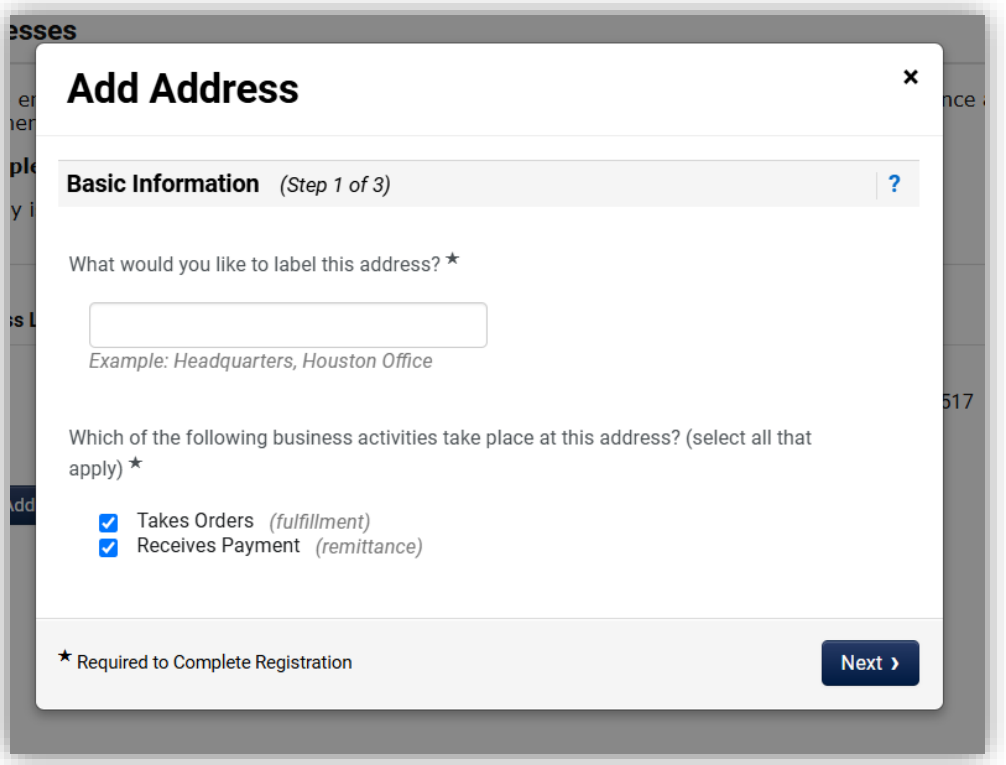
Important Information!

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.

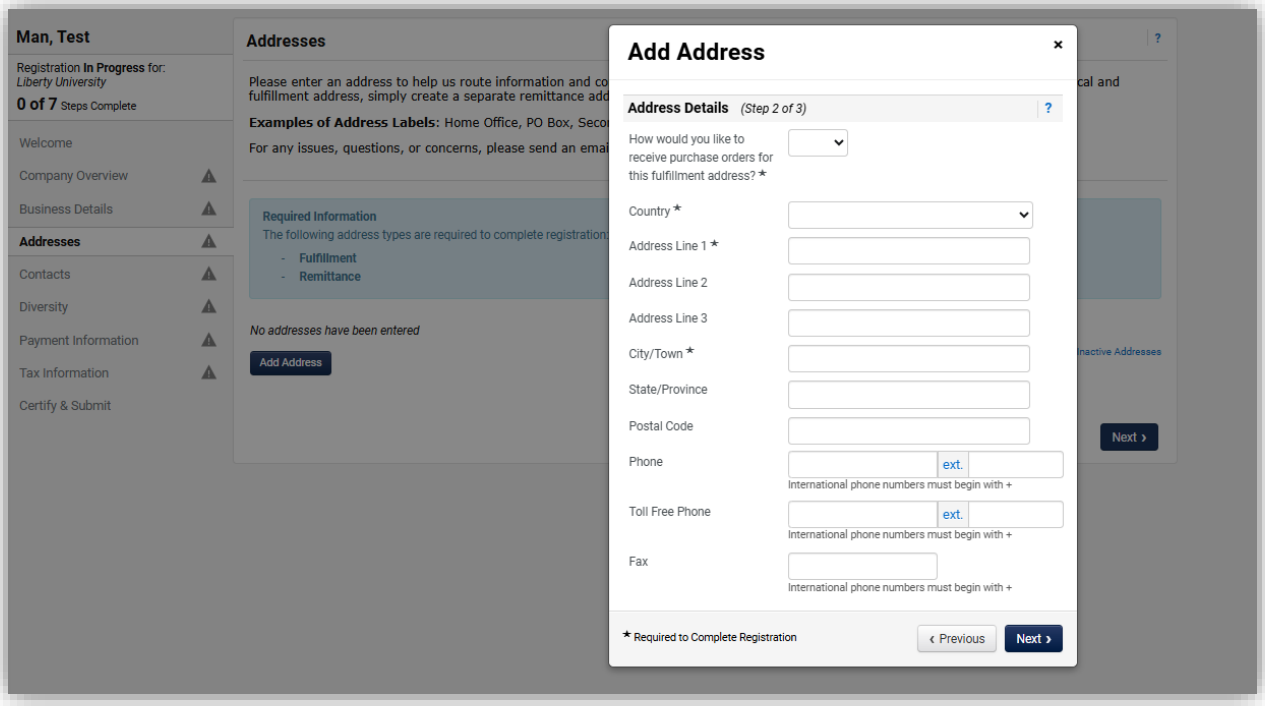
4) Addresses

Click the **Add Address** button.

In the text box, **label the address** “HQ” or any other preferred title for the location.

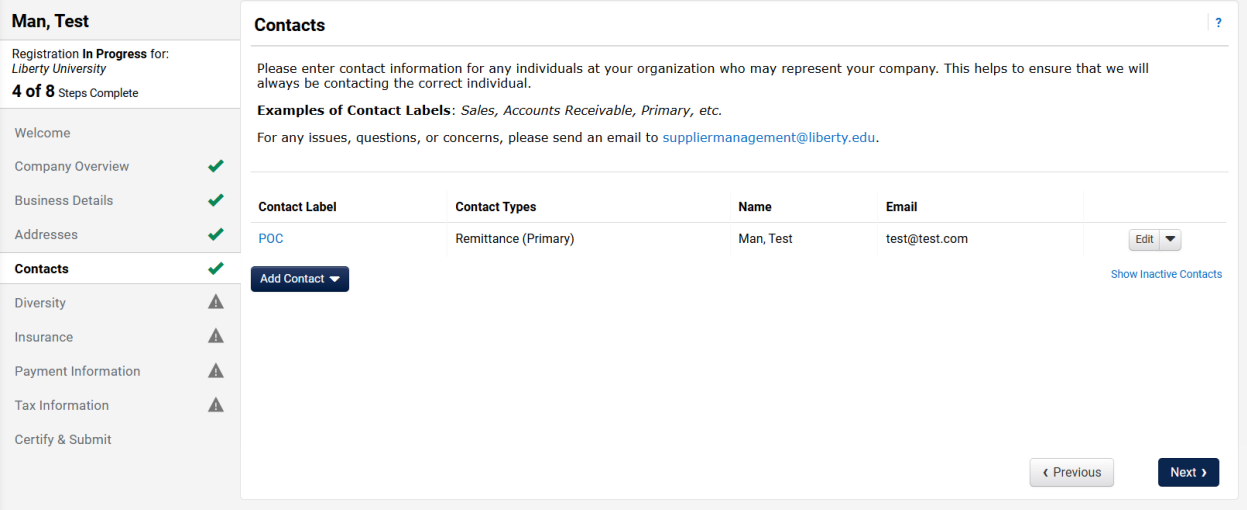


Click **Next**.



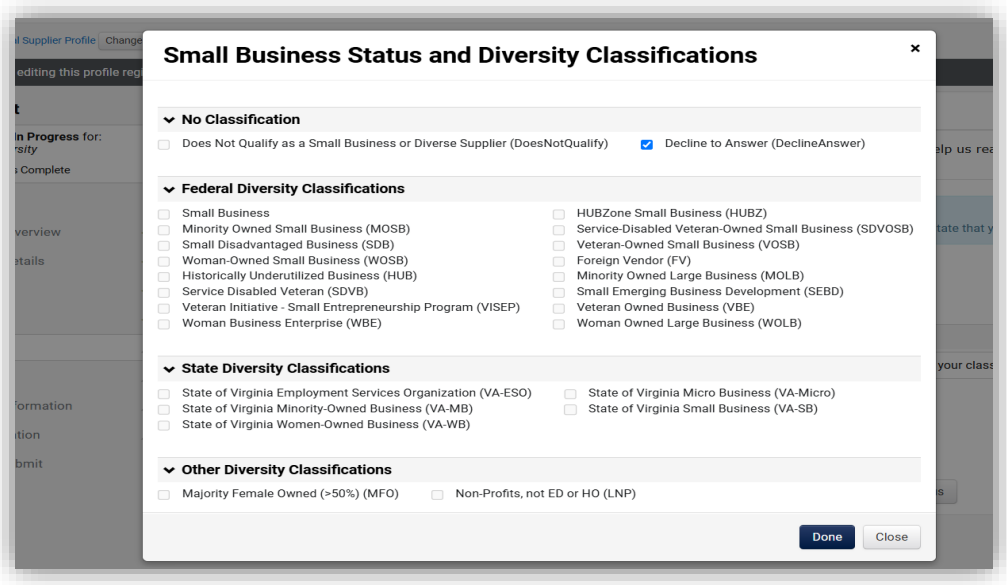
5) Contacts

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



6) Supplier Information: Diversity

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



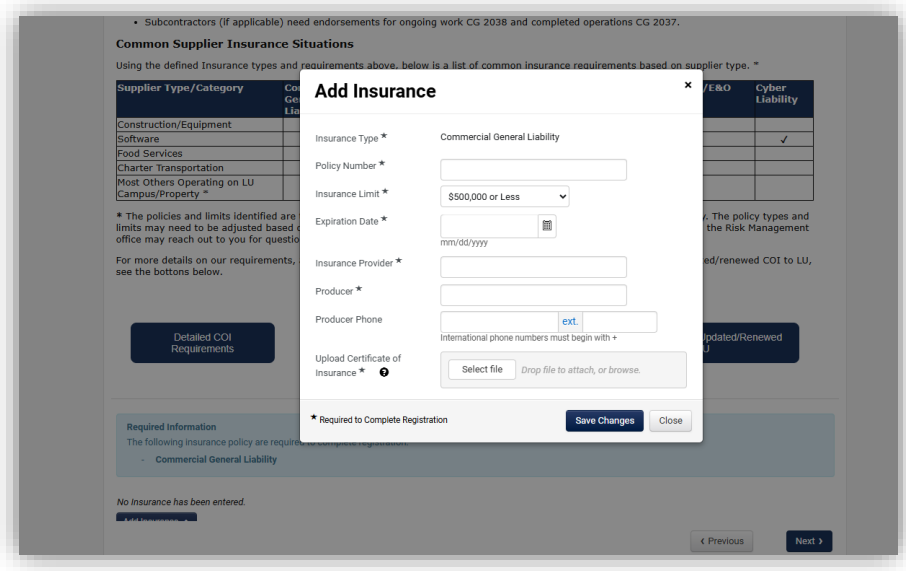
7) Insurance

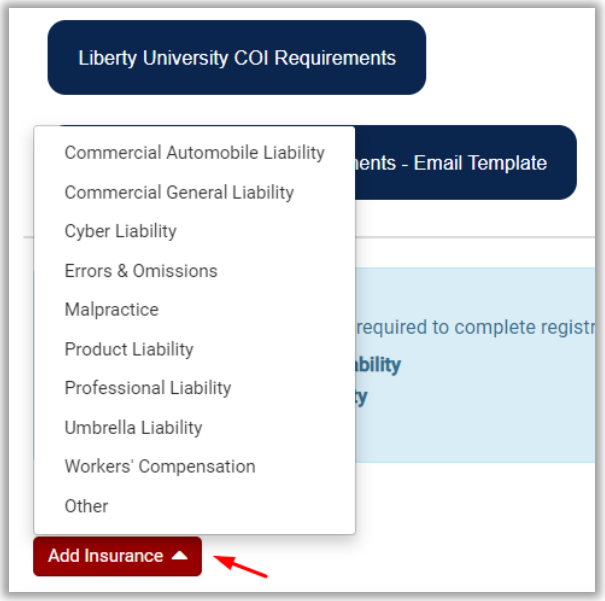
If insurance is not required:

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.

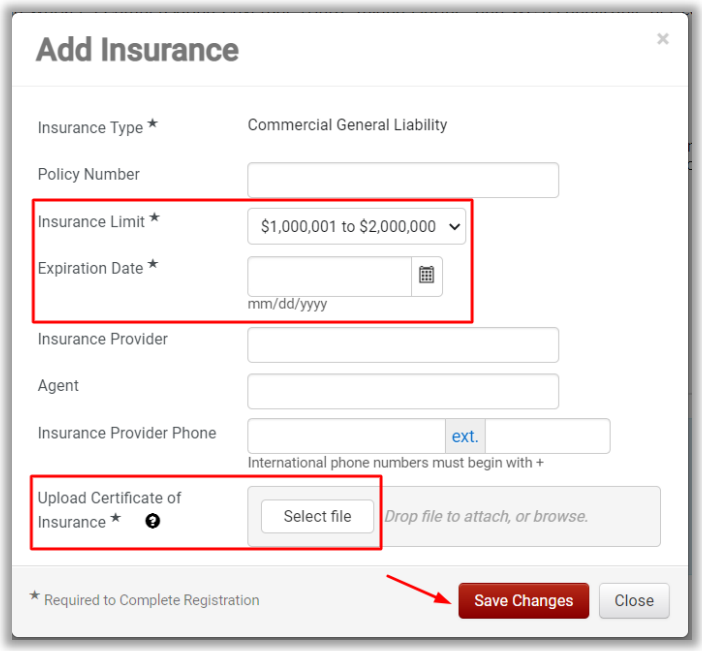
Click **Add Insurance** and select the appropriate insurance type. At a minimum, a *Commercial General Liability* COI must be uploaded when insurance is required.





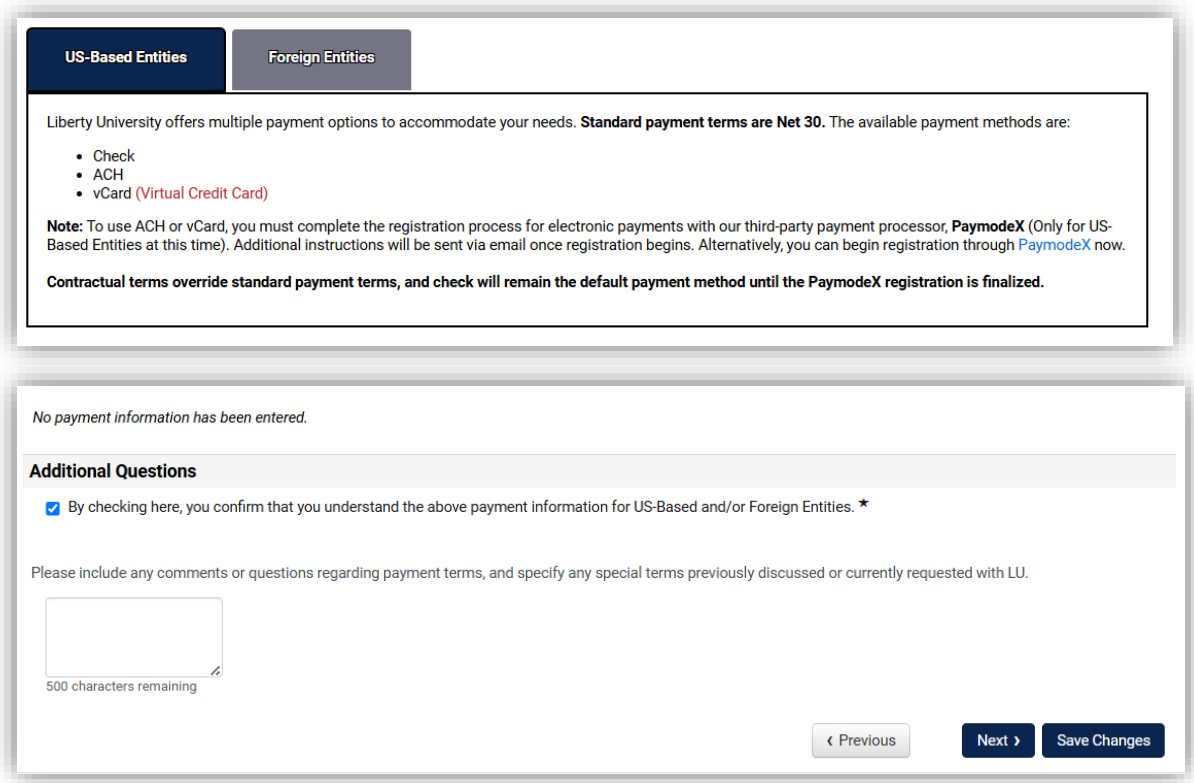
Follow the **on-screen instructions** and **upload** required attachments.

- Select the applicable **insurance limit** from the dropdown.
- Provide an **expiration date**.
- Click the "**Select File**" button to **upload** insurance.

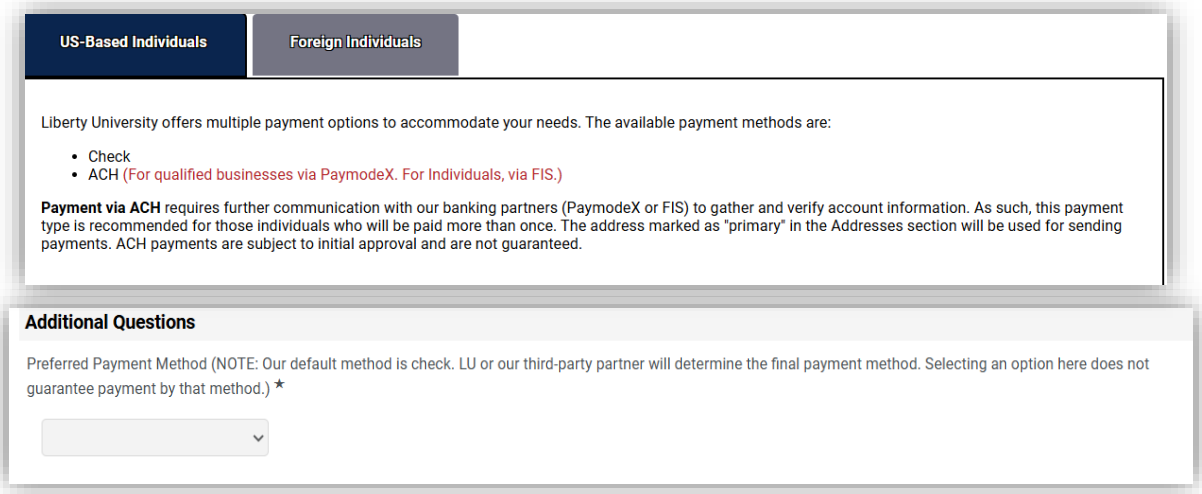


8) Payment Information

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



Individuals will see the following options**:**



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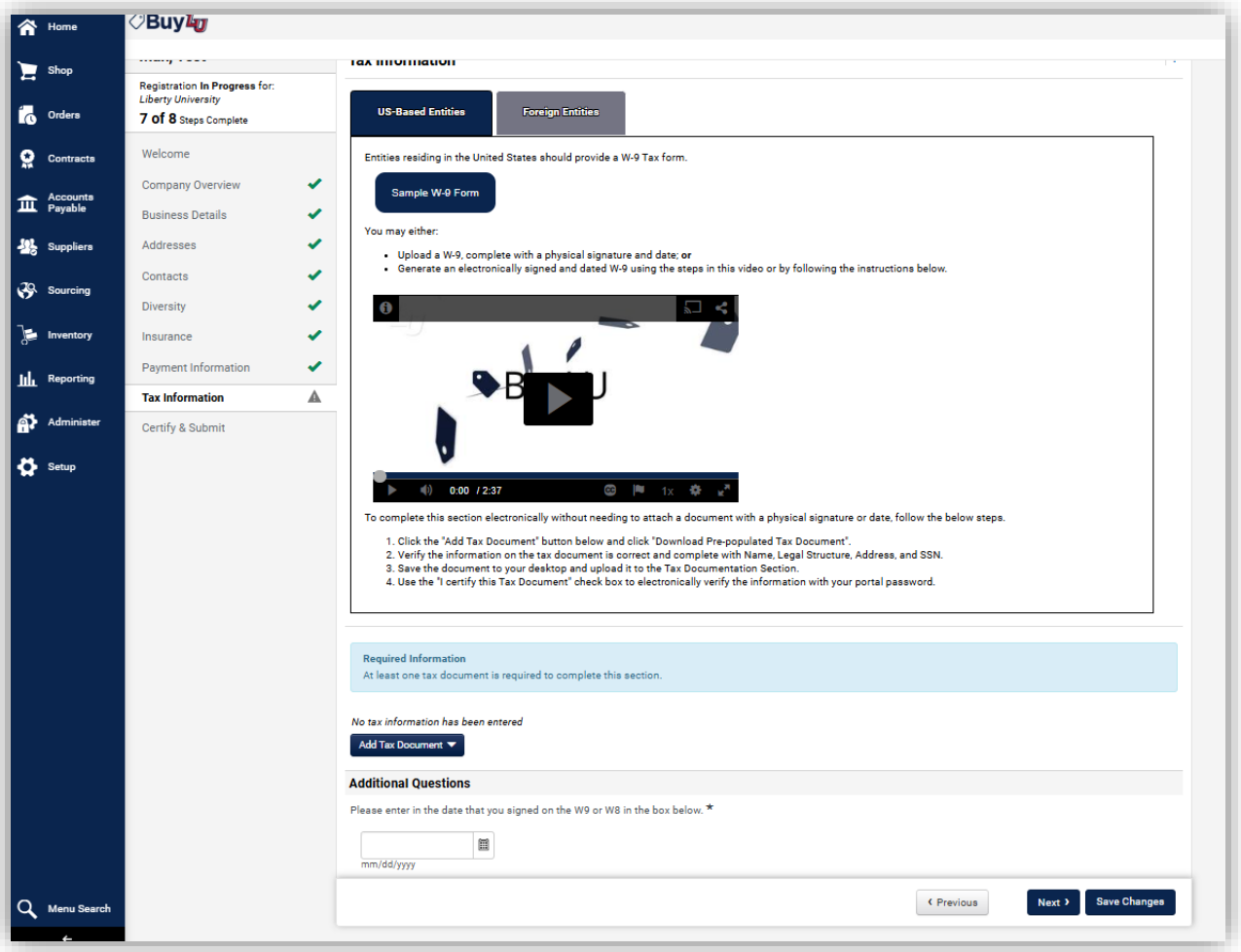
Click **Save Changes.**

9) Tax Information

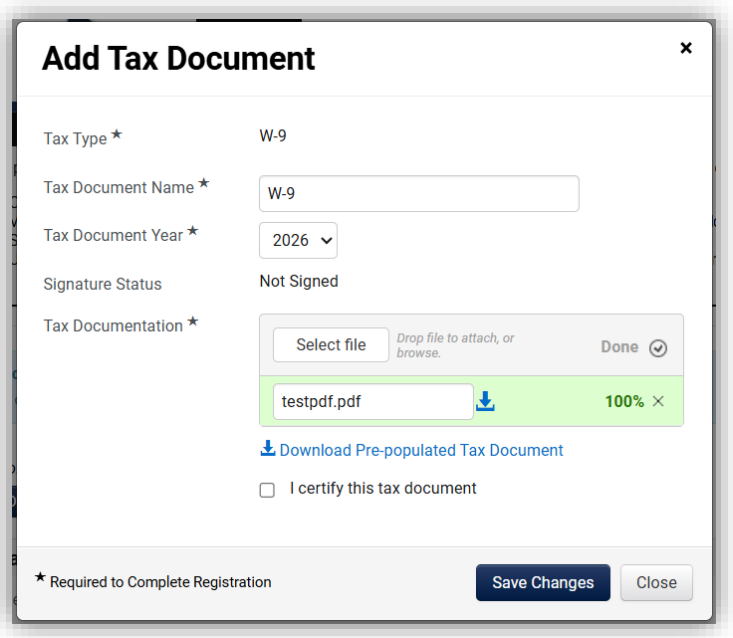
Click **Add Tax Document** to upload a copy of the current W-9. Must be dated within the last 3 years.

Input **Tax Document Name** in the text box: “W-9”

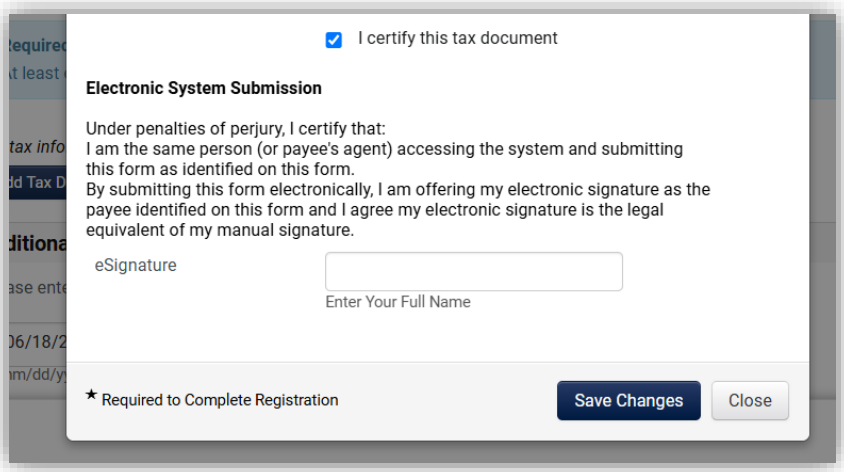
- Select the **Tax Document Year** from the dropdown.
- Click the **Select File** button to **upload W-9**.



- Click **Save Changes**.



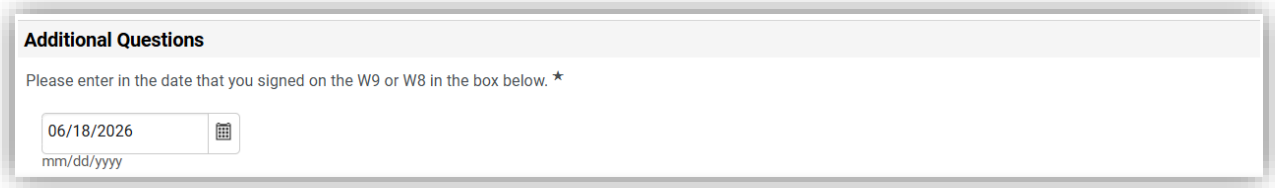
If you would like to esign your W-9 rather than sign the hard copy, check the box that says “I certify this tax document”. Enter your name in the field.



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**.



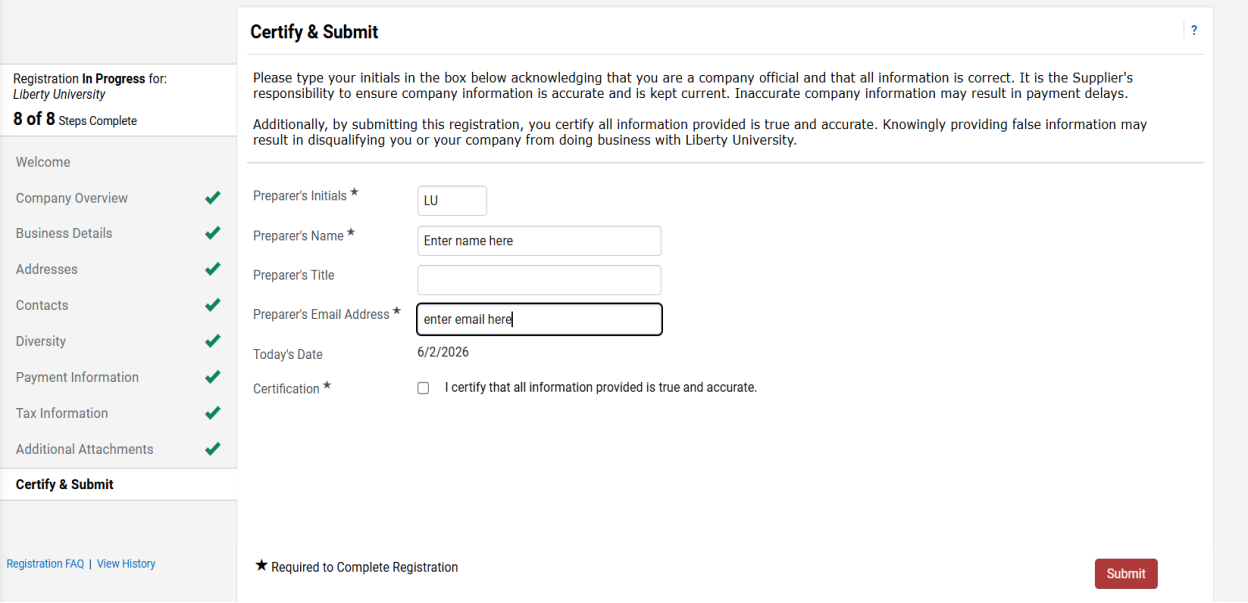
11) Certify & Submit

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**.



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.

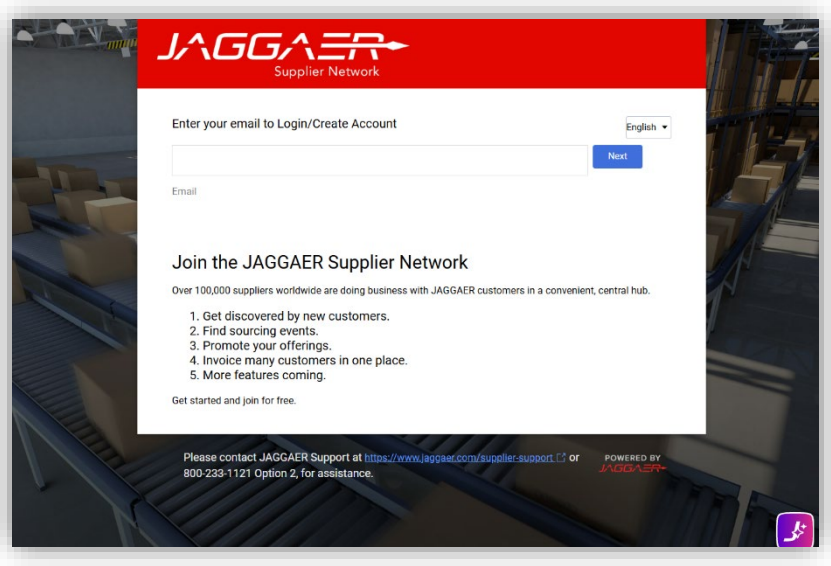
Note: Your supplier account will not become active until it has been certified, submitted, and all required internal approvals have been completed

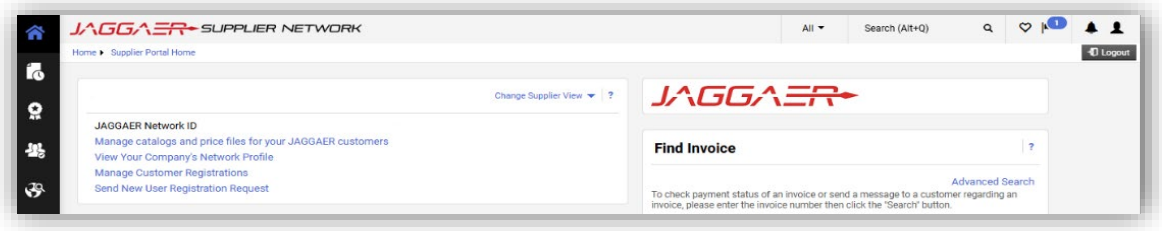
If you have any questions or encounter issues, please contact Supplier Management using the information below:

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.





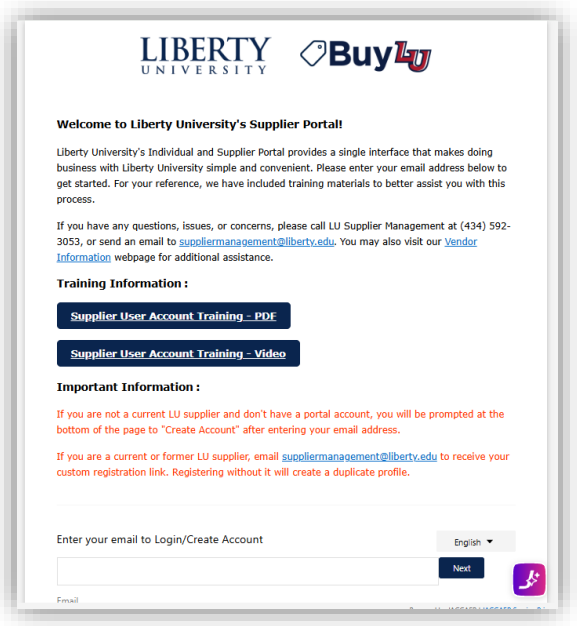
There are a few key differences between the Jaggaer Supplier Profile and the profile that most closely resembles the Liberty University Portal.

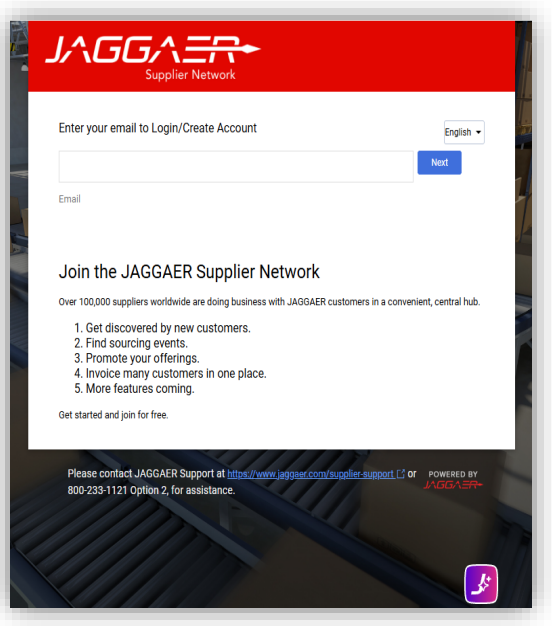
When logged into Jaggaer, you can manage user permissions and perform more advanced functions. When working in the portal, be sure to create invoices directly from the Sales Order rather than from the main page. This helps ensure that no pertinent information is missed.

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

Using JAGGAER AI (JAI) for Login Issues

Select the purple JAI button in the bottom-right corner of the Login screen to get started.



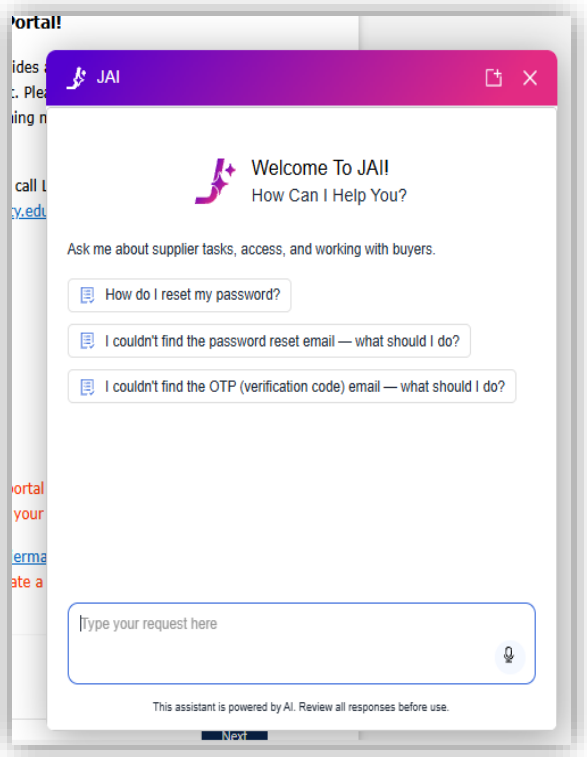


JAI helps with common login issues, including:

Resetting your password

Locating the password reset email

Locating the OTP (verification code) email

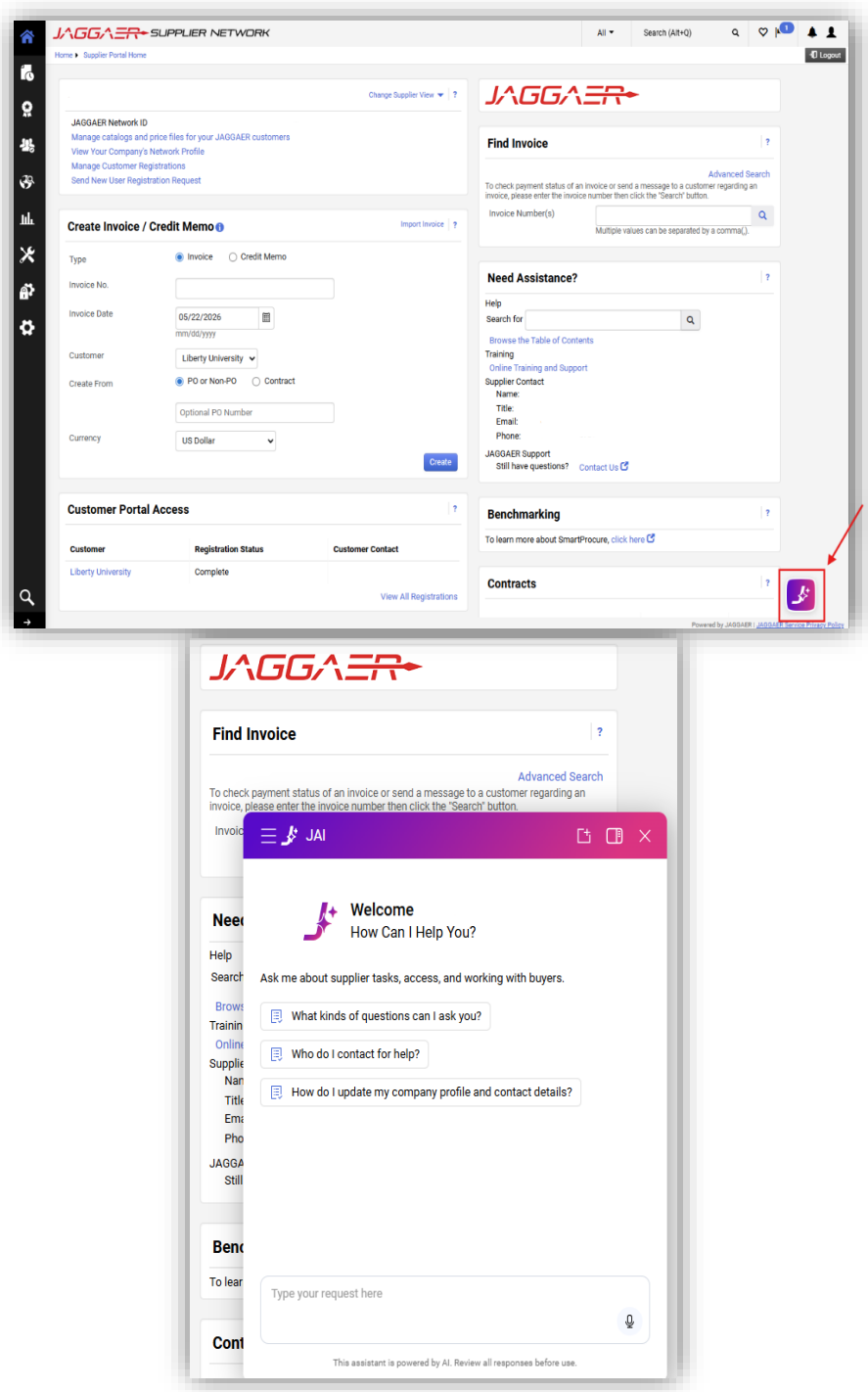


Select the option that best matches your issue or enter your question in the text box at the bottom of the JAI window.

If you experience issues while using the portal, visit JAGGAER Support and select **Supplier Suppor**t. If you are unable to log in to your account, contact JAGGAER Supplier Support at **1-800-233-1121** and let them know you need assistance with your **Portal Account.**

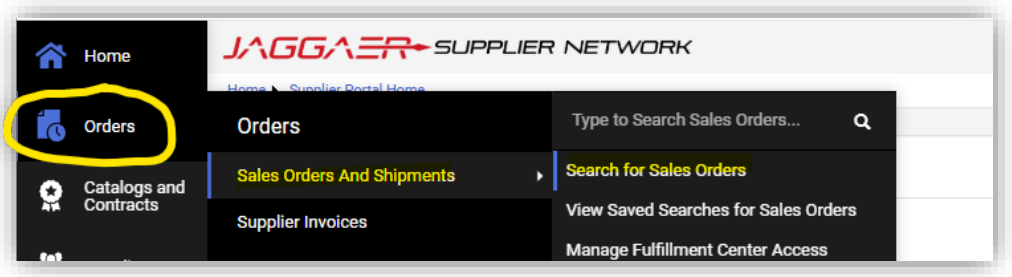
Jaggaer AI (JAI)

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

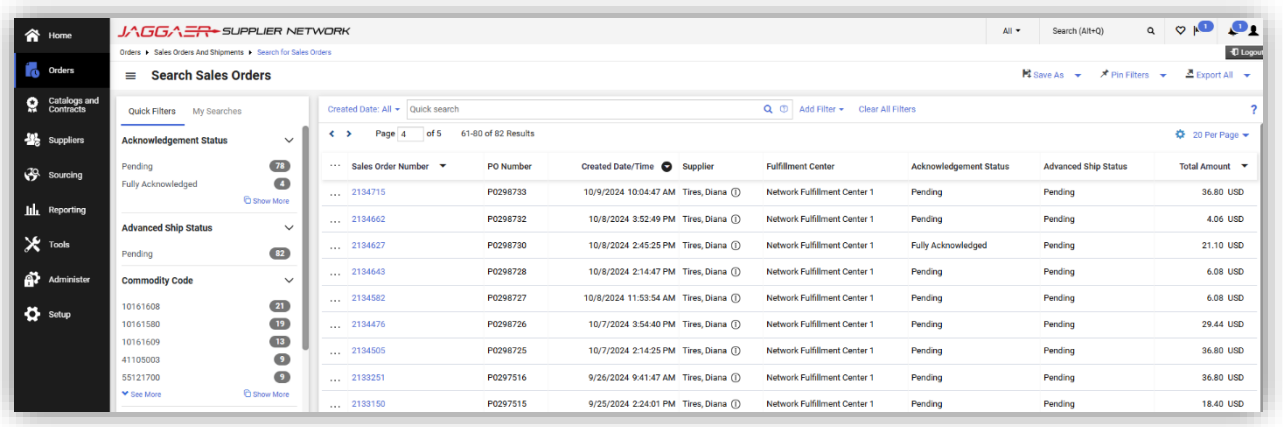


Sales Orders (POs)

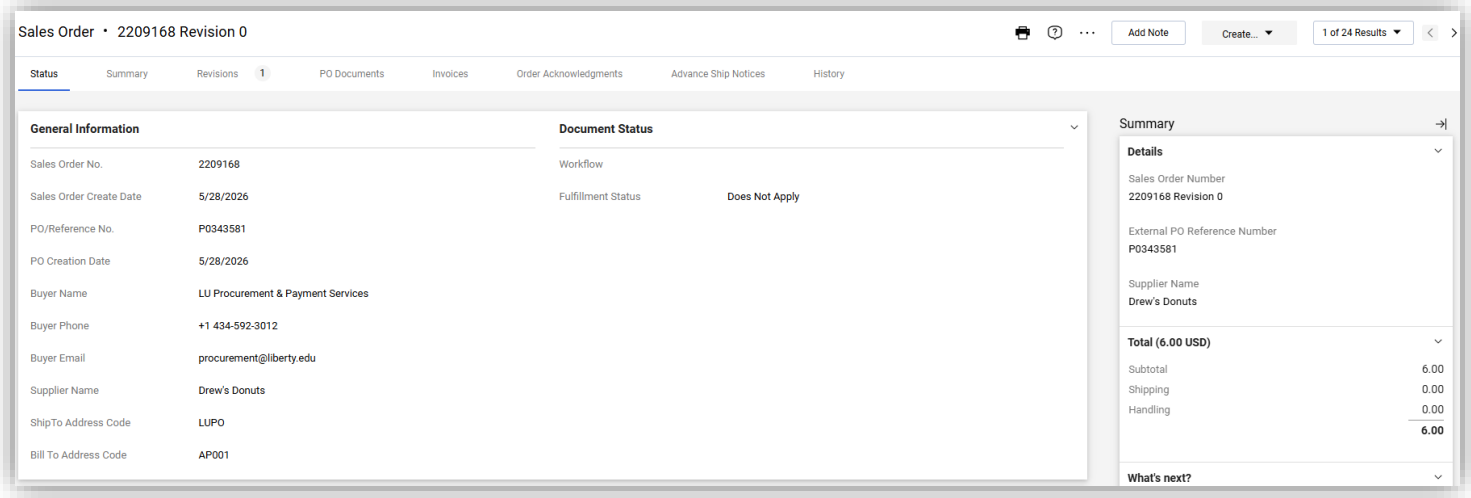
Click the **Orders** icon (the second icon on the top left side of the screen) > **Sales Orders And Shipments** > **Search for Sales Orders**.



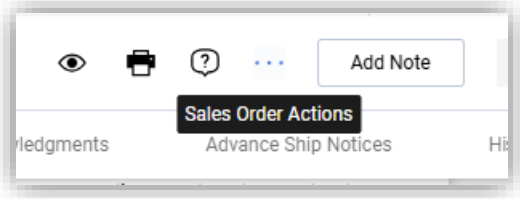
Click any order listed to v**iew details**.



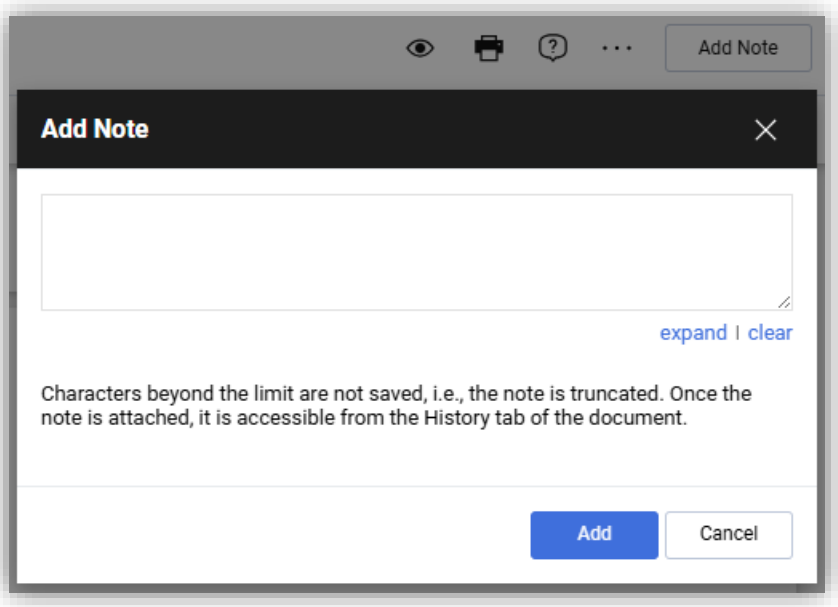
Within sales orders you have the following options to review in the tabs. Status, Summary, Revisions, PO Documents, Invoices, Order Acknowledgements, Advance Ship Notices and History



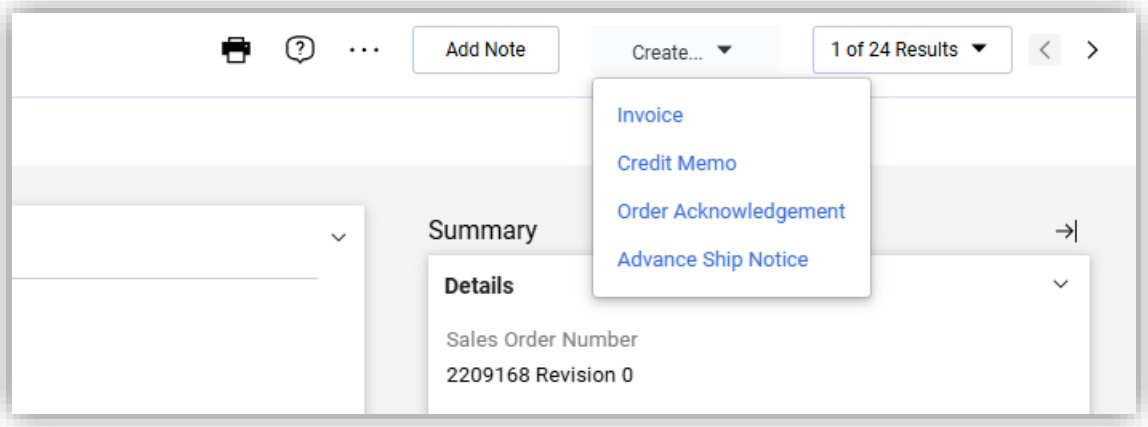
If there are any available actions, they may appear under the ***Sales Order Actions (. . .)***



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

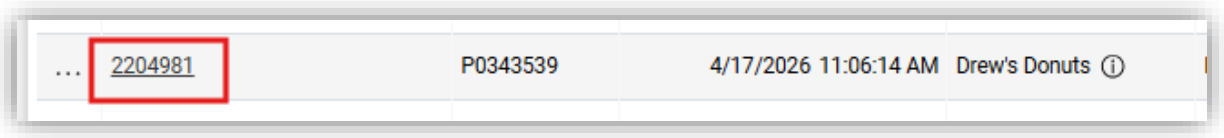


Also, clicking the *Create* Button in the upper right gives you the following options within sales orders.

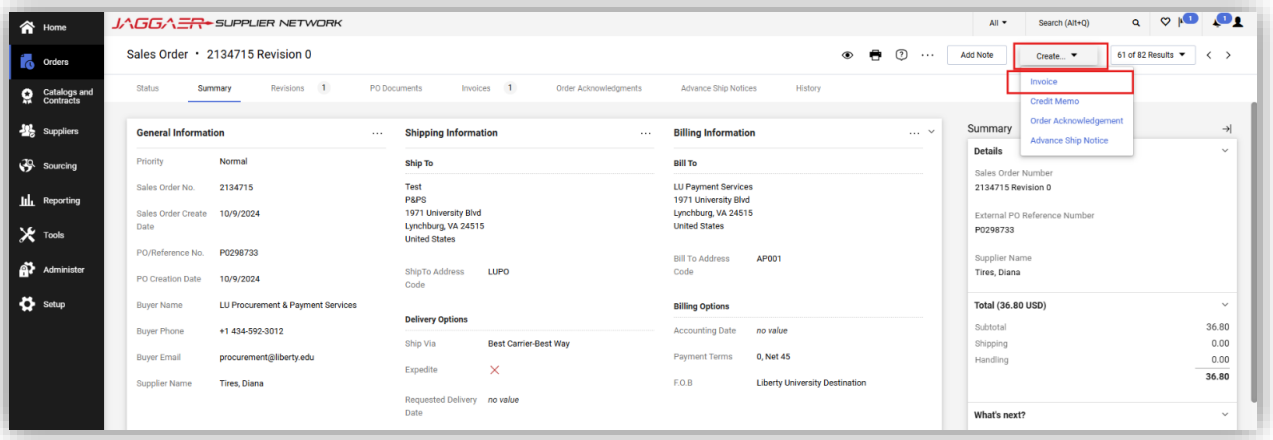


Creating Invoices

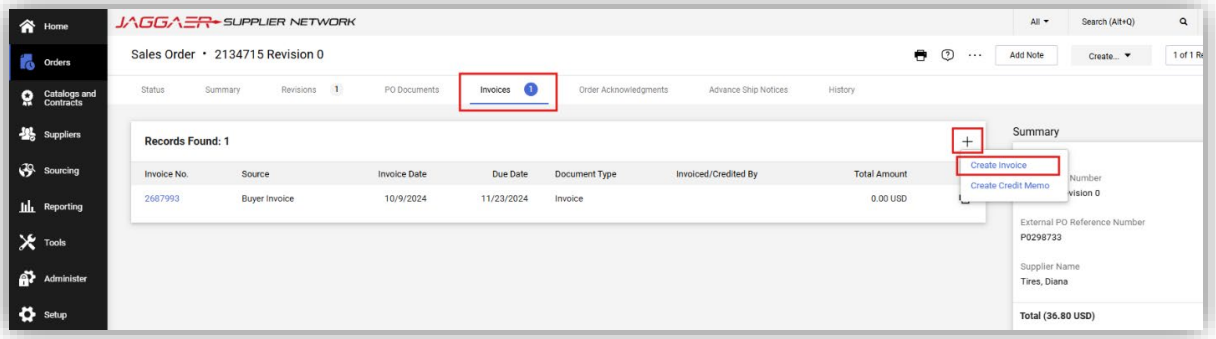
Select a **Sales Orde**r from the list.



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.**

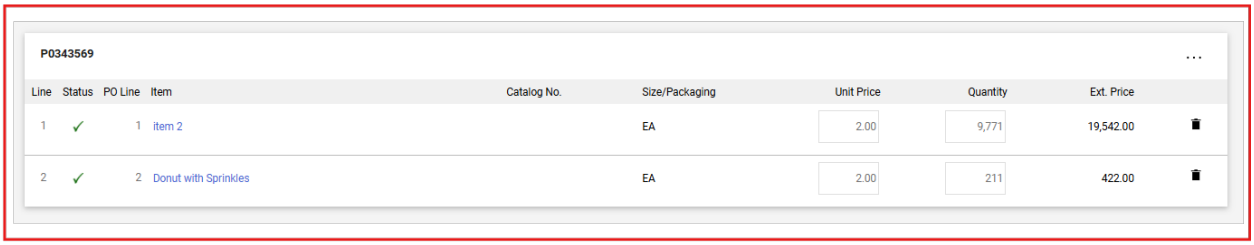


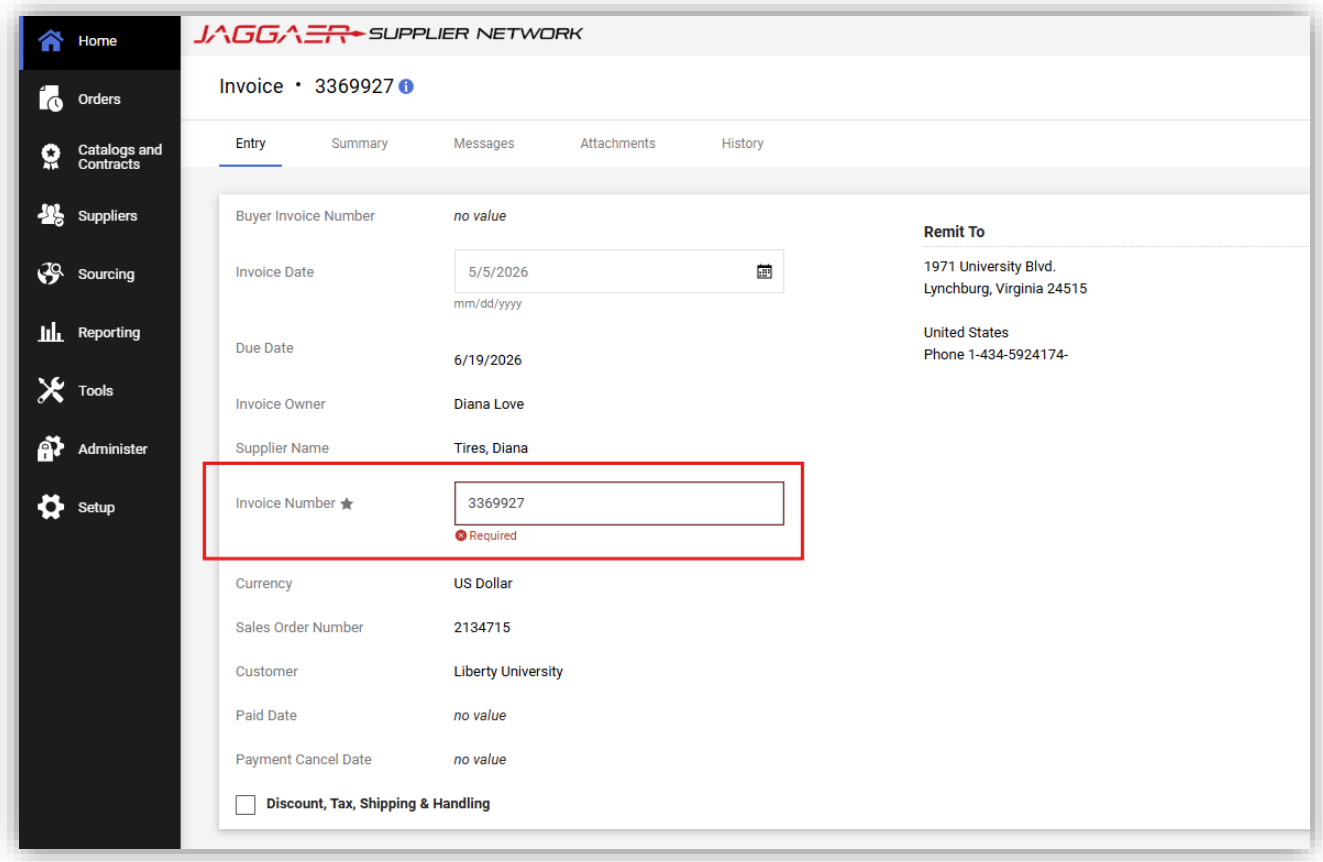
***Note**: when an invoice is created, a unique Invoice Number must be used.

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.
  *__NOTE__: Once Complete in click, changes can no longer be made to an Invoice

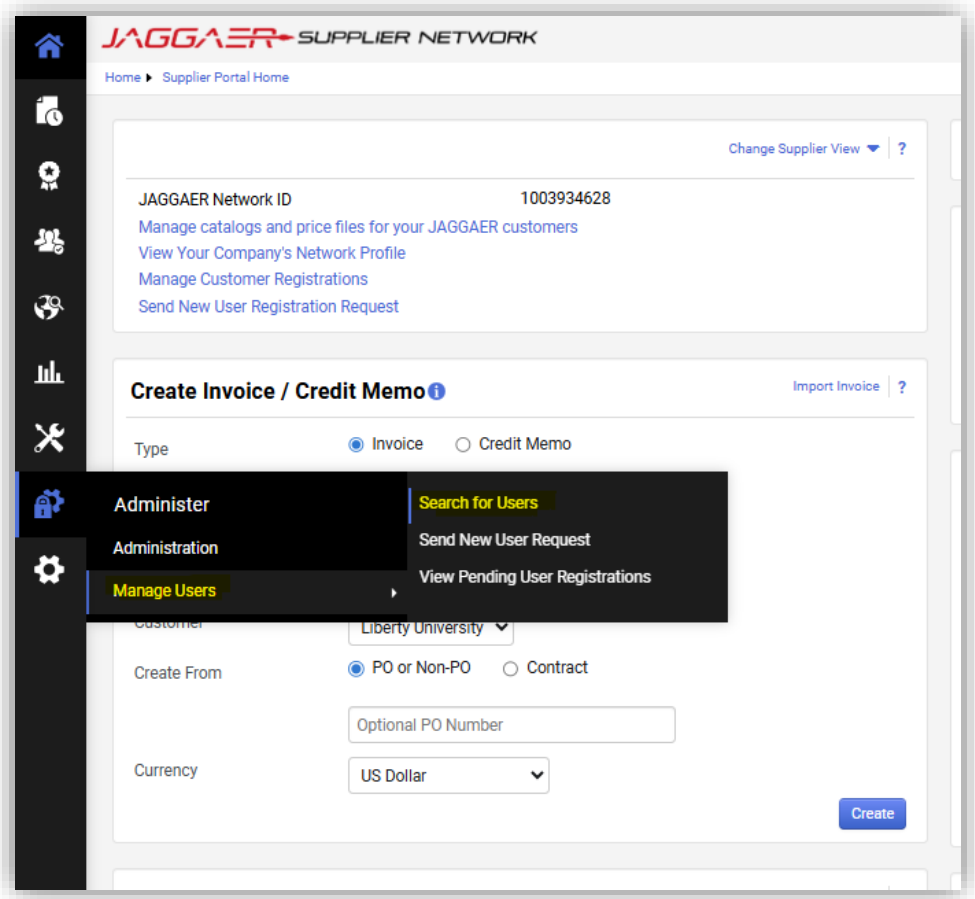
For assistance creating an Invoice, contact acctspay@liberty.edu

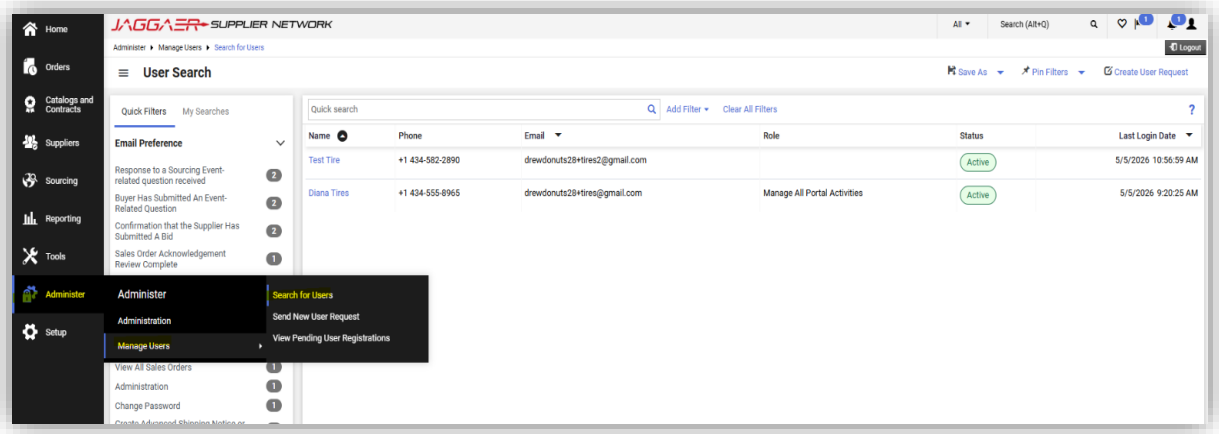




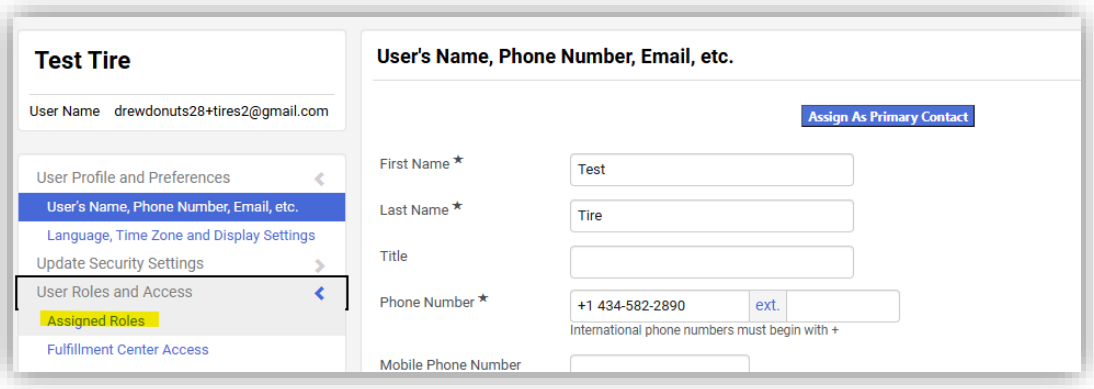
Managing Portal Users

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.*

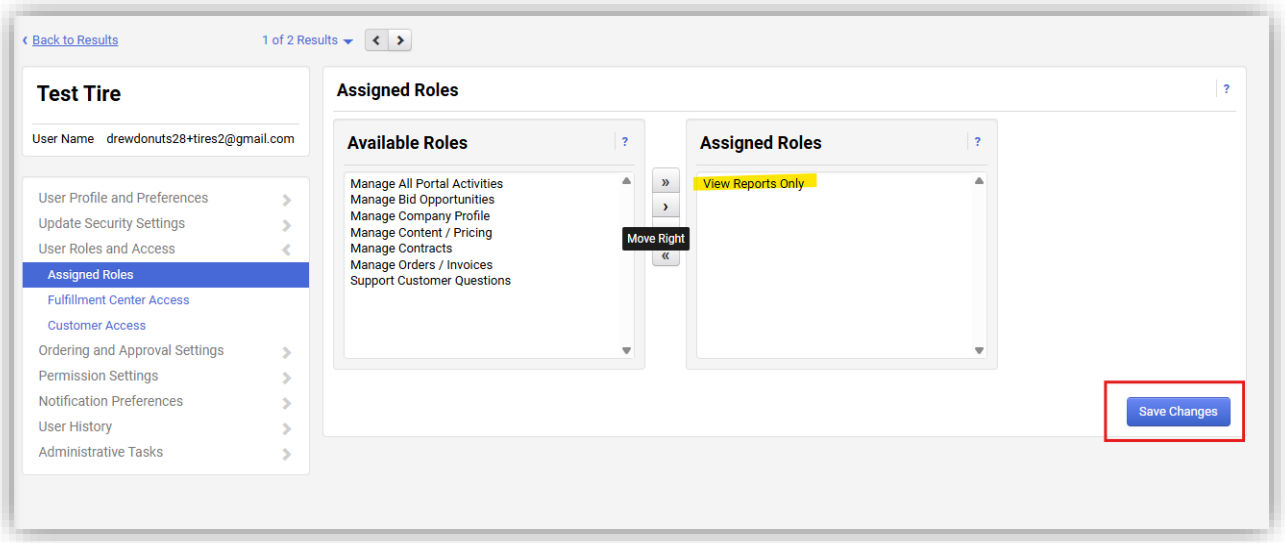




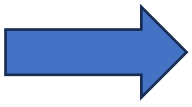
Assigning Roles

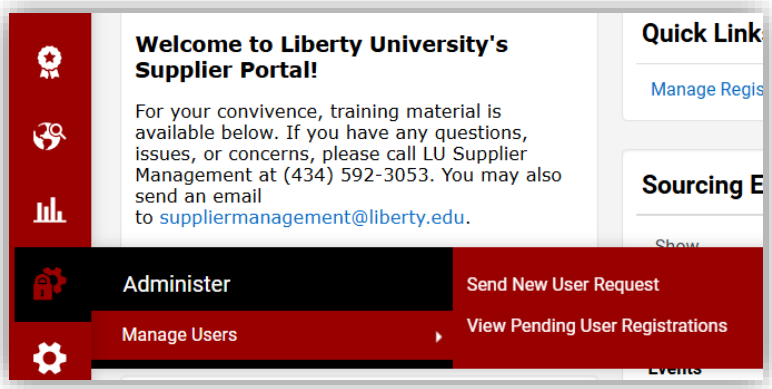


When adding a role to a user make sure to click the right arrow to add the assigned role and then click **save changes** for those to go into effect and be applied.



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



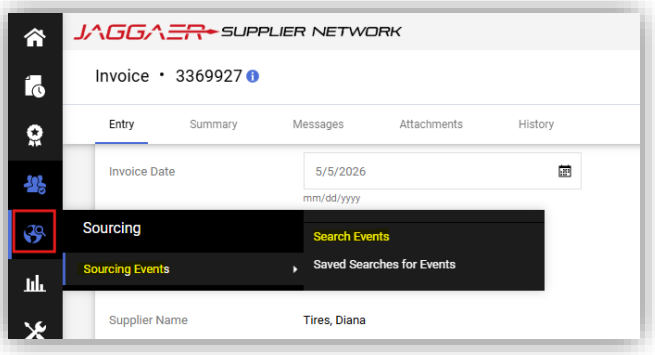


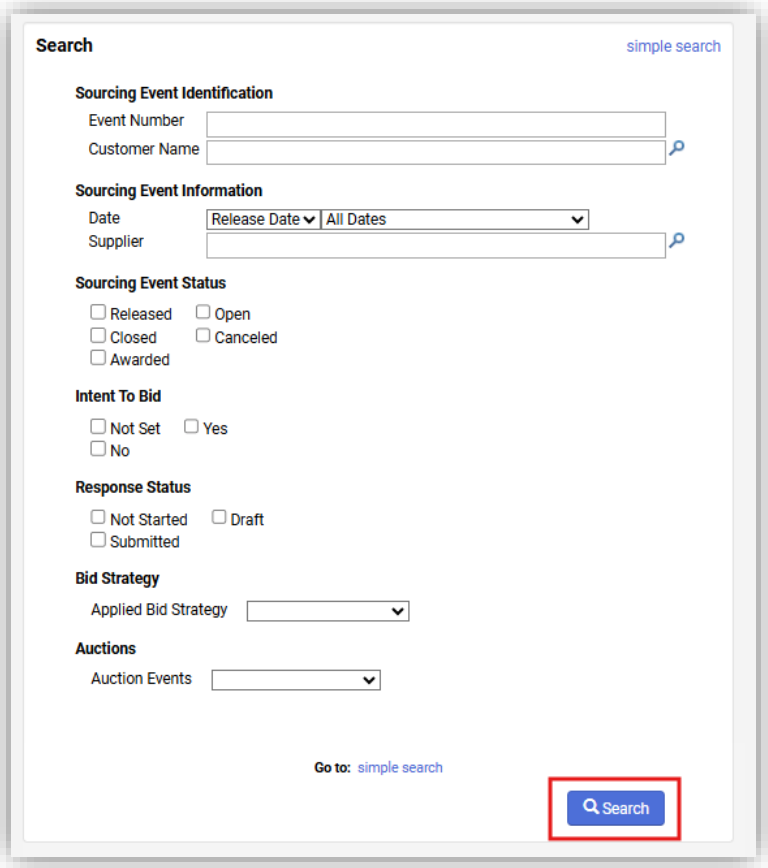
Sourcing

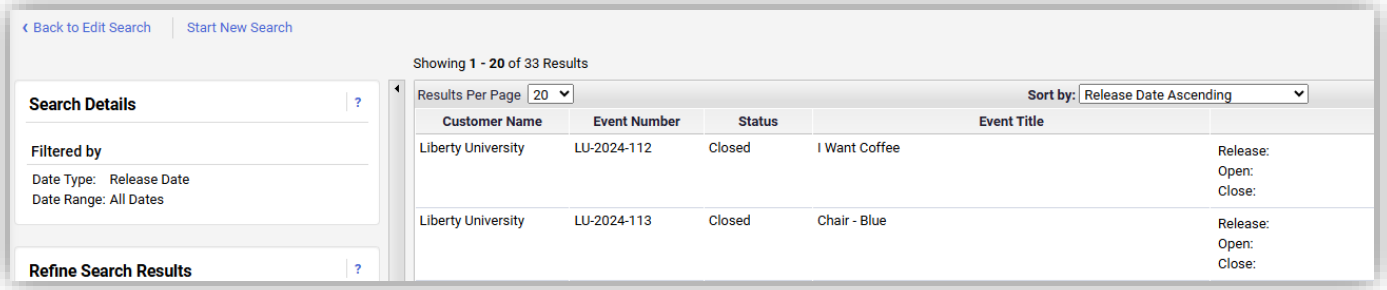
Hover over the Sourcing globe icon from the sidebar menu and the sourcing menu will display available options, then click **Search Events.**

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**.

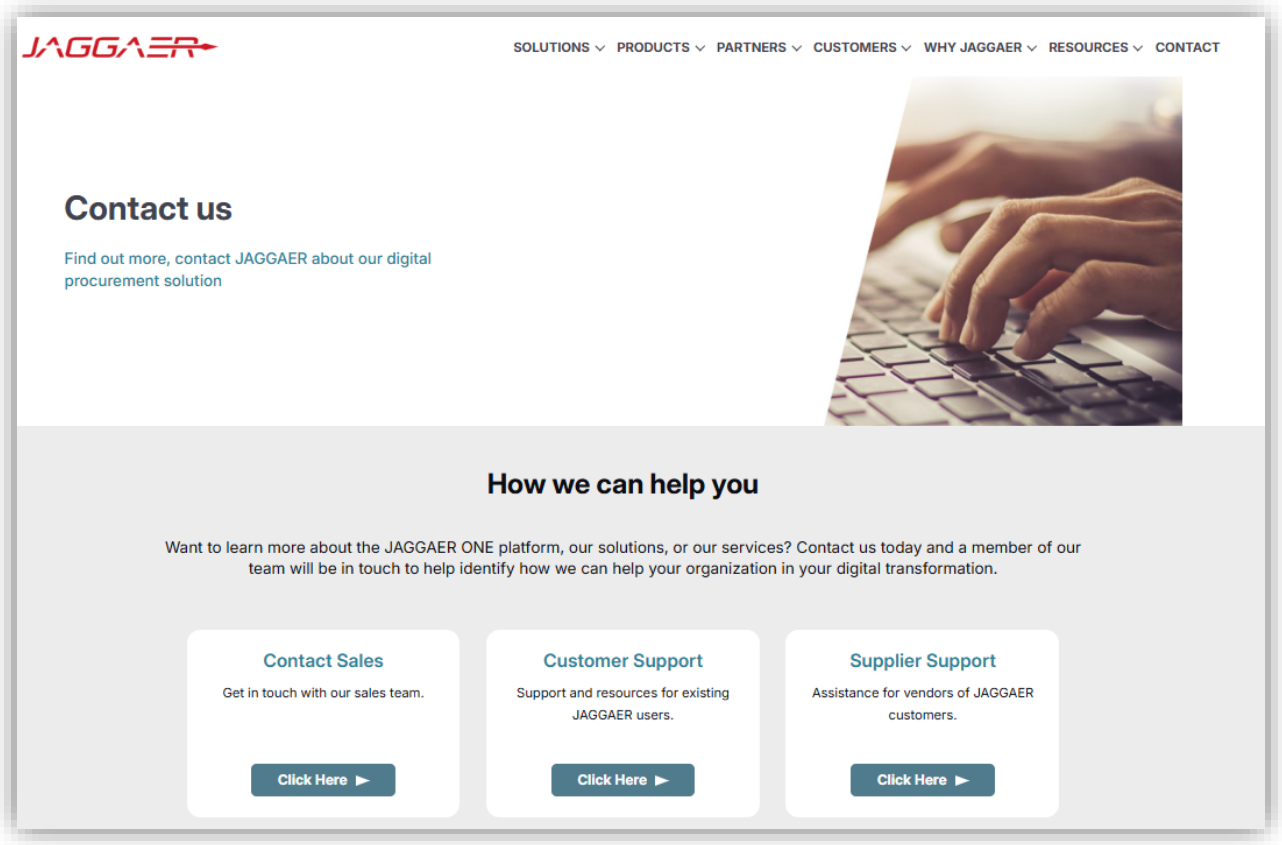






Contact Information

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