



Procurement & Payment Services Newsletter

*Fall Issue – October
2024*



Welcome to FY25

Happy New (fiscal) Year! Thank you for a great end of year! We are looking forward to a wonderful kickoff to FY25. Below are some ways our department can provide support for you.

Sparky Says — “Compete, Compete, **COMPETE!**”

Did you know that competition typically results in 8-17% savings? The university’s policy is to acquire goods or services through competitive bidding whenever practical. This ensures quality, price, and performance standards are met. Competition expands the vendor pool, leading to better pricing, terms, and transparency. It highlights differences in bids, reduces dependency on a single supplier, and enhances negotiation leverage. You’re welcome to contact our [Enterprise Sourcing team](#) for assistance with obtaining competitive bids.

Procurement Training Sessions

We are excited to host Procurement Training Month in October!

- **October 14, 10:30 A.M.** — Purchasing Services
[Training Registration](#)
- **October 14, 2 P.M.** — Enterprise Sourcing
[Training Registration](#)
- **October 15, 10:30 A.M.** — BuyLU Navigation, Reporting, & Supplier
[Training Registration](#)

- **October 16, 1:30 P.M.** — Contract Services
[Training Registration](#)
- **October 17, 10:30 A.M.** — Payment Services
[Training Registration](#)
- **October 17, 2 P.M.** — P-Card & Travel Services
[Training Registration](#)

New Updates

December Contract Deadlines

Contracts due by December 2024 must be submitted by November 1 to ensure timely completion. When planning, please take into account our holiday closures: Thanksgiving (Nov. 28-29) and Christmas (Dec. 23-27).

Procurement Policy Updates

Our [Procurement Document Library](#) will always be the most current location to view our policies, including our recently published Purchasing Policy and Contracts Administration Policy.

New Procurement Webpages

We are excited to introduce our new webpage dedicated to [Strategic & Preferred Suppliers](#). In addition, we encourage you to explore our recently launched [Purchase & Contract Reporting](#) and [Welcome to Procurement](#) pages, designed to meet your department's procurement reporting and informational needs.

Supplier Portal Registrations — Mandatory for FY26

Procurement is moving toward establishing all suppliers on the BuyLU Supplier Portal. This will occur in July 2025 and will result in increased opportunities for sourcing, competition, and sensitive document management. For more information, please contact our [Supplier Management team](#).

New BuyLU Sourcing Module

Procurement has developed a new sourcing module for BuyLU. This module seeks to increase cost savings by having suppliers compete through bids. This module is intended to help meet the competition requirement for purchases over 15k, along with providing reporting/integration to the requisition module within BuyLU. This module eliminates the need to use a bid matrix form, allowing for a simpler process. For more information, please contact our [Enterprise Sourcing team](#).

New BuyLU Mobile Application

A new BuyLU (Jaggaer) Mobile App, available on the Apple App Store and Google Play, allows for mobile REQ/Contract/Invoice approvals and future mobile shopping. For more information or to set up the app on your mobile device, please contact our [BuyLU Support team](#).

For general questions, email procurement@liberty.edu, call [434-592-3012](tel:434-592-3012), or [visit our website](#).



Meet the Contracts Team!

Contracts are the backbone of business transactions. Our team is committed to supporting your department's contractual needs from start to finish, ensuring timely, efficient service while upholding our core values and minimizing risks for the university.

[Learn More](#)



Procurement Featured Article

Competition drives cost savings, which is crucial to the financial health of the university. Our goal is to steward our money wisely, and seek the best value by engaging in competition.

[Learn More](#)



Need Assistance?

Check out our new Contact List in the Finance portal in ServiceNow. It is our pleasure to assist you with all your procurement needs!



BuyLU Manual

The BuyLU Manual has been updated! The manual has great tidbits of helpful information you may not know. Check out the manual and our website for

these tips and more!

[Learn More](#)

[Learn More](#)

Our Vision

Providing a positive customer experience focused on building trust and creating value — grounded in professional stewardship and a servant's heart.

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Liberty University
1971 University Blvd.
Lynchburg, Va. 24515
(434) 582-2000

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