Request Form Layout & Navigation Updates for BuyLU

The updated forms include enhancements to improve usability and streamline navigation:

- **Updated Layout:** The navigation menu has moved from the left side to the top, creating a more modern interface and easier access to form sections.

- **Section Completion:** Each section must be completed before submission. A green checkmark will appear once all required fields are filled, helping users quickly track progress.

- **Workflow Visibility:** The workflow panel is now on the right side, allowing users to view approval steps in real time— consistent with the existing requisition workflow experience.

The following forms have been updated:

Contracts, Sourcing and Supplier

Contract Request

(Old)

New Contract Form Layout (Below)

Sourcing Event Request

(Old)

New Sourcing Form Layout (Below)

Supplier Request

(Old)

| Suppliers ▸ Requests ▸ My Supplier Requests | | | All ▾ | Search (Alt+Q) 🔍 | 0.00 USD 🛒 |

My Supplier Requests

test

| Template | **Supplier Request** |
| Request Status | **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 suppli...

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 CO 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 i 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	Cy Liab
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

Instructions ⑦

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.

Summary →

Incomplete	
New Supplier Test	
Template	Supplier Request
Request Status	Incomplete

What's next? ⌄

Workflow ⋯

⚪ Show skipped steps

📍 **Draft**
 Active

○ **Finish**
 Future