

## 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)

The screenshot shows the 'BuyUp' logo in the top left corner. Below it is a breadcrumb trail: 'Contracts > Requests > My Contract Requests'. A navigation bar includes a 'Back to My Contract Requests' link, a 'Print Request' button, and a 'History' link. The main content area is titled 'Test' and shows 'Form Number: 21490253' and 'Request Status: Incomplete'. A sidebar on the left lists steps: 'Details', 'Attachments' (with a '0' indicator), '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 steps: 'Attachments' (include all agreements and supporting documentation) and 'Questions' (answer all questions to avoid delays). A sub-step under 'Questions' asks for a description of services/hardware and business purpose. A warning states that requests not following these instructions may be returned or cause delays. Contact information for the Contracts team (592-3012 or [contracts@liberty.edu](mailto:contracts@liberty.edu)) and Human Resources is provided. A 'Next >' button is at the bottom right.

## New Contract Form Layout (Below)

The screenshot shows the 'New Test' form layout. At the top left is a navigation breadcrumb: '← Contract Request • New Test'. On the top right are 'Save Progress' and 'Next' buttons. A progress bar below the breadcrumb shows five steps: 'Instructions' (active), 'Details', 'Attachments', 'Questions', and 'Review And Complete'. The main content area is titled 'Instructions' and contains the same text as the old form. On the right side, there is a 'Summary' panel with a dropdown menu set to 'Incomplete'. The summary includes: 'New Test' (dropdown), 'Created Date: 3/13/2026', 'Form Number: 1268328', and 'Purpose: Contract Request'. Below this is a 'What's next?' section with a 'Workflow' dropdown. A 'Show skipped steps' toggle is turned off. The workflow shows three stages: 'Draft' (Active, with a red location pin icon), 'Contract Request Approval' (Future, with a blue checkmark icon), and 'Finish' (Future, with a white circle icon).

# Sourcing Event Request

(Old)

The screenshot shows the 'BuyLU' interface for a Sourcing Event Request. The breadcrumb trail is 'Sourcing > Requests > My Sourcing Event Requests'. A 'Back to My Sourcing Event Requests' link is present. The form title is 'Test'. The form number is 21490435, the purpose is 'Sourcing Event Request', and the status is 'Incomplete'. A sidebar on the left lists sections: Attachments (checked), Questions (warning), Product Line Items (checked), Service Line Items (checked), Suppliers (checked), Review and Submit, and Form Approvals. The main content area is titled 'Instructions' and contains the following text: 'Please complete all of the required questions to request your sourcing event.' followed by a bulleted list of instructions. A red note states: 'NOTE: You may leave the Suppliers section blank if you would prefer supplier be selected by the Enterprise Sourcing Team.' Below this, it says '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.' and a link 'Requesting a Sourcing Event in BuyLU'. At the bottom, it says 'If you have any questions or concerns, please email the Enterprise Sourcing team at enterprisesourcing@liberty.edu or call 434-582-5058.' A 'Next >' button is at the bottom right.

## New Sourcing Form Layout (Below)

The screenshot shows the new Sourcing Form Layout. The breadcrumb trail is '← Sourcing Event Request • Test'. The top right has 'Save Progress' and 'Next' buttons. A progress bar at the top shows: 1 Instructions (active), 2 Attachments (checked), 3 Questions (warning), 4 Product Line Items (checked), 5 Service Line Items (checked), 6 Suppliers (checked), and 7 Review And Submit (warning). The main content area is titled 'Instructions' and contains the same text as the old layout. The right sidebar shows a 'Summary' section with 'Test' status 'Incomplete', 'Created Date' 3/13/2026, 'Form Number' 1268344, and 'Purpose' Sourcing Event Request. Below this is a 'What's next?' section with a 'Workflow' diagram showing 'Draft' (Active), 'Sourcing Request Approval' (Future), and 'Finish' (Future). A 'Show skipped steps' toggle is also present.

# Supplier Request

(Old)

All Search (Alt+Q) 0.00 USD

Suppliers > Requests > My Supplier Requests

My Supplier Requests

**test** Print Request Hist

Template Request Status **Supplier Request Incomplete**

**Instructions**

Questions

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

### Instructions

**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](mailto: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 is 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 inquire about their 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

### 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](mailto: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](mailto:suppliermanagement@liberty.edu) or call 434-592-3053.

### Summary

**Incomplete**

**New Supplier Test**

Template Request Status Supplier Request Incomplete

What's next?

Workflow ...

Show skipped steps

**Draft** Active

**Finish** Future