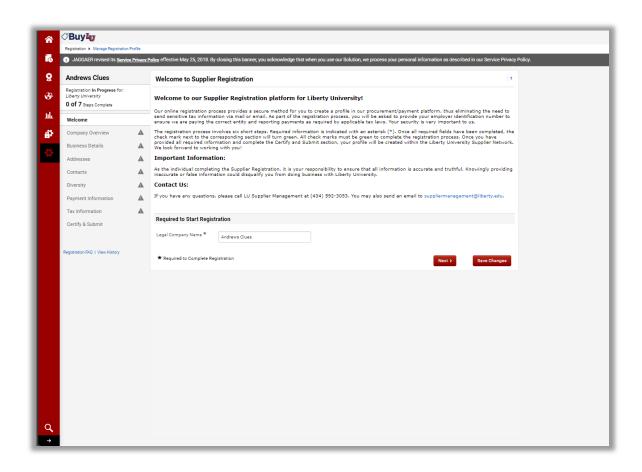
BuyLU Supplier Profile Registration Instructions

1) Welcome

Verify the Legal Company Name.

- Edit the name, if needed.
- Click Next.



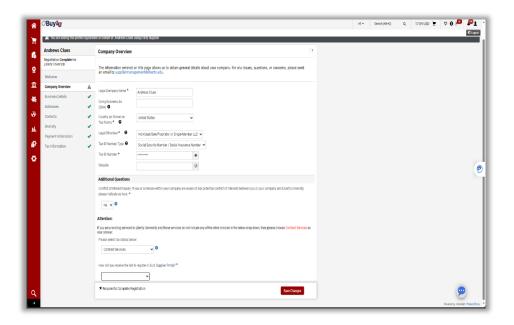
2) Company Overview

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)

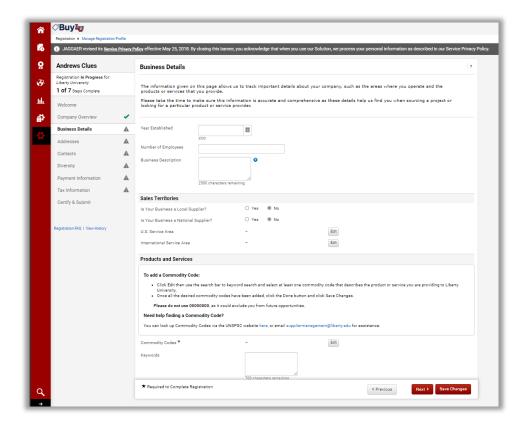
If your Legal Structure is marked as Individual/Sole Proprietor or LLC P select Contract Services in the drop-down menu at the bottom of the page. Otherwise, leave it blank.

Use the dropdown menu to indicate in what way you received the link to register your profile within the LU Supplier Portal. Click **Next**.



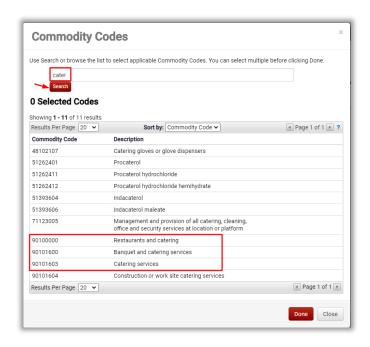
3) Business Details

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**.

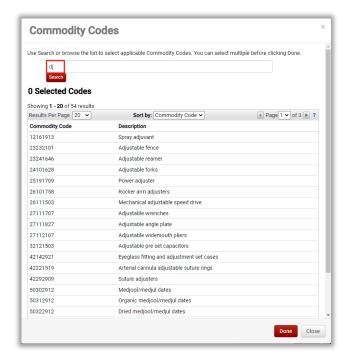


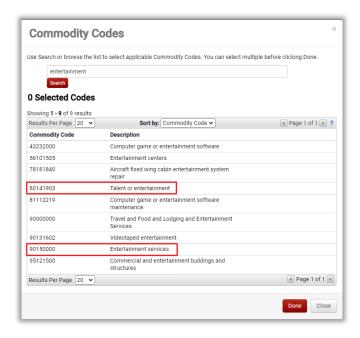
Tip: It's best to search using broad terms.

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.



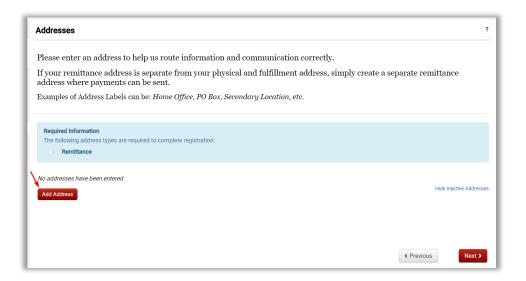


Important Information!

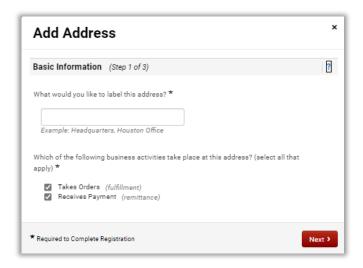
It is very important to be as accurate as possible when entering commodity codes as it will be a key factor in the consideration of your company for future sourcing events.

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) Address Details

Select **Email** from the dropdown list.

Input address and other required contact details.

- Email Address
- Address Line 1
- City/Town
- Postal Code
- Phone Number

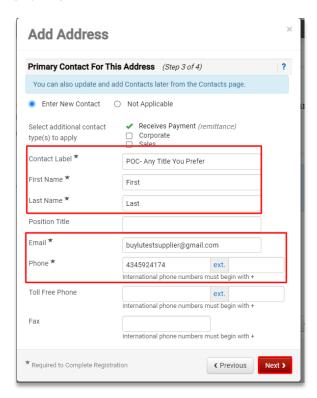
Click Next.



Input required contact information for the Point of Contact for the address.

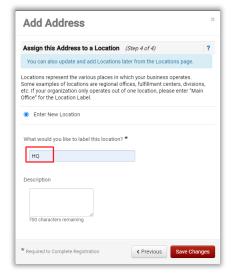
- Contact Label: Input "POC" or any other title you prefer.
- First Name
- Last Name
- Email
- Phone Number

Click Next.



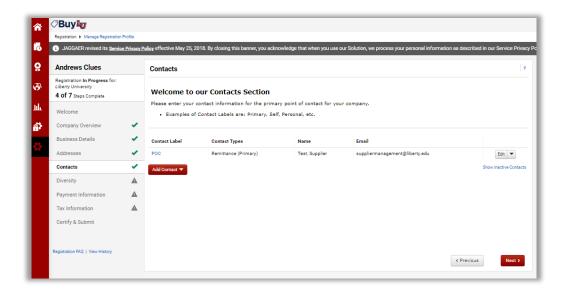
Assign the address to a location.

Here you can choose the Address label you entered earlier, i.e. "HQ". Click **Save Changes**.



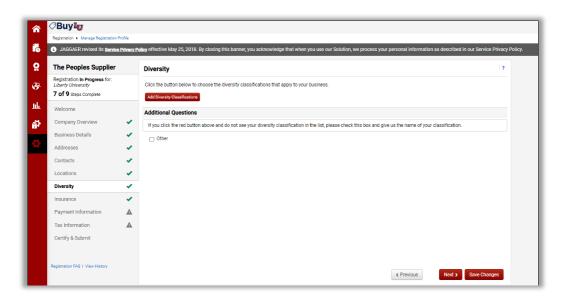
6) Contacts

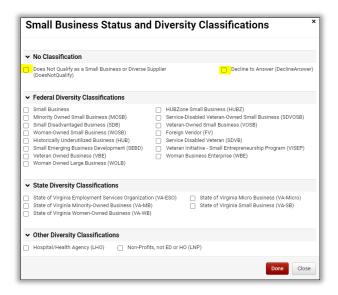
Review Contact details and verify they are correct. Click the **Edit** button on the right to make changes or click **Next** to proceed.



7) Diversity

Click the button to **Add Diversity Classification** and then select a choice to indicate classification, not qualified or decline to answer. Click **Next**.



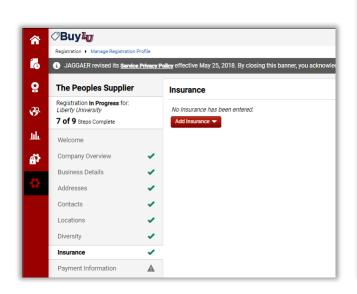


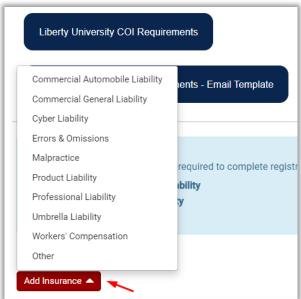
8) Insurance

If insurance is not required, click **Next**. Otherwise, continue forward to **add insurance information**.

Click the "Liberty University COI Requirements" button to view more details on insurance recommendations for Liberty University supplier coverage.

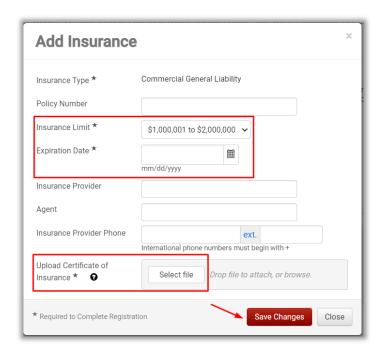
Click **Add Insurance** and select the **type** of insurance.





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

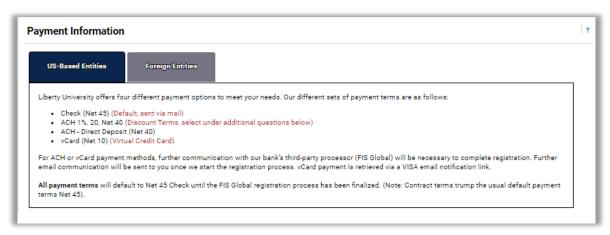
- Select the applicable insurance limit from the dropdown.
- Provide an expiration date.
- Click the "Select File" button to upload insurance.



9) Payment Information

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

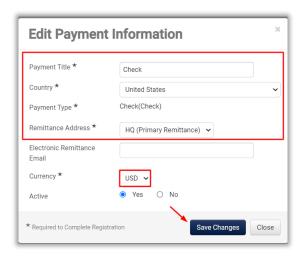
Click Add Payment Information.



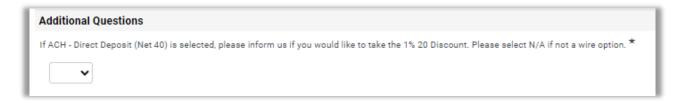
Input the required details.

- Payment Title
- Country
- Payment Type
- Remittance Address
- Currency

Click Save Changes.

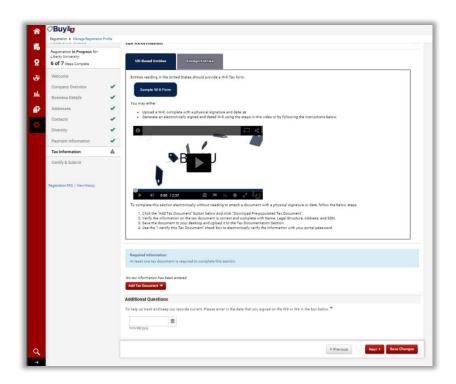


If ACH Direct Deposit (NET 40) has been selected as the payment type, answer the following drop down menu question and if not then select N/A



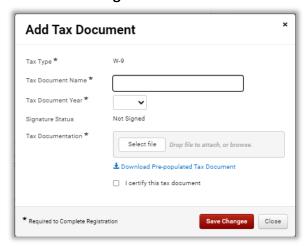
10) Tax Information

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

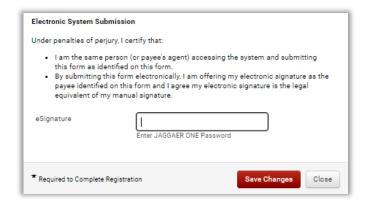


Input Tax Document Name in the text box: "W-9"

- 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". Use the password you used to create your profile in the box at the bottom to eSign the W-9 otherwise leave the checkbox unmarked.



11) 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.



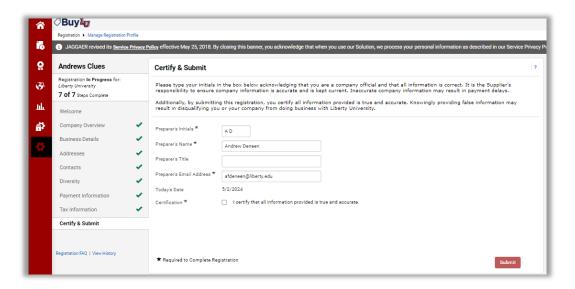
12) Certify & Submit

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.



13) Registration Confirmation

