SUPPLIER REGISTRATION

This secure online registration form replaces all paper supplier registration forms.

Suggestions and Considerations:

- **Your Federal IRS Form W-9 ‘Taxpayer Identification Number and Certification’** is required for enrollment purposes and should be readily accessible to complete this application.
- **If your company is located outside of the United States**, and does not have a FEIN or SSN, you must enter 999999999 in the Tax ID field of the application and complete, sign and attach a W-8BEN (if individual) or W-8BENE (if entity).
- **Do NOT hit your browser’s BACK button** as you progress through the online screens. You will have the opportunity to review and edit all information entered at the end of this application and prior to submittal. If you navigate away from the registration form all entered data will be lost.
- The application can be completed using a mobile device.

Failure to provide required documents shall delay supplier setup and may cause rejection of your application if not received timely.

For questions/issues regarding supplier setup or changes, e-mail the LSU Supplier Help Desk at suppliers@lsu.edu.

1. Click **Begin Registration Process** button.
2. Enter the following information for Step 1:

   a. Enter your/company general information in the 1st section.

      Notes:
      - The contact name, number and email you provide here will be the used as the primary contact.
      - If foreign phone, select country flag from drop down menu before entering number.

   b. Select your Business Organization Type.

   c. Select a response to each of the 3 TIN Certification statements.

      Note: A response is required for all three statements.

   d. Select your Business Ownership Certification(s) (Check all that apply).

      Note: Certification documentation should be attached to application or emailed upon request during onboarding process.

   e. Click Next Step to continue.
3. Enter the following information for **Step 2**:

   a. Select at least one (1) **state region** in which you will deliver/render goods or services (**Check all that apply**).

   Note: If willing to do business anywhere in the State of Louisiana, select All Regions checkbox.

   ![State Region Enrollment](image)

   b. Enter the **address** and **phone information** the university should use to send orders or other related purchasing communications.

   Note: If foreign address, select country first to remove requirement to select a state.

   ![Mailing Address Information](image)

   c. Enter the **contact information** for the person the university should contact regarding orders or other related purchasing questions.

   ![Mailing Contact Information](image)

   d. Click **Next Step** to continue.
4. Enter the following information for **Step 3**:

**NOTE:** IF YOUR REMITTANCE ADDRESS OR CONTACT INFORMATION IS THE SAME, PLEASE SELECT THE “SAME AS MAILING ADDRESS” AND/OR “SAME AS MAILING CONTACT” CHECKBOXES.

- **a.** Enter the **address** and **phone information** the university should use to send payment or other related billing/invoicing communications.

Note: If foreign address, select country first to remove requirement to select a state.

- **b.** Enter **address** and **phone information** the university should use to send payment or other related billing/invoicing communications.

- **c.** Click **Next Step** to continue.
5. Enter the following information for Step 4:

a. Select **payment option** to indicate how your company wishes to receive payment.

b. Select a **response** to each of the two (2) questions regarding your company’s relationship to LSU.

c. Click **Next Step** to continue.

6. Enter the following information for Step 5:

a. Select at least one (1) **supplier group** to indicate the type of goods and/or services your company provides (**Select all that apply**).

b. Click **Next Step** to continue.
7. Enter the following information for Step 6:
   a. Upload your company’s W-9 or W-8 form and any certification documentation in the box below.
   b. Enter the date the W-9/W-8 document was signed in the effective date field.
   c. Click Next Step to continue.

8. Scroll down the screen to review all information entered to be sure it is correct. If corrections are needed, click the Edit Info button in the specific section.

   Note: You cannot return to the Upload Documents step (Step 6). Documents can be emailed or faxed to Procurement Services.

9. Enter additional comments if necessary.

10. Click Submit Request button when complete.

You will receive email confirmation that the application has been submitted. Please allow 3-5 business days for setup.