SUPPLIER REGISTRATION

The supplier registration form is located at:
https://www.lsu.edu/administration/ofa/procurement/supplier_registration.php

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/your company general information in the 1st section.

   **Notes:**
   - The contact name, number and email you provide here will be 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.

   ![Image of Supplier Registration Form with Step 2 instructions]

   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.

   ![Image of Supplier Registration Form with Step 2 instructions]

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

   ![Image of Supplier Registration Form with Step 2 instructions]

   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.

   ![Image of Workday SUPPLIER REGISTRATION]

   **LSU Supplier Registration**

   **General Information**

   Company Name: Tiger Athletics
   DUNS Names:

   **Supplier Payment Options**

   In an effort to increase payment efficiencies, the University now offers electronic payments commonly referred to as "ePayables" to suppliers qualified to accept Visa/ Mastercard as payment for invoices. For suppliers that do not accept credit cards, the University offers an alternative electronic payment option called PayMode, which is payment by an ACH transaction.

   **How does the ePayables payment process work?**

   Once the selection is made to receive invoice payments by ePayables, a credit account will be created and the University will contact the listed remittance contact person to provide the credit card account number to be maintained in the company file. The credit card account will have unique security features, with an available fund balance of $0.00 and an invoice is approved for payment. When invoice payments are made, an electronic remittance advice will be sent via e-mail or fax to the listed Remittance Contact Person providing approval to charge the card and the detailed invoice(s) information that accounts for the payment.

   **How does the PayMode payment process work?**

   Once the selection is made to receive invoice payments by an ACH Transaction and the supplier enrollment process is completed, a member of LSU Accounts Payable will contact you to set up the PayMode account for payment. If you currently do not have a PayMode account, please click the following link: Create PayMode Account. This website will allow you to establish a PayMode account and you may provide your company’s bank information and company contact information, which should include the person with authority to receive the electronic remittance advice via e-mail or fax of the invoice payment information. When invoice payments are made, the listed company’s bank account will be debited and an electronic remittance advice will be sent to the listed contact person via e-mail or fax to provide the detailed invoice(s) information that accounts for the payment.

   Please make your selection below:

   - I would like to enroll my company in the ePayables and receive the invoice payments via a Credit Card Account
   - I would like to enroll my company in the PayMode and receive the invoice payments via an ACH Transaction

   ![Image of Relationship Disclosure]

   **Relationship Disclosure (check all that apply)**

   Are you, an Officer, Director, Owner or Partner in this company, an employee or former employee of LSU?
   Are you a direct family member of any of the above an employee of LSU?

   ![Image of Relationship Disclosure]

   Please explain: (Enter the employee’s name, department, and relationship to the company)

   ![Image of Next Step]

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

   Note: If 'Yes' you will be prompted to provide additional information.

   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).*

   ![LSU Supplier Registration](image)

   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.

   ![LSU Supplier Registration](image)

   b. Enter the date the W-9/W-8 document was signed in the effective date field.

   ![LSU Supplier Registration](image)

   c. Click **Next Step** to continue.
8. Step 7 is 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.

![LSU Supplier Registration Form](image)

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.