

## SUPPLIER REGISTRATION



The supplier registration form is located at:

[https://www.lsu.edu/administration/ofa/procurement/supplier\\_registration.php](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](mailto:suppliers@lsu.edu).

### 1. Click **Begin Registration Process** button.

#### LSU Supplier Registration

You are now entering the LSU Supplier Registration Form. This form must be completed by an authorized representative of the payee organization or individual.

- **A signed W-9 or W-8 form (PDF, JPG, or Microsoft Word document files no larger than 5 MB) must be submitted with the application to complete the enrollment process to obtain a LSU Supplier ID. The University must obtain the payee's correct taxpayer identification number and legal name as it appears on his/her/its federal income tax return to report taxable payments made to suppliers and individuals.**
- LSU Employees are prohibited from completing the supplier registration form on behalf of the supplier/individual.
- Missing information and documentation will delay the enrollment of your company in the LSU Supplier Database.

Please fill out all required fields and click the 'Next Step' button in each section. You will have a chance to verify/change any information and to add comments before submitting the registration to LSU Procurement.

#### Website Security Statement

A 256 bit ssl certificate is used to secure this form, which is embedded from a server separate from the main site.

#### Suggestions:

- Javascript must be enabled.
- Please note your web browser's "back" feature will not work.
- If at any time you navigate away from the registration form all entered data will be lost.
- A 256 bit ssl certificate is used to secure this form
- Please complete this form using a desktop web browser (Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Internet Explorer 10+)

By completing this application, I hereby authorize that all information provided, including any and all personal or company data may be shared with LSU departments, suppliers and other governmental agencies to facilitate procurement transactions. This data will be retained according to LSU's retention schedule. To learn more about privacy at LSU, please see the [LSU Privacy Statement](#)

Begin Registration Process

### 2. Enter the following information for Step 1:

- a. Enter your/your company general information in the 1<sup>st</sup> 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.

**LSU Supplier Registration**

Fields marked with an asterisk are required \*

Step 1 → Step 2 → Step 3 → Step 4 → Step 5 → Step 6 → Step 7 (submit request)

**General Information**

Company/Individual Name: Tiger Athletics

Company Division/DBA Name:

Business URL:

Tax ID Type: FEIN \*

Tax ID (FEIN/SSN): 123456789 \*

(Do not enter dashes)  
(If foreign supplier without a US TIN use all 9999s.)  
(Must be 9 digits)

DUNS:

(Do not enter dashes)

Submitted By: Mike The Tiger \*

Submitted By Title: Owner

Phone:

(Enter numeric characters only, USA include Area Code)

+1 2255781234 Valid Ext. \*

Email: mtiger@lsu.edu \*

- b. Select your Business Organization Type.

For Business Type, select "Other"

**Business Organization Type \***

☐ Corporation  
☐ Corporation - Medical Services  
☒ Individual  
☐ Other

☐ Corporation - Legal Services  
☐ Limited Liability Company  
☐ Partnership

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

**Note: A response is required for all three statements.**

**Taxpayer Identification Number (TIN) Certification \***

A response must be provided for each statement shown below.

Under penalties of perjury, I certify that:

I am subject to backup withholding. ☐ Yes ☒ No

I am a U.S. person (including a U.S. resident alien). ☒ Yes ☐ No

The number (FEIN or SSN) shown on this form is my correct taxpayer identification number. ☒ Yes ☐ No

• If foreign supplier using all 9999s, mark no as response to each statement.  
 • Additional information and instructions regarding these certifications are found on the IRS Form W-9.

- 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.**

**Business Ownership Certifications (optional: please check all that apply)**

☐ Minority Owned Business - Federally Certified  
☐ Woman Owned Business - Federally Certified  
☐ Small Business - Federally Certified  
☐ Emerging Business - LA Dept of Economic Development Certified  
☐ Veteran Initiative (LaVet) - LA Dept of Economic Development Certified  
☐ Small Entrepreneurship (Hudson Initiative) - LA Dept of Economic Development Certified  
☐ Disadvantaged Business Enterprise - LA Dept of Transportation & Development Certified

**Affidavit:** By marking any 'Business Ownership Certification' on the LSU Supplier Enrollment form, the Supplier agrees to a self-certification process and solemnly affirms and attests that it possesses any claimed federal and/or state certification(s); and agrees to provide LSU with supporting evidence of such at any time upon request. The Supplier acknowledges that its willful and false claim of these certifications may result in contract cancellations and/or suspension or debarment proceedings. The Supplier further accepts the responsibility to promptly report any certification changes to the LSU Procurement Services Office

- e. Click Next Step to continue.

Next Step

### 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.

### LSU Supplier Registration

Fields marked with an asterisk are required \*

Step 1 → **Step 2** → Step 3 → Step 4 → Step 5 → Step 6 → Step 7(submit request)

#### General Information

Company Name: Tiger Athletics  
DBA Name:

#### Location/Contact Information

#### State Region Enrollment \*

Suppliers must express their interest by self-enrolling in their desired State of Louisiana Region(s) in which they are willing and able to conduct responsible business. Suppliers must enroll in at least one (1) state delivery region; however, may enroll in multiple or all state regions as desired.  
[Please click here for a map of the state regions.](#)

LSU campuses using the Supplier Database are located in the following state regions:

- Baton Rouge - Region 2
- Eunice - Region 4
- Alexandria - Region 6
- Shreveport - Region 7

Note: LSU AgCenter Research Stations are regionally located statewide

Check those State Regions in which you wish to participate/enroll:

☐ 1 New Orleans
 ☒ 2 Baton Rouge
 ☐ 3 Thibodaux
 ☐ 4 Eunice
 ☐ 5 Lake Charles
 ☐ 6 Alexandria
 ☐ 7 Shreveport
 ☐ 8 Monroe
 ☐ All Regions

- 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

Mailing Addresses (known in Workday as Ship Addresses) must be a physical address and are used by LSU to send solicitations, addenda, purchase orders, change orders, and purchasing correspondence or transactions via E-Mail, Fax, USPS Mail and/or courier/express service.

Country: United States of America \*

Mailing Address 1: 123 LSU Avenue \*

Mailing Address 2:

City: Baton Rouge \*

State: Louisiana \*

Zip: 70803 \*

Phone: +1 2255781234 ✓ Valid  
Ext. \*

Toll Free Phone: +1 8005781234 ✓ Valid  
Ext. \*

Fax: +1 2255782345 ✓ Valid

Email: info@tigerathletics.com

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

#### Mailing Contact Information \*

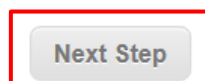
Contact Name: Mike The Tiger \*

Contact Title: Owner

Contact Phone: +1 2255781234 ✓ Valid Ext. \*

Contact Email: mtiger@lsu.edu \*

- 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.

### LSU Supplier Registration

Fields marked with an asterisk are required \*

Step 1 → Step 2 → **Step 3** → Step 4 → Step 5 → Step 6 → Step 7(submit request)

#### General Information

Company Name: Tiger Athletics

DBA Name:

#### Remittance Information

##### Remittance Address Information \*

Remit Address (required if different from Mailing Address information; used by LSU Accounts Payable & Travel to send payments and accounting correspondence).

☒ Same as Mailing Address

Country: United States of America \*

Remittance Address 1: 123 LSU Avenue \*

Remittance Address 2:

City: Baton Rouge \*

State: Louisiana \*

Zip: 70803 \*

Phone: +1- 225-578-1234 \*

Ext. \*

Toll Free Phone: +1- 800-578-1234 \*

Ext. \*

Fax: +1- 225-578-2345 \*

Email: info@tigerathletics.com

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

#### Remittance Contact Information \*

☒ Same as Mailing Contact

Contact Name: Mike The Tiger \*

Contact Title: Owner

Contact Phone: +1- 225-578-1234 \*

Contact Email: mtiger@lsu.edu \*

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

Next Step

- 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.

Relationship Disclosure (check all that apply)

Are you, or any Officer, Director, Owner or Partner in this company, an employee or former employee of LSU?

Is a direct family member of any of the above an employee of LSU?

Please explain:

☐ Yes ☐ No  
☒ Yes ☐ No

- Next Step

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*).

For Supplier Group, select "K-12 School"

**LSU Supplier Registration**

Fields marked with an asterisk are required \*

Step 1 → Step 2 → Step 3 → Step 4 → **Step 5** → Step 6 → Step 7(submit request)

**General Information**

Company Name: Tiger Athletics

DBA Name:

**Business Category**

**Supplier Group \***

Suppliers must enroll in at least one (1) Supplier Group; however, may enroll in as many Supplier Groups as desired.

Click a group to move it to the selected box.

Available Supplier Groups:	Selected Supplier Groups:
Advertising	Athletic & Fitness
Agricultural Equipment & Supplies	Safety Equipment
Aircraft Equipment	Miscellaneous Services
Aircraft Operations	
Animals, Livestock & Accessories	
Appliances & Equipment	
Art	
Athletic Refunds	
Audio & Visual	
Automotive Accessories	

- b. Click **Next Step** to continue.

Next Step

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.

**LSU Supplier Registration**

Fields marked with an asterisk are required \*

Step 1 → Step 2 → Step 3 → Step 4 → Step 5 → **Step 6** → Step 7(submit request)

**General Information**

Company Name: Tiger Athletics

DBA Name:

**Upload Documentation**

**Upload Documentation**

Please upload any documents we may need for verification (W9, W-8BEN, W-8BEN-E, certifications, etc.) here:

0.3 MB

w-9.pdf

[Remove file](#)

Effective date of tax document (W9, W8) attached: 11/01/2016 \*

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

Next Step

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

Fields marked with an asterisk are required \*

Step 1 → Step 2 → Step 3 → Step 4 → Step 5 → Step 6 → **Step 7(submit request)**

#### General Information

Company Name: Tiger Athletics

DBA Name:

#### Verify Information

#### Company Information

Company/Individual Name:	Tiger Athletics
Company Division/DBA Name:	
Business URL:	
Tax ID Type:	FEIN
Tax ID (FEIN/SSN):	123456789
DUNS:	
Submitted By:	Mike The Tiger
Submitted By Title:	Owner
Phone:	+12255781234
Email:	mtiger@lsu.edu
Business Organization Type:	Individual

Edit Info

9. Enter additional comments if necessary.

10. Click **Submit Request** button when complete.

#### Additional Comments

Submit Request

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