



## Instructions for LSU Supplier Enrollment Form

The following instructions are offered to assist suppliers in completing the LSU Supplier Enrollment process, and to explain the information requested for each online field. If you have any questions or need assistance with supplier enrollment after reviewing these instructions, please contact the LSU Supplier Help Desk at [suppliers@lsu.edu](mailto:suppliers@lsu.edu).

**By enrolling to do business with LSU, Suppliers acknowledge that they have reviewed 'Important Enrollment and Disclaimer Information for LSU Suppliers'.**

Prior to completing the application please note the following:

- **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. Failure to provide the form shall delay supplier setup and may cause rejection of your application if not received timely.
- **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-8BEN-E (if entity). Click [HERE](#) for W-8BEN or [HERE](#) for W-8BEN-E instructions.
- **Fields marked with an asterisk (\*)** are required.
- **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 form should be completed using a desktop browser (Google Chrome, Apple Safari, Mozilla Firefox or Microsoft Internet Explorer 10 or greater) and Javascript must be enabled.

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### STEP 1: GENERAL INFORMATION

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**\* Company/Individual Name:** Enter your Company's (or Individual's) legal official name, in full, as registered with federal, state, and local governments. Spell out your legal company/individual name in its entirety, as it appears in full or abbreviated form, on official IRS tax records, correspondence and invoices.

**Company Division/DBA Name:** Only to be used If your company must identify a division or location name for mail routing within your company OR if your company is 'doing business as' a name other than your incorporated name.

**Business URL:** If available, enter your company's commercial (or LSU-dedicated) website address which may be accessed for general informational and/or 'shopping' purposes.

**\* Tax ID Type:** Select if your company has a FEIN, you as an individual have a SSN or your company or you are Foreign and do not have an FEIN or SSN.

**\* Taxpayer Identification Number (TIN):** Enter your company's Federal Employer Identification Number (FEIN) or the Individual's Social Security Number (SSN) as registered with and reported to the U.S. Department of Treasury, Internal Revenue Service, on Form W-9. Do not enter dashes.

Your Employer Identification Number is a nine-digit number used by the Federal Government to identify your organization. It may be found with most Federal Tax records, specifically on those used when depositing withholding and FICA taxes. If your organization does not have a Federal Employee Identification Number, enter your nine-digit Social Security Number. Click [HERE](#) for W-9 instructions.

**\* DUNS:** If available, enter your company's DUNS Number, a unique nine digit identification number assigned by Dun & Bradstreet to all businesses required to register with the US Federal government for contracts or grants. This number is unique to each physical location of your business. Click [HERE](#) for more information on DUNS numbers.

\* **Submitted By:** Enter the Name, Title, Telephone Number and Email of the person submitting this application. This person will be contacted in the event additional information or clarifications are needed to activate your supplier record. Do not enter dashes in the telephone number field.

\* **Business Organization Type:** Select the *one* (1) business type that best describes your business organization, and as officially registered with federal, state and local authorities. This information is required for applicable reporting purposes by LSU.

Business Organization Types include:

- Corporation
- Corporation – Legal Services
- Corporation – Medical Services
- Limited Liability Company (LLC)
- Individual
- Partnership
- Other

\* **Taxpayer Identification Number Certification:** Enter a response to each of the *three* (3) statements shown, as made and certified on your Company's Federal IRS Form W-9. *If a foreign supplier without a FEIN or SSN, mark 'No' in response to each statement.*

Under penalties of perjury, I certify that:

- I am subject to backup withholding.
- I am a U.S. person (including a U.S. resident alien).
- The number (FEIN or SSN) shown on this form is my correct taxpayer identification number.

Additional information and instructions regarding these certifications are found on the IRS W-9 Form.

**Business Ownership Certification:** Check all *official* business ownership certifications currently held by your Company, and which can be evidenced by supporting documents from the certifying federal or state entity. This information is requested to assist LSU in soliciting appropriate suppliers and for reporting purposes.

Business Ownership Certifications include:

- Minority-Owned Business - Federally Certified by the U.S. Government
- Woman-Owned Business - Federally Certified by the U.S. Government
- Small Business - Federally Certified by the U.S. Government
- Emerging Business - State Certified by the Louisiana Dept. of Economic Development
- Veteran Initiative (LaVet) – State Certified by the Louisiana Dept. of Economic Development
- Small Entrepreneurship (Hudson Initiative) – State Certified by the Louisiana Dept. of Economic Development

**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.*

**< CLICK NEXT STEP >**

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### **STEPS 2 – 3: REGION ENROLLMENT AND SUPPLIER ADDRESSES**

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\* **State Region Enrollment [Step 2]:** Select at least *one* (1) state delivery region to indicate which region(s) in the State of Louisiana they are willing and able to conduct responsible business. Suppliers wishing to participate in the competitive solicitation process for LSU's procurement of goods and/or services *must express their interest* by self-enrolling in their desired State of Louisiana region. Suppliers *must* enroll in at least one; however, may enroll in multiple or all state regions as desired.

Click [HERE](#) to review state regions map and the included parishes thereof.

**Supplier Address Types, and LSU Uses:** The Supplier Database is commonly shared for LSU procurement and accounting functions, and supports two separate supplier address types and related contact information for each.

Supplier address types are Mailing and Remit. The purposes and uses of each type are discussed below.

See '*Important Enrollment and Disclaimer Information for LSU Suppliers*' relative to addresses.

Please use USPS addressing standards when entering your address information; such as: use USPS street name abbreviations (e.g. ST for Street; BLVD for Boulevard; etc); use the eight (8) USPS directional abbreviations (N, S, E, W, NE, NW, SE, SW); do not use punctuation marks such as periods, hyphens, etc. unless they are a meaningful component of an address number or range (e.g. 101 1/2 MAIN ST; 289-01 MAIN ST; etc).

**Mailing Address and Contact Information [Step 2]:** Enter your Company's mailing address and contact information to be for the delivery of purchasing transactions and communications [e.g. solicitations, addenda, purchase orders, change orders, correspondence, etc.], *whether sent by e-mail, fax or USPS mail and/or courier/express delivery as decided by LSU*.

\* **Country:** Select the country of your Company's mailing address.

\* **Mailing Address:** Enter your Company's **physical** address in Line 1. If applicable, use line 2 to enter your company's suite, building or office number.

Note: LSU does not recommend your Company's mailing address be that of a sales representative's home address. It is our experience that the use of such addresses result in missed opportunities due to supplier employee turnover and subsequent failure to update records accordingly.

\* **City:** Enter the city of your Company's mailing address.

\* **State:** Select the state of your Company's mailing address. *Note: not required if foreign Country selected.*

\* **Zip:** Enter the zip code of your Company's mailing address.

Note: All Phone & Fax fields allow the selection of the appropriate country code, by selecting the country flag and corresponding country name with country code. Number is to be entered in the field next to the selected country without spaces or dashes. Phone extension numbers are to be provided in the 2<sup>nd</sup> box, if any.

\* **Phone:** Enter your Company's desired and designated 'Phone' number to which LSU purchasing questions can be addressed. *Note: This field validates to ensure a valid phone number.*

**Toll Free Phone:** If applicable, enter your Company's 'Toll Free Phone' number to which LSU purchasing questions can be addressed. *Note: This field validates to ensure a valid phone number.*

**Fax:** Enter your Company's desired and designated 'Fax' number to which LSU purchasing communications can be sent. *Note: This field validates to ensure a valid fax number.*

**E-Mail:** Enter your Company's desired and designated 'E-Mail' address to which purchasing communications can be sent.

\* **Contact Name:** Enter your Company's designated and desired "Contact" person to which LSU purchasing questions can be addressed.

**Contact Title:** Enter the title of your Company's mailing address "Contact" person.

\* **Contact Phone:** Enter the phone number of your Company's mailing address "Contact" person.

\* **Contact E-Mail:** Enter the email address of your Company's mailing address "Contact" person.

**< CLICK NEXT STEP >**

\* **Remit Address and Contact Information [Step 3]:** Enter your Company's remittance address information as printed on your Company's invoice to be used for the delivery of invoice payments and accounting communications.

IF any fields are different from your Mailing, enter all requested field information; otherwise, you may click 'Same as Mailing Address' and/or 'Same as Mailing Contact' as applicable.

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**STEP 4: PAYMENT OPTION AND RELATIONSHIP DISCLOSURE**

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\* **Supplier Payment Options:** Select one (1) payment option to indicate how your Company chooses to receive payments from LSU. Individuals and Foreign Suppliers must select the Check/Wire option.

Note: Electronic payment options are identified during the supplier application process but will be setup by the LSU Accounts Payable and Travel Office after supplier setup occurs. All suppliers will be automatically setup with 'Check' payment option until electronic payment setup is complete.

\* **Relationship Disclosure:** Enter a response to each of the two (2) statements shown. If yes to either question, indicate the employee's name, department and relationship to your company.

- 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?

< CLICK NEXT STEP >

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**STEP 5: BUSINESS CATEGORY**

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\* **Supplier Group:** Suppliers *must* enroll in at least one (1) Supplier Group; however, may enroll in as many as desired. Suppliers groups indicate the nature of your business with LSU.

< CLICK NEXT STEP >

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**STEP 6: UPLOAD DOCUMENTATION**

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**Upload Documentation:** Suppliers must provide required documentation necessary to verify their company and any claimed business certifications such as but not limited to the following:

- W-9
- W-8BEN
- W-8BEN-E
- MBE/WBE Certification
- Small Business Certification

Documents must be completed and include an original signature to be considered valid. Acceptable document formats are JPG, PDF or Word.

Note: If documents cannot be uploaded into the form, they should be sent via email to the Suppliers Help Desk or faxed to Procurement Services. You will not be able to return to this Step 6 to attach documents once you leave this step.

< CLICK NEXT STEP >

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**STEP 7: VERIFY INFORMATION**

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At this time, you may review information entered and make corrections by clicking the EDIT INFO button in any section EXCEPT STEP 6. Enter the desired changes, and click UPDATE button to save any updated entries.

***Carefully review your application information for accuracy and completeness!***

*Additional comments may be added if any.*

***Prior to submittal, print a copy of your enrollment application for your internal records.***

Click SUBMIT REQUEST to submit your LSU Supplier Registration Form online to the LSU Procurement Services Office.

You will receive an email message confirming receipt of your pending application. You may be contacted if additional information is needed to activate your supplier record. You will receive a final email confirming approval/denial of your application. If denied, justification will be included in the email response.

**UPDATING YOUR APPLICATION / RECORDS:** It is important to keep your supplier information current at all times. Suppliers should print and maintain a permanent file copy of its LSU Supplier Enrollment Form as originally submitted, to be used by the Supplier as its internal record and reference for periodic reviews and subsequent requests for changes/updates.

Requests for changes to your application and enrollment information must be made in writing on the Supplier's letterhead or via email by a person of authority and submitted to the LSU Suppliers Help Desk [e-mail [suppliers@lsu.edu](mailto:suppliers@lsu.edu) / fax (225) 578-2292].

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***THANK YOU FOR ENROLLING WITH LSU!***