

Instructions for LSU Vendor Enrollment Form

The following instructions are offered to assist Vendors in completing the LSU vendor enrollment process, and to explain the information requested for each online field. If you have any questions or need assistance with vendor enrollment after reviewing these instructions, please contact the LSU Purchasing Office [e-mail purchase@lsu.edu / ph (225) 578-2176 / fax (225) 578-2292].

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

Please note the following:

- **Information from 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 submit a paper application to the LSU Purchasing Office.
- **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.

GENERAL INFORMATION [SCREEN 1]

* **Vendor 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.

If your company is 'doing business as' a name other than your incorporated name, enter your incorporated name on Line 1 and your 'DBA' name on Line 2. Line 2 may also be used to identify Division names within your Company for mail routing.

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.

* **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](#) to view a sample Form W-9 and instructions.

* **Business Type:** Select the *one* 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 Types include:

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

* **Submitted By:** Enter the Name and Telephone Number of the person submitting this application. This person will be contacted in the event additional information or clarifications are needed to activate your PRO Vendor record.

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 vendors and for reporting purposes.

Business Ownership Certifications include:

- “Minority-Owned Business Enterprise” Certification by the U.S. Government
- “Woman-Owned Business Enterprise” Certification by the U.S. Government
- “Small Business Enterprise” Certification by the U.S. Government
- “Small & Emerging Business” Certification by the Louisiana Dept of Economic Development

Affidavit: *By marking any ‘Business Ownership Certification’ on the LSU Vendor Enrollment form, the Vendor 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 Vendor acknowledges that its willful and false claim of these certifications may result in contract cancellations and/or suspension or debarment proceedings. The Vendor further accepts the responsibility to promptly report any certification changes to the LSU Purchasing Office.*

* **Taxpayer Identification Number Certification:** Enter your responses to the three statements shown, as made and certified on your Company’s Federal IRS Form W-9.

Under penalties of perjury, I certify that:

- I am not 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 [FORM W-9](#).

< [CLICK CONTINUE](#) >

SCREENS 2 – 4. REGION ENROLLMENT AND VENDOR ADDRESSES

* **State Region Enrollment [Screen 2]:** Vendors 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(s) in which they are willing and able to conduct responsible business.

Vendors *must* enroll in at least one state delivery region; however, may enroll in multiple or all state regions as desired.

Click [VIEW REGION MAP](#) to review state regions, and the included parishes thereof.

For informational purposes, LSU campuses using the PRO Vendor Database are located in the following state regions:

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

LSU AgCenter Research Stations are regionally located statewide.

Vendor Address Types, and LSU Uses: The PRO Vendor Database is commonly shared for LSU purchasing and accounting functions, and supports three separate Vendor address types and related contact information for each.

Vendor address types are Mail-To, Ship-To, and Remit-To. The purposes and uses of each type are discussed below.

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

Please use USPS addressing standards when entering your address information; such as: use all uppercase letters; 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 a address number or range (e.g. 101 1/2 MAIN ST; 289-01 MAIN ST; etc).

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

* **Mail-To Address:** Enter your Company's 'Mail-To' address that is serviced by the USPS, whether a post office box or a physical address. If USPS service is provided to both, enter your desired and designated delivery address for LSU purchasing transactions. Do not enter dual addresses in the Mail-To record. [e.g. P O Box and street addresses]

Fax Number: Enter your Company's desired and designated 'Fax Number' to which LSU purchasing transactions are to be sent.

E-Mail Address: Enter your Company's desired and designated 'E-Mail Address' to which purchasing transactions are to be sent. Your 'Contact Name' and/or 'E-Mail' address may be generically expressed as a Department and/or Title (e.g. Government Sales; Bid Administrator; sales@abccompany.com; etc).

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

< CLICK [CONTINUE](#) >

SHIP-TO Address and Contact Information [Screen 3] [required, unless same as Mail-To]: Enter your Company's physical shipping address and contact information to be used for courier/express mail delivery of purchasing transactions and communications.

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

< CLICK CONTINUE >

REMIT-TO Address and Contact Information [Screen 4] [required, unless same as Mail-To and/or Ship-To]: 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 Mail-To or Ship-To entries, enter all requested field information; otherwise, you may click 'Same as Mailing/Shipping Address' and/or 'Same as Mailing/Shipping Contact' as applicable.

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* **COMMODITY ENROLLMENT**: Vendors *must* enroll in at least one (1) commodity class-subclass; however, may enroll in as many as desired. Vendors must enroll at the commodity class-subclass level; enrollment at the general 3-digit commodity class level for inclusion in all associated subclasses is not allowed.

Click HERE to review helpful information regarding the **NIGP Commodity Classification System**.

Search Methods: You may search the PRO Commodity Database using 'Class' or 'Keyword' criteria, and/or any combinations thereof.

Class Search: Click on VIEW COMMODITY CLASSES to review an alpha-numeric listing of all NIGP commodity classes. Return to the application, enter the desired 3-digit Class, and click SEARCH. All associated subclasses will be returned for your review and selection for enrollment.

Keyword Search: e-PRO employs basic 'string search' functionality. Search by commonly-used keywords for goods and services, using singular and/or root words to enhance your results. Enter desired Keyword and click SEARCH. All results will be returned for your review and selection for enrollment.

Review returned search results and check each Commodity Class-Subclass in which you wish to enroll. Click SUBMIT to add/enroll the selections to your Vendor record.

If the search returns multiple pages, check your commodities of interest on Page 1 and click SUBMIT & VIEW MORE to enroll in the selected commodities and to page forward to review additional findings. On the last page of search returns, check your commodities of interest and click SUBMIT & VIEW PREVIOUS to enroll in the selected commodities.

Continue to SEARCH the Commodity Database as desired using distinct Class and/or Keyword criteria, and select and add commodity enrollments as instructed above.

At any time during the commodity search and selection process, you may click VIEW EXISTING COMMODITIES for a list of your enrollments for review. You may remove commodity enrollments by checking entries and clicking SUBMIT.

Upon completing your commodity enrollments, click DONE to continue the application process.

< CLICK DONE >

APPLICATION REVIEW and EDIT [Screens 6 – 7]: At this time, you may make any corrections to your general/address information and/or commodity enrollments by clicking EDIT, entering desired changes, and clicking SUBMIT to save any updated entries.

Carefully review your application information for accuracy and completeness!

Prior to submittal, print a copy of your enrollment form (general/address and commodity information screens) for your internal records.

Click FINISH to submit your LSU Vendor Enrollment Form online to the LSU Purchasing Office.

You will receive a message confirming receipt of your pending application. You will be contacted if additional information is needed to activate your vendor record.

UPDATING YOUR APPLICATION / RECORDS: It is important to keep your vendor information current at all times. Vendors should print and maintain a permanent file copy of its LSU Vendor Enrollment Form as originally submitted, to be used by the Vendor 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 Vendor's letterhead, signed by a person of authority, and submitted to the LSU Purchasing Office [e-mail purchase@lsu.edu / fax (225) 578-2292].

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