



## Supplier Enrollment Instructions

Go directly to link below and follow instructions:

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

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1. Go to <http://www.procurement.lsu.edu>
2. Select the 'Prospective Supplier' option in the 'Supplier Info' menu on the navigation bar.
3. Click the “LSU Supplier Registration Form” button as shown below. This will access the LSU Supplier Registration webpage.

**LSU SUPPLIER REGISTRATION FORM**

4. Review this webpage for important information as it relates to completing this form.
  5. Click the 'Begin Registration Process' button as shown below to start the registration process.
6. Upon completion of the form, the application will be transmitted electronically to the LSU Procurement Services Supplier Administrator.
  7. Two system-generated email will be sent to the supplier contact to (1) confirm receipt of the application and (2) approval or denial of the application.

**Begin Registration Process**

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*The standard turnaround time for supplier setup in Workday is 3-5 business days.*

For questions related to Supplier Enrollment, email LSU Procurement Services at:  
[suppliers@lsu.edu](mailto:suppliers@lsu.edu).

**Thank you for wanting to do business with LSU!**