

CSU The California State University

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Supplier Registration

For: US Domestic Corporation, Multi-Member LLC,
Partnership, Trust/Estate, Government, Non-Profit, Other



Supplier Portal Invitation from The California State University



Inbox x



CSUBUY <support@jaggaer.com>
to me ▾

3:04 PM (3 minutes ago)



Supplier Portal Invitation from The California State University

Dear [REDACTED],

The California State University is inviting you to register as a supplier in CSUBUY, an eProcurement system that provides a centralized platform for customer and supplier interactions. There is no cost to become a supplier in the CSUBUY supplier network, which positions you to engage with all CSU locations in addition to many Auxiliary organizations.

By selecting the "Register Now" button below, you will be routed to a secure portal to complete the registration process. Upon successful completion of your registration, you will have ongoing access to the portal where you can add additional details about your organization, invite colleagues to become users in your profile, and more.

If you would like accessibility assistance you can select that option during the user registration process, which starts after clicking the "Register Now" link below.

If you received this email and are not the correct contact for your organization, please let us know the correct contact's name and email address by sending an email to csubuy-suppliersupport@calstate.edu.

Before you begin the registration, please have the following information available:

- Physical, Fulfillment, and Remittance details including address, phone number, and

You will receive an invitation to register via email

Before you begin the registration, please have the following information available:

- Physical, Fulfillment, and Remittance details including address, phone number, and email address
- Tax Document (W-9 or W-8)
- Basic information about your business
- List of commodities (goods and/or services) you are offering
- Certificates of Insurance (if applicable)
- State of California certifications, licenses, filing documents, etc.

When you are ready to register:

- Ensure all the required fields and sections are completed.
 - A star indicates a required field.
 - A green check mark indicates that a section is completed.
 - A gray triangle indicates required information is missing from a section.
- Certify and submit the registration.

After Registration:

- You will receive a confirmation email verifying that you have submitted your completed registration.
- You will receive a message if there are any issues with the information you have provided.
- You are welcome to log back in to the portal at any time to update your company information.

[Register Now](#)

Thank You,

The California State University

For access or other technical related issues, please contact JAGGAER support [HERE](#). For assistance with registration related issues, please contact csubuy-suppliersupport@calstate.edu.

Review the list of documents you will need to have at hand, then click **Register Now** when you are ready.



The California State University

[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier Registration

English ▾

We are excited to introduce California State University's CSUBUY Supplier Portal. We truly value our supplier relationships and are committed to improving how we engage with you. Below you will find information on how to prepare for supplier registration and to begin the registration process. If you received this email and are not the correct contact for your organization, please let us know the updated contact by sending us an email at csubuy-suppliersupport@calstate.edu.

Before you begin the registration, please have the following information available to help speed up your data entry.

- Business and Remittance Address, phone number, and contact email information
- Dun & Bradstreet (DUNS) Number
- Tax information (W-9, W-8BEN, W-8ECI, etc.)
- Basic business information
- List of commodities you supply
- Certificate of Insurances (if applicable)

When you are ready to register,

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. Login when needed to update your profile or to add additional contact information.

Click **Continue with Registration**.

Continue With Registration



The California State University

Supplier Registration

[Registration Tutorial](#)

English ▾

Your Contact Info

First Name ★

Last Name ★

Title

Phone Number ★

ext.

International phone numbers must begin with +

PDT/PST - Pacific Standard Time (America/Los_Angeles) ▾

Preferred Time Zone ★

Your Login

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.

i@c

Complete the required fields

Complete the required fields
then click **Create Account**.

...provide the details below.

Email ★

Confirm Email ★


Password ★

Re-Enter Password ★

I am a user in need of accessibility assistance

Terms and Conditions

I have read and accepted JAGGAER's [Terms and Conditions](#) ↗

I am human  [Privacy - Terms](#)

Please contact CSUBUY at csubuy-suppliersupport@calstate.edu for assistance. **POWERED BY JAGGAER**

Speaker, Sam

Change Supplier

Registration **In Progress** for:
The California State University

3 of 7 Steps Complete

Welcome

Company Overview ▲

Business Details ✓

Addresses ▲

Contacts ✓

Insurance ✓

Payment Information ▲

Tax Information ▲

Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration

We are excited to introduce California State University's CSUBUY Supplier Portal. We truly value our supplier relationships and are committed to improving how we engage with you. Below you will find Information on how to prepare for supplier registration and to begin the registration process.

If you received this email and are not the correct contact for your organization, please let us know the updated contact by sending us an email at [csubuy-suppliersupport@calstate.edu](mailto:suppliersupport@calstate.edu).

Before you begin the registration, please have the following information available to help speed up your data entry.

- Business and Remittance Address, phone number, and contact email information
- Dun & Bradstreet (DUNS) Number
- Tax information (W-9, W-8BEN, W-8ECI, etc.)
- Basic business information
- List of commodities you supply
- Certificate of Insurances (if applicable)

When you are ready to register,

1. Click the 'Continue with Registration' button below to begin the registration process.
2. Ensure all the required fields and sections are completed. **Note:** A green check mark indicates that a section is completed.
3. Attest to the validity of the information and submit the registration.
4. Login when needed to update your profile or to add additional contact information.

Required to Start Registration

Legal Company Name *

Speaker, Sam

★ Required to Complete Registration

Next >

Save Changes

Legal Company Name

Must match Line 1 of your W-9, which should match the legal company name on your tax return.

Click **Next**.

The screenshot shows a web interface for a 'Sample Company'. On the left is a navigation menu with icons and text: 'Sample Company', 'Registration In Progress for: The California State University', '3 of 7 Steps Complete', 'Welcome', 'Company Overview' (highlighted with a warning icon), 'Business Details' (with a checkmark), and 'Addresses' (with a warning icon). The main content area is titled 'Company Overview' and contains a paragraph: 'The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.' Below this are three form fields: 'Doing Business As (DBA)' with an empty text input; 'Country of Origin' with a dropdown menu and a warning icon; and 'Does your business have a DUNS number?' with radio buttons for 'Yes' and 'No' (where 'No' is selected). Three red lines originate from the callout boxes below and point to the DBA field, the Country of Origin dropdown, and the DUNS number question respectively.

Doing Business As (DBA)

This field should align with Line 2 of your W-9.

When a single DBA name is applicable, payment will be issued to the DBA name.

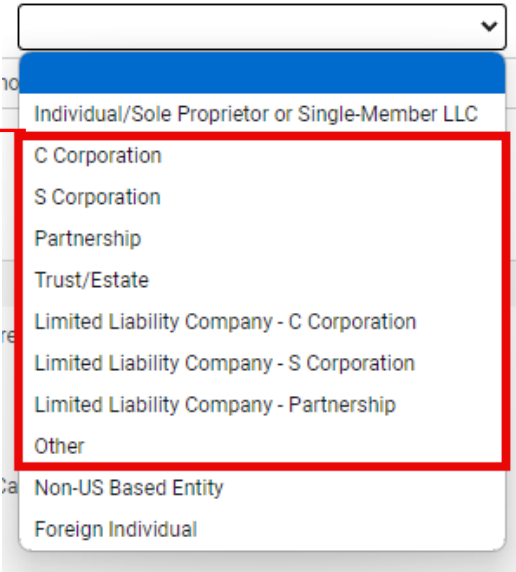
Country of Origin

Select the country you use for **tax purposes**. This guide was created for US-based entities.

Does your business have a DUNS number?


For more information on DUNS numbers, please visit www.dnb.com

Legal Structure - Select appropriate legal structure. Your selection must match Line 3 of your W-9.



A dropdown menu with a white background and a grey border. The top bar is blue with a white downward arrow. The menu is open, showing a list of legal structure options. A red rectangular box highlights the following options: Individual/Sole Proprietor or Single-Member LLC, C Corporation, S Corporation, Partnership, Trust/Estate, Limited Liability Company - C Corporation, Limited Liability Company - S Corporation, Limited Liability Company - Partnership, and Other. Below the highlighted options, the text 'Non-US Based Entity' and 'Foreign Individual' is visible.

- Address
- Contacts ✓
- Insurance ✓
- Payment Information ⚠
- Tax Information ⚠
- Certify & Submit



A form section with a white background and a grey border. It contains three input fields. The first is a dropdown menu labeled 'Legal Structure *' with a red line pointing to the 'Legal Structure' callout box. The second is a text input field labeled 'Tax ID Number' with a red line pointing to the 'Tax ID Number' callout box. The third is a text input field labeled 'Website' with a globe icon on the right. Above the 'Tax ID Number' field is a grey box with the text 'Tax ID Number: Please do not include dashes'.

Tax ID Number
Must be the TIN of the company legal name and must match the TIN on your W-9.
Do not include dashes.

Additional Questions

Certify & Submit

Registration FAQ | View History

Website

Additional Questions

Is your organization considered a Government Agency? *

Are you a current or former Cal State University Student? *

Yes
 No

Are you a current or former Cal State University/Auxiliary Employee? *

Yes
 No

Provide the last date of employment. If you are a current employee, type "current" into the field. *

Which Campus were/are you affiliated with? *

CSU Office of the Chancellor

Please specify the department *

★ Required to Complete Registration

This refers to EMPLOYMENT only, NOT services provided as an Independent Contractor.

If the owner of the company has received an *employee paycheck* from a CSU or a CSU Auxiliary (Associated Students, Foundation, etc.), select **Yes**.

If you answered **Yes**, complete the additional fields with your last date of employment and the CSU campus and department you are/were affiliated with.

Click **Next**.



Sample Company

Registration **In Progress** for:
The California State University

1 of 7 Steps Complete



Welcome

Company Overview



Business Details



Addresses



Contacts



Insurance



Payment Information



Tax Information



Certify & Submit

Business Details



The information on this page allows us to track important details about the products and services that you provide. Additionally, this data will be used to identify and communicate to you future sourcing opportunities with the California State University (CSU).

Products and Services

NAICS Codes [★] ⓘ

No Primary NAICS Code Selected

Edit

Commodity Codes [★]

-

Edit

Select the codes that apply to your company.

Click **Next** to proceed to the next page.

[★] Required to Complete Registration

< Previous


Next >

Save Changes

You will need to provide three address types:

- 1. Fulfillment** – Address where you would like to receive your Purchase Orders
 - Please include an email address to receive your purchase orders via email instead.
- 2. Physical** – your physical location/street address
 - Your tax documents will be sent to the physical address.
- 3. Remittance** – Address where check payment should be sent
 - Even if you elect ACH direct deposit as your preferred payment method later during registration, the CSU may still need to send your payment via check for various reasons (explained later). Please provide a valid remittance address.

Click Add Addresses.

See next page for additional address guidance 

Addresses

Please enter all required addresses below for your organization for us route information and communication correctly. Please click on the following [Link](#) to look up your full 9-digit zip code.

The physical address provided should be the business address as shown on the tax return. If withholding is applicable the 1099 will be sent to the physical address entered.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical

Label your address.

No addresses have been entered

Add Address

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

Corporate

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

* Required to Complete Registration

Next >

To use the same location for all 3 address types, click **Next**.

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? *

Corporate

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

* Required to Complete Registration

Next >

To use different locations for each address type, uncheck the boxes before clicking **Next**.



Speaker, Sam

Change Supplier



Registration **In Progress** for:
The California State University

4 of 8 Steps Complete



Welcome

Company Overview ✓

Business Details ✓

Addresses ⚠

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

Addresses

Please enter all required addresses below for your organization for a full 9-digit zip code.

The physical address provided should be the business address as entered.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#)

Add Address

Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? *

Email

Email Address *

samspeaker@email.com

Confirm Email *

samspeaker@email.com

Country *

United States

Address Line 1 *

123 Main St

Address Line 2

Address Line 3

City/Town *

Long Beach

State/Province *

California

Postal Code *

90840

Example: 12345 or 12345-6789

Phone

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

[← Previous](#)

[Next →](#)

Select the method you prefer for receiving purchase orders.

Complete the required email and address fields.

Click **Next**.

CSU The California State University

Registration > Manage Registration Profile

Speaker, Sam

Change Supplier

Registration **In Progress** for:
The California State University

4 of 8 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ⚠
- Contacts ✓
- Insurance ✓
- Payment Information ⚠
- Tax Information ⚠
- Supplier Classifications ⚠
- Certify & Submit

Registration FAQ | View History

Addresses

Please enter all required addresses below for your organization full 9-digit zip code.

The physical address provided should be the business address entered.

Required Information
The following address types are required to complete registration

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#)

Add Address

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)
- Catalog
- Corporate
- Customer Care
- Sales

Contact Label ★

First Name ★

Last Name ★

Position Title

Email ★

Phone ★ ext.

International phone numbers must begin with +

Toll Free Phone ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

★ Required to Complete Registration

[< Previous](#) [Save Changes](#)

Enter the contact information for the **Primary Contact** for the address(es) you have added.

Click **Save Changes**.



Speaker, Sam

Change Supplier



Registration **In Progress** for:
The California State University

5 of 8 Steps Complete



Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The CSU is not responsible for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue on your account.

Required Information

At least one payment type is required to complete this section.

No payment information has been entered.

Add Payment Information ▾

ACH

Check

Click **Add Payment Information** and select **Check** to add a CHECK payment method (**required**). Optionally add an **ACH** payment method as well.

CHECK: A Check Payment Method is **REQUIRED** for all US-based suppliers. Many of our auxiliary organizations do not have the ability to pay via ACH. Please add a CHECK Payment Method, even if you prefer ACH. This will ensure you can receive payments from all of our non-ACH organizations as well.

ACH: ACH is optional but is the CSU's preferred method of payment; however, it is subject to verification and not all ACH requests will be approved. Bank account must belong to the person or business the CSU is transacting with. Payments cannot be issued to alternate payees. When approved, this payment type may expedite the payment. If not approved, you will be requested to add a Check payment method if you did not include one initially, and all payments will be issued via check instead.

If your Banking or Payment information ever changes, please remember to update your profile. If ACH was initially not approved but you have changed banks, you can add your new ACH banking information, and it will run through our verification application again.

< Previous

Next >

CSU The California State University

Registration > Manage Registration Profile

Speaker, Sam
Change Supplier

Registration **In Progress** for:
The California State University
5 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Required Information
At least one payment type is required to complete this section.

No payment information has been entered.

[Add Payment Information](#)

Add Payment Information

Payment Title *

Country *

Payment Type *

Remittance Address *

Currency *

Active Yes No

* Required to Complete Registration

[Save Changes](#) [Close](#)

[Next >](#)

For **Check** payment, complete the required information and select your remittance address.

Click **Save Changes**.

CSU The California State University

Registration > Manage Registration Profile

Speaker, Sam
Change Supplier

Registration **In Progress** for:
The California State University
6 of 8 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Insurance ✓
- Payment Information** ✓
- Tax Information ⚠
- Supplier Classifications ⚠
- Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how and where regarding payments including invoice, date, and amount. **ACH for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update it.

Title	Payment Type
Speaking Fee	Check

[Add Payment Information](#)

Add Payment Information

Only associated countries are displayed.

Payment Title *

Country *

Payment Type * ACH

Remittance Address *

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Routing/Transit Number * What is this?

WELLS FARGO BANK NA

Account Number *

Confirm Account Number *

Address Line 1

* Required to Complete Registration

[Save Changes](#) [Close](#)

For **ACH** payment, complete the required information and select your remittance address.

Complete your **Bank Account** information. ACH can only be processed for US-based bank accounts.

Click **Save Changes**.



Speaker, Sam

Change Supplier



Registration **In Progress** for:
The California State University



6 of 8 Steps Complete



Welcome

Company Overview

Business Details

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Insurance

Payment Information

Tax Information

Supplier Classifications

Certify & Submit

Registration FAQ | View History

Payment Information

?

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Title	Payment Type	Currency	Active	
Speaking Fee	Check	USD	Yes	
Speaking Fee	ACH	USD	Yes	

[Add Payment Information](#)

If your **Payment Information** needs to be updated, you can click the **Edit** button to reopen your payment details.

[< Previous](#)

[Next >](#)

CSU The California State University

Registration > Manage Registration Profile

Speaker, Sam
Change Supplier

Registration **In Progress** for:
The California State University
6 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

Payment Information

Information on this page is used to determine how and where regarding payments including invoice, date, and amount. **ACH for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update this information.

Title	Payment Type
Speaking Fee	Check
Speaking Fee	ACH

[Add Payment Information](#)

Edit Payment Information

Only associated countries are displayed.

Payment Title *

Country *

Payment Type * ACH

Remittance Address *

Electronic Remittance Email *

Currency *

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Routing/Transit Number * What is this?

WELLS FARGO BANK NA

Account Number *

Confirm Account Number *

Address Line 1

* Required to Complete Registration

[Save Changes](#) [Close](#)

[Next >](#)

The **Edit Payment Information** pop-up allows you to edit your payment details or deactivate a payment method if it is no longer valid.



Speaker, Sam

Change Supplier

Registration **In Progress** for:
The California State University

6 of 8 Steps Complete

Welcome

Company Overview

Business Details

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Tax Information

Supplier Classifications

Certify & Submit

Registration FAQ | View History

Payment Information ?

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Title ▾	Payment Type	Currency	Active	
Speaking Fee	Check	USD	Yes	<input type="button" value="Edit"/>
Speaking Fee	ACH	USD	Yes	<input type="button" value="Edit"/>

When you have completed your payment information, click **Next**.

CSU The California State University

Registration > Manage Registration Profile

Speaker, Sam
Change Supplier

Registration **In Progress** for:
The California State University
6 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Tax Information ⚠

Tax Information

Tax documents are utilized to ensure appropriate reporting of payments and assessment of related tax withholdings, as applicable.

Please upload **your W-9 (most recent version) or other tax files** using a PDF format signed within the last calendar year (e-Signature is an acceptable alternative).

Required Information
At least one tax document is required to complete this section.

No tax information has been entered

Add Tax Document ▼

W-9

Potential Withholding Considerations
Please select all types of services or payment types that apply for your organization *

You will need to upload a **W-9**.

- The CSU will currently accept the **IRS 2018 or 2024 version**.
- You can download a form to complete from the IRS website.
- Alternatively, the supplier portal also offers a form that is pre-populated with your profile information that you can download and then select. When using this option, please ensure that all information in your profile is accurate and aligned with IRS data.

Click the **Add Tax Document** drop-down and select **W-9**.



Speaker, Sam
Change Supplier

Registration **In Progress** for:
The California State University
6 of 8 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Insurance
- Payment Information
- Tax Information**
- Supplier Classifications
- Certify & Submit

Tax Information

Tax documents are utilized to ensure appropriate reporting...
Please upload **your W-9 (most recent version) or other tax**

Required Information

At least one tax document is required to complete this se

No tax information has been entered

[Add Tax Document](#)

Additional Questions

Potential Withholding Considerations

Please select all types of services or payment types that ap

[Edit](#)

California State Tax Withholding Status

California State Tax Withholding Status *

- Individual/Sole Prop/SM-LLC with CA residency
- Individual/Sole Prop/SM-LLC without CA residency
- Company not registered to do business in CA (SOS)
- Company is registered to do business in CA (SOS)

Please select the option that applies to your organization. *

[Edit](#)

Please upload any documentation supporting your selection

[Select file](#) Drop file to attach, or browse.

Add Tax Document

Tax Type * W-9

Tax Document Name *

Tax Document Year

Signature Status Not Signed

Tax Documentation * Drop file to attach, or browse. [Done](#)

[Download](#) 100%

[Download Pre-populated Tax Document](#)

I certify this tax document

Electronic System Submission

Under penalties of perjury, I certify that:

- I am the same person (or payee's agent) accessing the system and submitting this form as identified on this form.
- By submitting this form electronically, I am offering my electronic signature as the payee identified on this form and I agree my electronic signature is the legal equivalent of my manual signature.

eSignature Enter Your Full Name

* Required to Complete Registration

[Save Changes](#)

[Close](#)

[Previous](#)

[Next](#)

[Save Changes](#)

Name your **W-9**.

Select the **Tax Document Year**.

Click **Select File** to upload your W-9.

CSUBUY offers a form that is pre-populated with your profile information that you can download and then select. When using this option, please ensure that all information in your profile is accurate.

Check the box to acknowledge that you **certify** the W-9.

Complete the **eSignature** field.

Click **Save Changes**.

Additional Questions

Potential Withholding Considerations
Please select all types of services or payment types that apply for your organization *

California State Tax Withholding Status
California State Tax Withholding Status *

Individual/Sole Prop/SM-LLC with CA residency
 Individual/Sole Prop/SM-LLC without CA residency
 Company not registered to do business in CA (SOS)
 Company is registered to do business in CA (SOS)

Provide CA Entity ID (issued by SOS): *

Please select the option that applies to your organization. *

Please upload any documentation supporting your selection above

Drop file to attach, or browse.

Complete the **Additional Questions** on the **Tax Information** Page.

Use the **Edit** buttons to make selections.

If your company is registered to do business in California, **provide the CA Entity ID** that was issued by the Secretary of State (SOS).

This is NOT the same as your TIN.

Click **Next**.

Speaker, Sam

Change Supplier

Registration **In Progress** for:
The California State University
7 of 8 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

Supplier Classifications

We strive to do business with diverse companies including Small Business (SB) and Disabled Veteran Business Enterprise (DVBE). By entering applicable diversity classifications, you will help us meet diversity spending goals for our organization. Please choose all Diversity Classifications that apply. Scroll to the bottom of the list as additional fields display as Diversity Classifications are selected.

Please select the classifications that apply to your organization: *

None

Edit

Supplier Designation

The completion of this designation

Public Contract Code 10111 awarded contracts and procurement department is prohibited from estimating for goods, services

The data you provide on this form follows:

- For a business that is designated below or classification, or
- For other business enterprise

For purposes of this report, foreign corporation, firm, or

As defined in Public Contract

Ethnicity

As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>

Race

★ Required to Complete Registration

< Previous

Next >

Save Changes

In the Supplier Classifications section, click the **Edit** button.

- Select all that apply
- Based on your selections, more fields will appear for you to complete.

Click **Next**.



- Addresses ✓
- Contacts ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Classifications ✓**

Registration FAQ | View History

none

Edit

Supplier Designation

The completion of this designation is **strictly voluntary**.

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made.

The data you provide on this form should best describe the ownership of your business. Ownership of a business should be determined as follows:

- For a business that is an sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.

As defined in Public Contract Code Section 2051 (c)

Ethnicity

Edit

As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>

Race

Edit

Gender

Edit

As defined by Public Contract Code 10111(f)

Sexual Orientation

Edit

★ Required to Complete Registration

Save Changes

Completing the Supplier Designation section is **strictly voluntary**. Please read the associated information.

If you choose to complete this section, click the **Edit buttons** to make your selections.

Click **Save Changes**.



Speaker, Sam

Change Supplier

Registration **In Progress** for:
The California State University

8 of 8 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

Payment Information

Tax Information

Supplier Classifications

Certify & Submit

[Registration FAQ](#) | [View History](#)

Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *

Preparer's Name *

Preparer's Title *

Preparer's Email Address *

Today's Date

8/23/2024

Certification *

I certify that all information provided is true and accurate.

★ Required to Complete Registration


Complete the fields on the Certify & Submit page and check the **Certification** box.

Click **Submit**.

Submit



Thank You for Registering ?

 Registration Complete for Speaker, Sam!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

You will receive a message indicating that your registration has been completed.

The message will include additional information and links for you to save as resources.

RESOURCES

Login issues or technical problems, please contact [JAGGAER support](#).

Assistance with registration related issues: csubuy-suppliersupport@calstate.edu

State of California Franchise Tax Board [Resident & Nonresident Withholding Guidelines](#)

State of California Secretary of State [Business Search](#)

State of California [BizFile](#)

[State of California Certifications](#)