Responding to a Registration Invitation



Learn how to register as a supplier. You will need 10-20 minutes to complete this process.

REGISTERING AS A SUPPLIER

- Upon receiving the Supplier Invitation for The California State University supplier portal, select the **Register Now** button to begin your supplier registration. Be sure to use the Register Now button from the email instead of creating an account directly in the system. This will help ensure that duplicate registrations do not occur in the system.
- 2. From the menu review the Registration Checklist for items you will need before beginning your registration.
- 3. Optionally, review the Registration FAQ and Registration Tutorial.
- Once you have all the required information, select Continue with Registration.
- 5. Complete your contact information and login details. Any field with an asterisk is a required field.

SciQuest Support UserTest <support@sciquest.com>

The California

solution for buyer and supplier interaction.

become users in your site, and more.

The California State University

Register Now

State University

Supplier Invitation for The California State University

The California State University has invited you to register as a potential supplier. Our supplier network is

complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to

If you have any technical questions, please contact CSUBUY at csubuy-support@calstate.edu or for assistance and identify yourself as registering in the The California State University Supplier Network.

a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete

Becoming a The California State University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to

- 6. Select Create Account.
- 7. From your Manage Registration Profile Welcome page select **Next** to continue with your registration. Selecting Next will save your changes and take you to the next page.
- 8. Complete the fields on the Company Overview page and then select **Next**.
- Complete the Business Details page and then select Next.
- 10. From the Address page the blue highlighted area identifies the required information. Enter the required information and then select **Next**.



- 11. Some steps, such as Contacts, Insurance, and Payment Information, in the registration process may be optional (these are noted by a green check mark when the process is started). Review these areas to add and edit additional information.
- 12. Complete the Tax Information page and then select **Next**.
- 13. From the Supplier Classifications page complete the fields on the page, then select Next.
- 14. Lastly, complete the fields on the Certify & Submit page and then select Submit.