

**CSU** The California State University

**CSUBUY** 

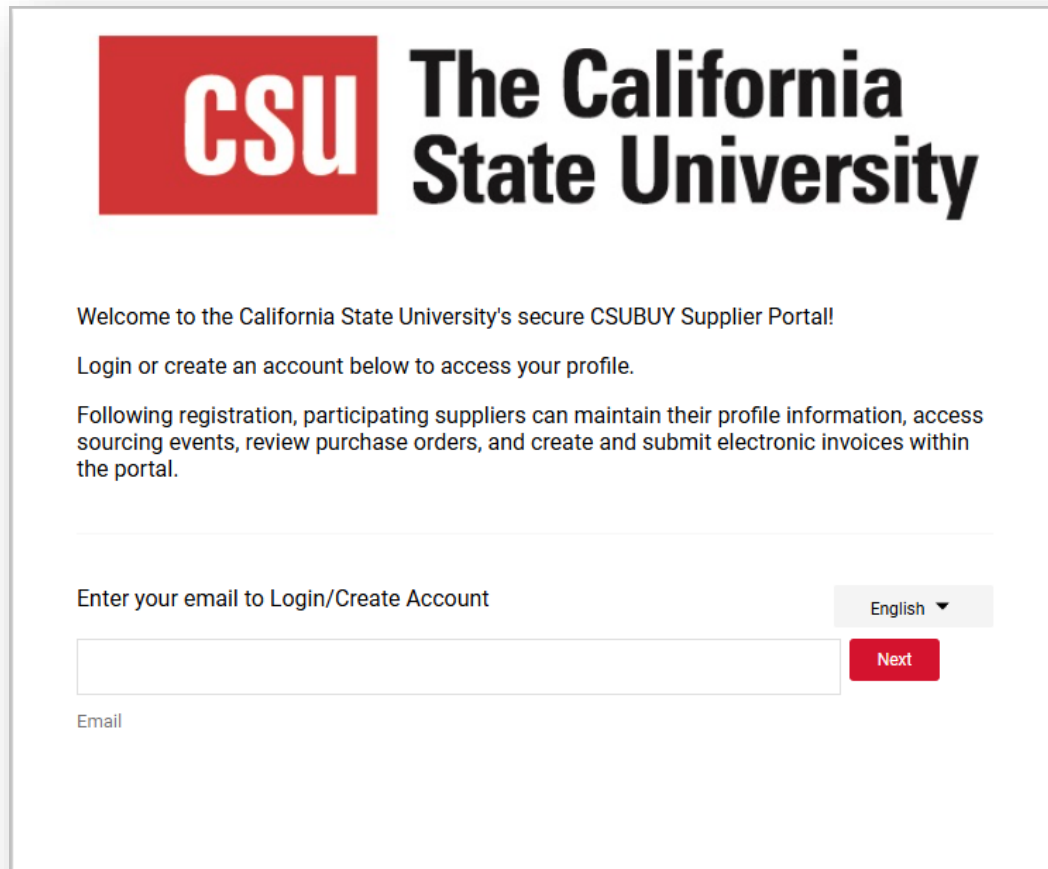
*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

## **CSUBUY Supplier Registration**

Adding or Updating Insurance



Using [this link](#), login to the portal using your existing login information.



The image shows a screenshot of the login page for the CSU CSUBUY Supplier Portal. At the top left is the CSU logo, a red square with 'CSU' in white. To its right is the text 'The California State University' in a bold, black, sans-serif font. Below the logo and header, there is a welcome message: 'Welcome to the California State University's secure CSUBUY Supplier Portal!'. This is followed by the instruction 'Login or create an account below to access your profile.' and a paragraph explaining that after registration, suppliers can manage their profiles, access sourcing events, review purchase orders, and submit electronic invoices. A horizontal line separates this text from the login form. The form has the label 'Enter your email to Login/Create Account' on the left. To the right of the label is a language dropdown menu currently set to 'English'. Below the label is a text input field. To the right of the input field is a red button with the text 'Next'. Below the input field, the word 'Email' is written in a small font.

**CSU** **The California State University**

Welcome to the California State University's secure CSUBUY Supplier Portal!

Login or create an account below to access your profile.

Following registration, participating suppliers can maintain their profile information, access sourcing events, review purchase orders, and create and submit electronic invoices within the portal.

---

Enter your email to Login/Create Account

English ▼

Next

Email

**JAGGAER SUPPLIER NETWORK**

Home ▸ Supplier Portal Home

Your password will expire in 12 days. [Click here to change your password.](#)

**Home** | **Orders** | **Catalogs and Contracts** | **Suppliers** | **Sourcing** | **Reporting** | **Tools** | **Administer** | **Setup**

**My Profile** Change Supplier View

JAGGAER Network ID: [REDACTED]

[Manage catalogs and price files for your JAGGAER customers](#)  
[View Your Company's Network Profile](#)  
[Manage Customer Registrations](#)  
[Send New User Registration Request](#)

**Create Invoice / Credit Memo** Import Invoice

Type:  Invoice  Credit Memo

Invoice No.:

Invoice Date:    
mm/dd/yyyy

Customer:

PO Number:

Currency:

[Create](#)

**Customer Portal Access**

Customer	Registration Status	Customer Contact
<a href="#">The California State University</a>	Complete	CSUBUY

[View All Registrations](#)

**JAGGAER**

**Find Invoice** Advanced Search

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)    
Multiple values can be separated by a comma(,).

**Need Assistance?** Help

Search for

[Browse the Table of Contents](#)  
[Training](#)  
[Online Training and Support](#)  
**Supplier Contact**  
 Name: [REDACTED]  
 Title: [REDACTED]  
 Email: [REDACTED]  
 Phone: [REDACTED]

JAGGAER Support  
 Still have questions? [Contact Us](#)

**Benchmarking**

To learn more about SmartProcure, [click here](#)

**Contracts**

Menu Search

Click to enter The CSU portal

[The California State University](#)

Select: Registration > Registration > Manage Registration Profile

The screenshot shows the CSU Supplier Portal interface. A red box highlights the 'Registration' menu item in the left sidebar. A red arrow points from this menu item to a sub-menu box that contains 'Registration' and 'Manage Registration Profile', both of which are also highlighted with red boxes. The main content area includes a welcome message, quick links, sourcing events, contracts, and customer contact information.

**CSU The California State University**

Home > Customer Portal Home

Your password will expire in 6 days. [Click here to change your password.](#)

Welcome to the California State University's Supplier Portal!

All suppliers can view and access sourcing events for all campuses including the Chancellor's office.

Suppliers invited by the first wave Procure-to-Pay (P2P) campuses can update and/or maintain information, review purchase orders

**Quick Links to Common Tasks**

[Manage Registration Profile](#)

**Sourcing Events**

Show

**Contracts**

No Results

**Customer Contact**

Name	CSUBUY
Email	csubuy-supplier-support@csu.state.edu

**Create Invoice / Credit Memo**

Type  Invoice  Credit Memo

Navigate to the **Insurance** Tab

**Kathryn's Custom Closets LLC**

Registration **Complete** for:  
*The California State University*

**Welcome**

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Insurance** ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Classifications ✓

### Welcome to Supplier Registration

Welcome to the Supplier Portal

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

- Physical, Fulfillment, and Remittance details including address, phone number, and email address.
- IRS Tax document (W-9 or W-8)
- Certificates of Insurance (if applicable)
- California Secretary of State registration (if applicable)
- State of California certifications, licenses, etc. (if applicable)

**When you are ready to register, review the resources we have created to assist you with registration:**

- Individual/Sole Proprietor (domestic) - [Guide to Registration, IRS W-9 tips](#)
- Individual/Sole Proprietor (foreign) - [Guide to Registration](#)
- Single-Member LLC - [Guide to Registration, IRS Single-Member LLC information, IRS W-9 tips](#)
- Corporation, Multi-Member LLC, Partnership, Trust/Estate, Government, Non-Profit, Other - [Guide to Registration](#)
- Non-US based Entity - [Guide to Registration](#)
- [Registration FAQ](#)

**After registration:**

- You will receive a confirmation email from [noreply@jaggaer.com](mailto:noreply@jaggaer.com) verifying that you have submitted your completed registration.
- You will receive a message if there are any issues with the information you have provided.
- Log back in to the portal at any time to update your company information.
- Bookmark our [Supplier Resources page](#) to reference later.



## Kathryn's Custom Closets LLC

Registration **Complete** for:  
The California State University

Welcome

Company Overview

Business Details

Addresses

Contacts

**Insurance**

Payment Information

Tax Information

Supplier Classifications

### Insurance ?

Our organization wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs.

Insurance Type	Insurance Limit	Expiration Date	
Automobile Liability	\$500,000 or Less	1/1/2026	Edit
Business Liability	\$500,000 or Less	8/26/2025	Edit

Add Insurance

- Automobile Liability
- Business Liability
- Business Owner
- Commercial Automobile Liability
- Commercial General Liability
- Cyber Liability
- Employers' Liability
- Employment Practice Liability
- Errors & Omissions
- Excess Liability
- Fire and Marine
- General Liability
- Malpractice
- Product Liability

From the **Add Insurance** pull down menu:  
Select the Type of Insurance you would like to upload to your profile

To update *existing* Insurance, click the corresponding Edit button.

**Kathryn's Custom Closets LLC**

Registration **Complete** for:  
*The California State University*

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

**Insurance** ✓

Payment Information ✓

Tax Information ✓

Supplier Classifications ✓

**Insurance**

Our organization wants suppliers to maintain appropriate insurance coverage for our future product and service needs.

Insurance Type ▾ **Business Liability** \$500,000


**Add Insurance** ▾

### Add Insurance

Insurance Type ★ Automobile Liability

Policy Number ★ 123456789


Insurance Limit ★ \$500,000 or Less ▾


Expiration Date ★ 01/01/2026   
mm/dd/yyyy



Insurance Provider ★ Hartford Insurance Co

Agent Jackie Smith

Insurance Provider Phone 18004562134 **ext.**   
International phone numbers must begin with +

Upload Certificate of Insurance ★ 

Select file Drop file to attach, or browse. Done 

Hartford Insurance Docun  100% 

★ Required to Complete Registration

**Save Changes** Close

Complete the required insurance fields:

- Policy number
- Insurance Limit
- Expiration Date
- Insurance Provider

Upload the Certificate of Insurance

Click **Save Changes**.



## Kathryn's Custom Closets LLC

Registration **Complete** for:  
*The California State University*

Welcome

Company Overview



Business Details



Addresses



Contacts



**Insurance**



Payment Information



Tax Information



Supplier Classifications



### Insurance ?

Our organization wants suppliers to maintain appropriate insurance coverage. Listing your insurance policies helps us determine if you have the appropriate level of coverage for our future product and service needs.

Insurance Type ▾	Insurance Limit	Expiration Date	
<a href="#">Automobile Liability</a>	\$500,000 or Less	1/1/2026	<a href="#">Edit</a> ▾
<a href="#">Business Liability</a>	\$500,000 or Less	8/26/2025	<a href="#">Edit</a> ▾

[Add Insurance](#) ▾

Once you select **Save Changes**, your insurance documents will be displayed in a list format. At any time, you can update your insurance information by clicking **Edit**.



## RESOURCES

CSUBUY [Supplier Resources](#)

Login issues or technical problems: [Chat](#) or [Submit a Case](#) or [Call](#)

Assistance with registration related issues: [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu)

CSU [Supplier Portal](#)

[Reset your password](#)