

**CSU** The California State University

**CSUBUY** 

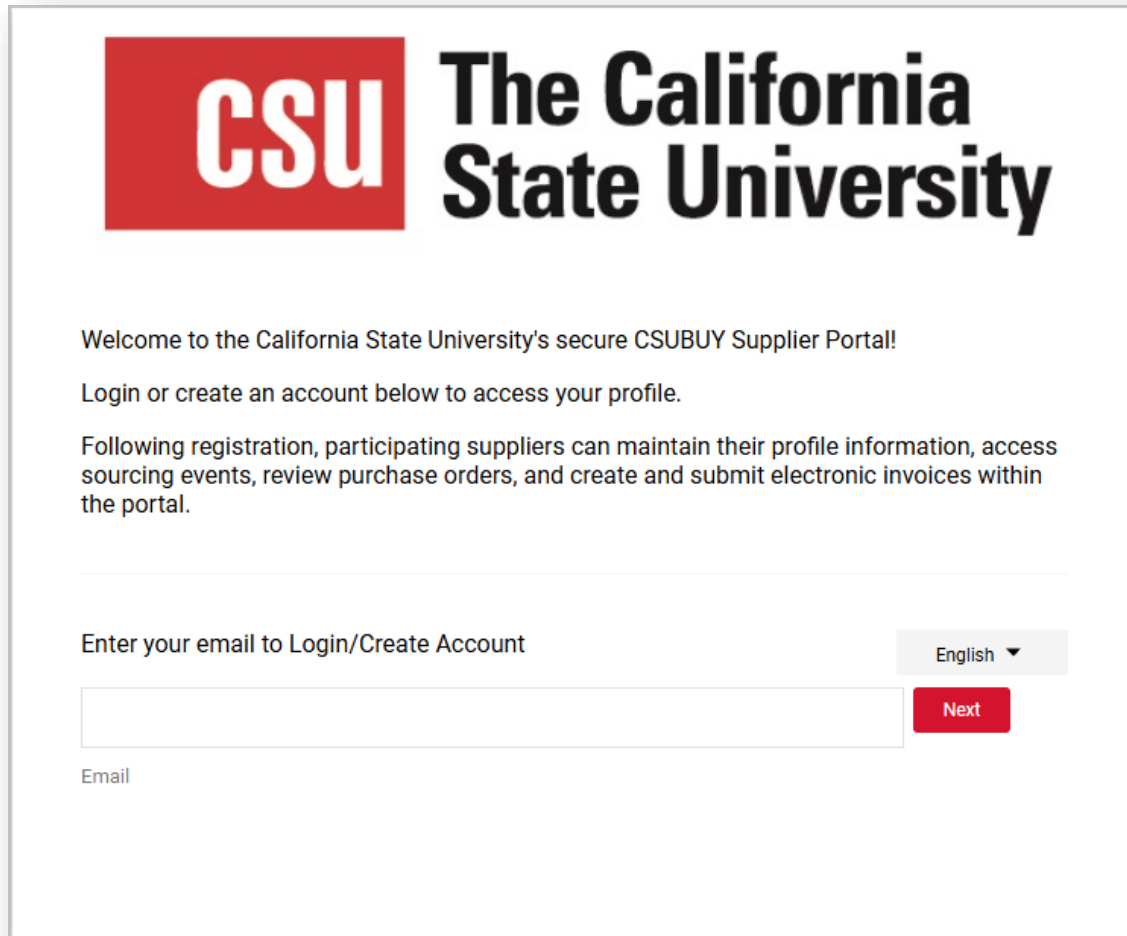
*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

## **CSUBUY Supplier Registration**

Adding State of California Certifications



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



**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.

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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, and contract 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@state.edu

**Create Invoice / Credit Memo**

Type  Invoice  Credit Memo

**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** ⚠

### 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:: Required field cannot be empty.

Please select the classifications that apply to your organization: \*

✘ Required field cannot be empty.

**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

✘ Required to Complete Registration

**Save Changes**

Edit

Click **Edit**.

**Supplier Classifications**

Complete this section of your profile to select any Diversity Classifications that apply to you.

**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** ✓

### 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

### Supplier Designation

The completion of this designation is required for the awarding of public contracts.

Public Contract Code 10111 requires state agencies to award contracts and procurements to small businesses. The department is prohibited from using this information for estimates for goods, services, construction, or other procurement.

The data you provide on this form should be accurate and follow the following:

- For a business that is an sole proprietorship, partnership, or other business entity designated below or, in the case of a corporation, the classification, or
- For other business entities, the organization's primary business activity.

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

As defined by the Office of Management and Budget, Federal Register Notice, October 22, 1987, at <http://www.federalregister.gov>

★ Required to Complete Registration

**Please select the classifications that apply to your organization: x**

None

CA-Disabled Veteran Business Enterprise (CA-DVBE)

CA-Small Business/Micro Business (CA-SB/MB)

CA-Small Business Public Works (CA-SBPW)

CA-Contractors State License Board (CA-CSLB)

CA-Seller's Permit (CA-SP)


CA-Department of Industrial Relations (CA-DIR)

US-Small Business (Fed-SB)

**Select the classifications that apply to your organization.**

If none apply, you can select None.

**Click Done.**

 All ▾

### 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** ✓

#### 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: \*

CA-Small Business/Micro Bus...

**Additional Info needed for DVBE, SB, MB, or SB-PW classifications:**

- California Dept. of General Service (CA-DGS)
- Website: <https://www.dgs.ca.gov/>
- For more information about the State of California's definition for Small and Micro business please click [here](#).

Is your organization certified as a small or micro business \*

Small Business (CA-SB)  
 Micro Business (CA-MB)

CA-DGS Certificate Number \*

CA-DGS Beginning Date \*

   
mm/dd/yyyy

CA-DGS Expiration Date \*

   
mm/dd/yyyy

★ Required to Complete Registration

**If you selected a classification other than “None” you will be asked to provide additional information.**

Resources are provided to answer any questions you have about the classification (s) selected.

Required fields are marked with a star. The information you enter on this page will be validated against the CalProcure database.

When complete, scroll down to the Supplier Designation section of the page.



### 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 1011 I(f)

Sexual Orientation Edit

★ Required to Complete Registration

Save Changes

**Completing the Supplier Designation section of the profile is strictly voluntary.**

If you choose to complete this section, click the **Edit** buttons to make the selections that best describe the ownership of your business.

Click **Save Changes**.



## 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](#)