

**CSU** The California State University

**CSUBUY** 

*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

## **CSUBUY Supplier Registration**

For Single-Member LLCs



## 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](mailto: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](mailto: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](mailto: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  hCaptcha  
Privacy - Terms

Please contact CSUBUY at [csubuy-suppliersupport@calstate.edu](mailto: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 [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 \*

★ Required to Complete Registration

Next >

Save Changes

### Legal Company Name

Must match Line 1 of your W-9 (the name on your tax return) which should be ***your name***, *not* the name of your Single-Member LLC.

Click **Next**.

CSU The California State University

Registration > Manage Registration Profile

**Speaker, Sam**  
Change Supplier

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

Welcome

**Company Overview** ⚠

Business Details ✓

Addresses ⚠

Contacts ✓

### Company Overview

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.

Doing Business As (DBA) ?

Country of Origin \* ?

Does your business have a DUNS number? \* ?  
 Yes  No

Legal Structure \* ?

#### Doing Business As (DBA)

This field should align with Line 2 of your W-9 and contain the name of your Single-Member LLC.

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

#### Country of Origin

Select the country you use for **tax purposes**.

*US Citizens and Permanent Residents should select "United States".*

#### Does your business have a DUNS number?

For more information on DUNS numbers, please visit [www.dnb.com](http://www.dnb.com)



**Legal Structure - Select Individual/Sole Proprietor or Single-Member LLC**

### Tax ID Number

The Tax ID Number Type defaults to Employer Identification Number. If you are entering a Social Security Number, make sure to select that option from the menu so the number will be masked when you submit your registration.

The IRS prefers you provide your Social Security Number (SSN). If you do choose to instead provide an Employer Identification Number (EIN), it **MUST** be personal (connected to your first and last name) rather than that of a Single-Member LLC. This is a federal requirement.

Do not provide an EIN belonging to your Single-Member LLC.

The TIN you provide in this section must match with the W-9 you will provide in a later step.

The image shows a registration form with a blue sidebar on the left containing navigation links: Addresses, Contacts, Insurance, Payment Information, Tax Information, and Certify & Submit. The main form area includes the following fields: 'have a DUNS number?' with a star icon; 'Legal Structure' with a dropdown menu set to 'Individual/Sole Proprietor or Single-Member LLC'; 'Tax ID Number Type' with a dropdown menu set to 'Employer Identification Number'; a text box for 'Tax ID Number' with the placeholder '000000000' and a note 'Please do not include dashes'; and a 'Website' field. Below these is an 'Additional Questions' section with a partially visible question: 'Is your organization a cons... government Agen...'. A red box at the top left contains the text 'Legal Structure - Select Individual/Sole Proprietor or Single-Member LLC' with a red arrow pointing to the dropdown menu. Another red box on the right contains the 'Tax ID Number' section with two red arrows pointing to the 'Tax ID Number Type' dropdown and the 'Tax ID Number' text box.



Certify & Submit

Registration FAQ | View History

Website

Select **No**.

### 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 you have 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**.



### 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

### 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

No information is entered on the business details page for Single-Member LLCs.

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 (cannot be a PO Box)
  - Your 1099 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 payment method later during registration, the CSU may still need to send your payment via check for various reasons. Please ensure this is an address where you reliably receive mail.

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? \*

Home

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? \*

Home

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

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](#)

[Next →](#)

Select the method you prefer for receiving purchase orders.

Complete the required email and address fields.

Click **Next**.

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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 with a 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 \*

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](#) [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 regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The 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 o

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. ACH bank and account information is subject to verification and not all ACH requests will be approved. The bank account must belong to the person or business the CSU is engaging with. Payments cannot be issued to alternate payees. When approved, ACH payment type may expedite the payment. If not approved, all payments will be issued via check instead. If you did not initially add a Check payment method, you will be asked to add one.

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

< 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 \* Speaking Fee

Country \* United States

Payment Type \* ACH

Remittance Address \* Home (Remittance)

Electronic Remittance Email \* samspeaker@email.com

Currency \* USD

Active  Yes  No

#### Bank Account

Country \* United States

Bank Name \* Generic Bank

Account Holder's Name \* Sam Speaker

Account Type \* Checking

Routing/Transit Number \* 121042882 What is this?  
WELLS FARGO BANK NA

Account Number \* 123456789000

Confirm Account Number \* 123456789000

Address Line 1 777 Banking Blvd

\* Required to Complete Registration

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

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

Complete your **Bank Account** information.

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 ✓

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 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	<input type="button" value="Edit"/>
Speaking Fee	ACH	USD	Yes	<input type="button" value="Edit"/>

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

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](#)

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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**Payment Information**

Tax Information

Supplier Classifications

Certify & Submit

Registration FAQ | View History

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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

Registration FAQ | View History

### 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.

100%

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

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**.

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

Add Tax Document

### Additional Questions

#### Potential Withholding Considerations

Please select all types of services or payment types that apply for your organization \*

Services (speaking, labor/inst.

#### 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. \*

Services, labor/install perfor...

Please upload any documentation supporting your selection above

Select file Drop file to attach, or browse.

#### Federal Income Tax Withholding Status

Federal Income Tax Withholding Status \*

US Citizen

If you are not a US Citizen and do not have a Permanent resident green card, please answer the following questions.

Country of Residency

< Previous

Save Changes

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

Use the **Edit** buttons and **drop-down menus** to make your selections.

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 enterprises

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

As defined in Public Contract

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

★ Required to Complete Registration

← Previous

Next >

Save Changes

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

- Select **None**.
- Click **Done**.

Click **Next**.

CSU The California State University

Registration > Manage Registration Profile

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

Registration FAQ | View History

none

### 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

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

Gender

As defined by Public Contract Code 10111 I(f)

Sexual Orientation

★ Required to Complete Registration

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 *	<input type="text" value="SS"/>
Preparer's Name *	<input type="text" value="Sam Speaker"/>
Preparer's Title *	<input type="text" value="Self"/>
Preparer's Email Address *	<input type="text" value="samspeaker@email.com"/>
Today's Date	8/23/2024
Certification *	<input checked="" type="checkbox"/> 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](mailto:csubuy-suppliersupport@calstate.edu)

[W-9 guidance](#)

State of California Franchise Tax Board [Guidelines for Determining Residency](#)

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

IRS [Single-Member LLC information](#)