

# **CSUBUY**#

A COLLABORATIVE PROCURE TO PAY MARKETPLACE





**CSUBUY Supplier Registration** 

For Single-Member LLCs

### Supplier Portal Invitation from The California State University 、 合 C > Inbox x



3:04 PM (3 minutes ago)







You will receive an invitation to register via email

### CSU The California State University

### Supplier Portal Invitation from The California State University

Dear

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 csubuysuppliersupport@calstate.edu.

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

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

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

### 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.



Thank You,

The California State University

For access or other technical related issues, please contact JAGGAER support <u>HERE</u>. For assistance with registration related issues, please contact <u>csubuy-suppliersupport@</u> <u>calstate.edu</u>.



# The California State University

### Registration Checklist

Registration FAQ

Click Continue with Registration.

Registration Tutorial

### 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 <a href="mailto:csubuy-suppliersupport@calstate.edu">csubuy-suppliersupport@calstate.edu</a>.

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

- . 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,

- Click the 'Continue with Registration' button below to begin the registration process.
- Ensure all the required fields and sections are completed. Note: A green check mark indicates that a section is completed.
- 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.

Continue With Registration

English T

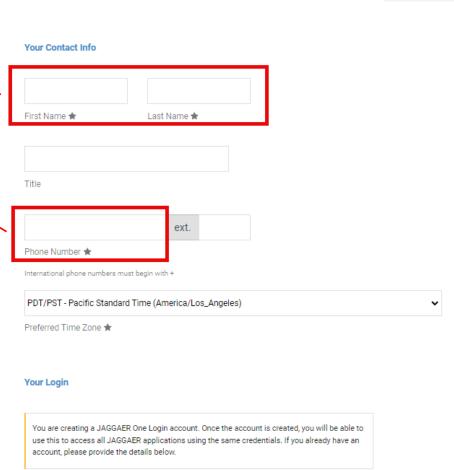


**Supplier Registration** 

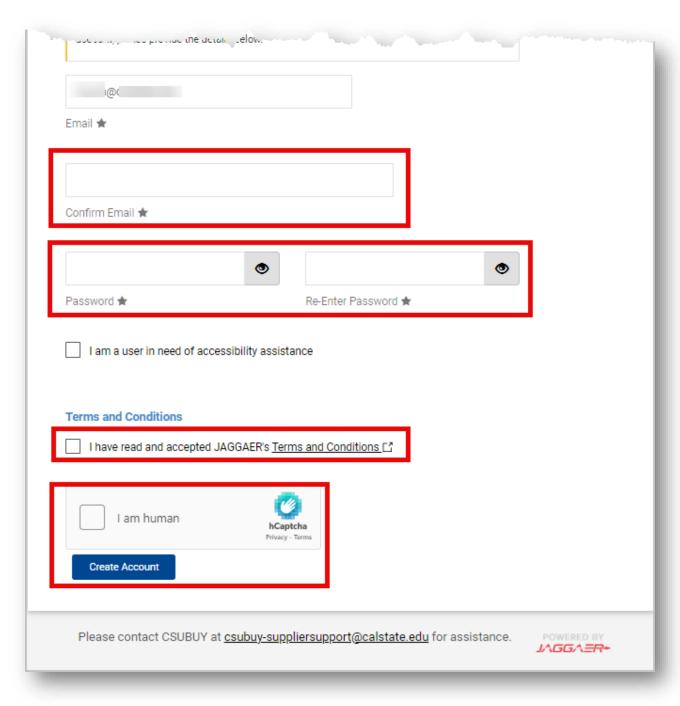
Registration Tutorial

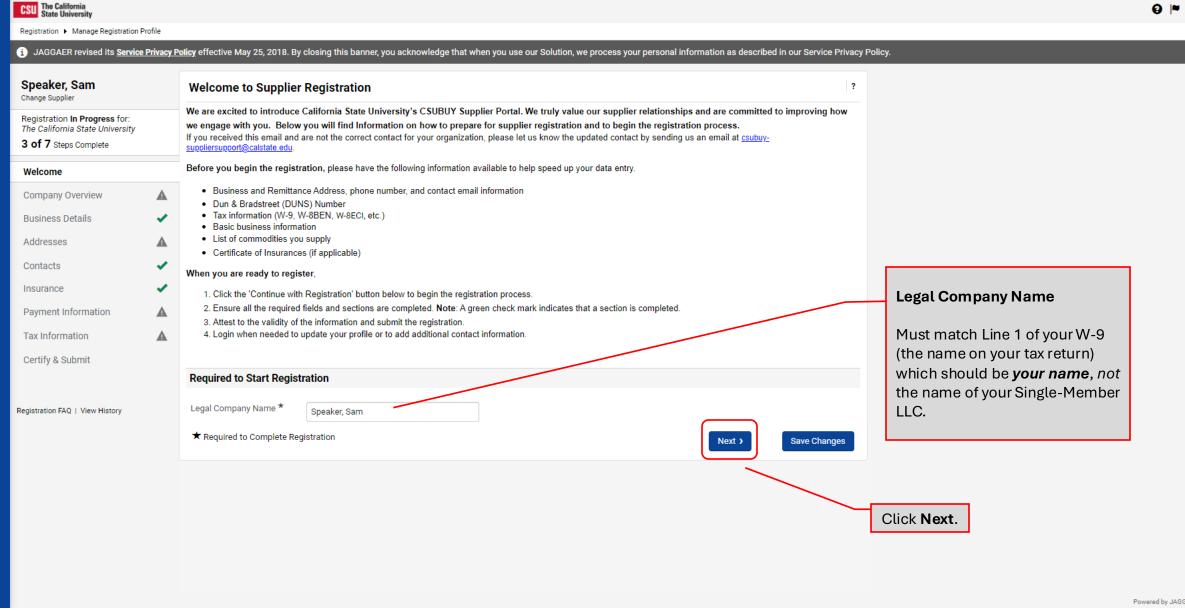
English -

Complete the required fields

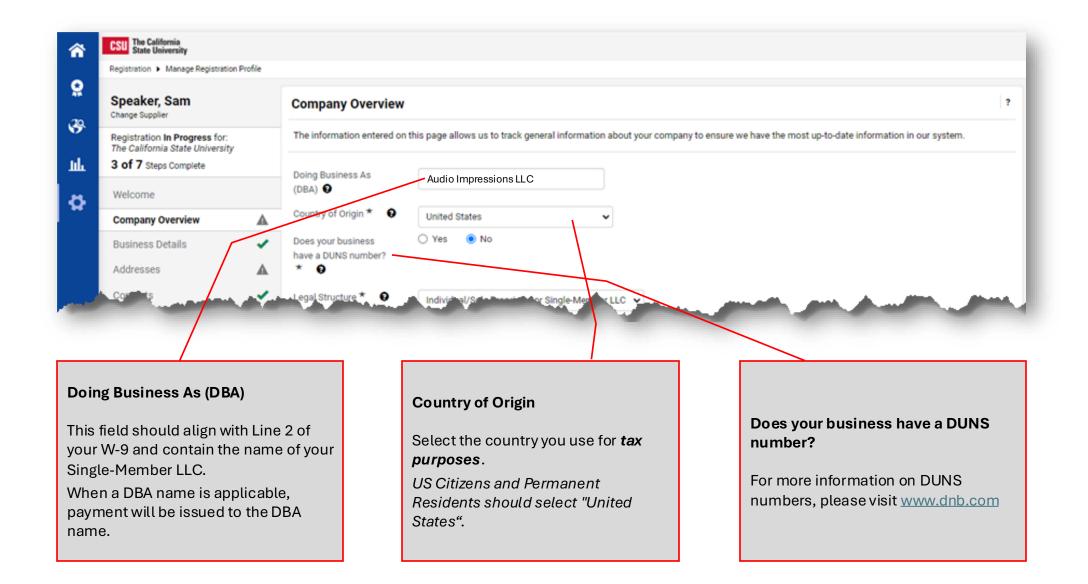


Complete the required fields then click **Create Account**.

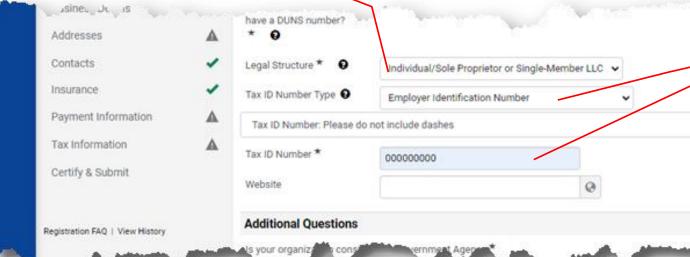




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### Legal Structure - Select Individual/Sole Proprietor or Single-Member LLC



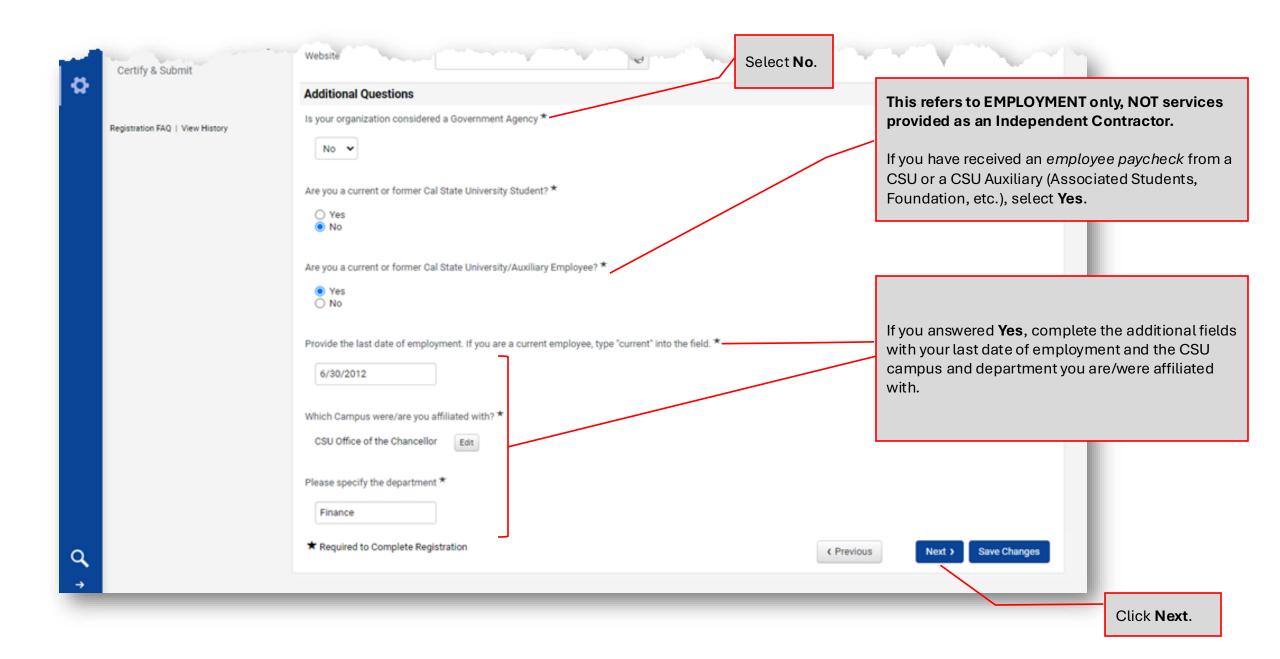
### **Tax ID Number**

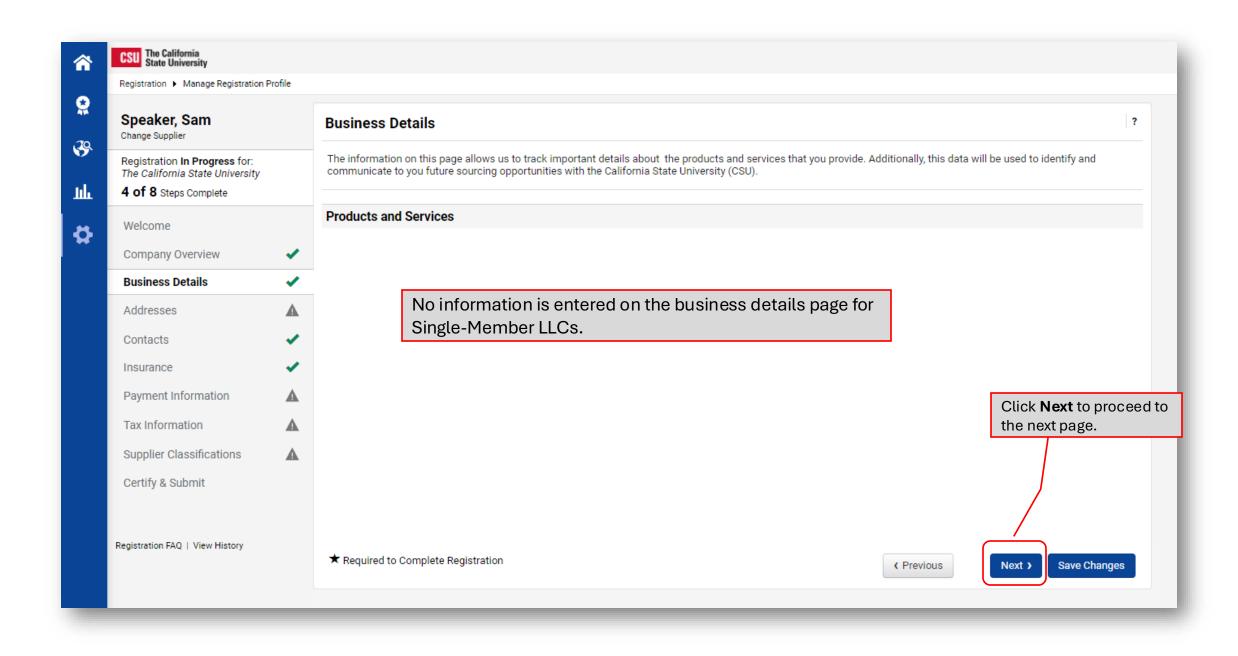
The Tax ID Number Type defaults to Employer Identification Number. If you are entering a Social Security Number, make sure to select that option from the menu so the number will be masked when you submit your registration.

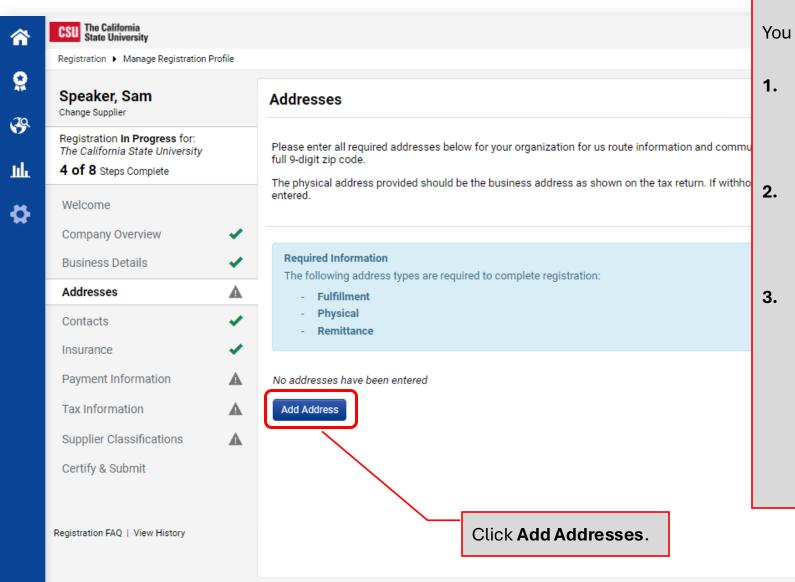
The IRS prefers you provide your Social Security Number (SSN). If you do choose to instead provide an Employer Identification Number (EIN), it MUST be personal (connected to your first and last name) rather than that of a Single-Member LLC. This is a federal requirement.

<u>Do not provide an EIN belonging to your Single-Member LLC.</u>

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





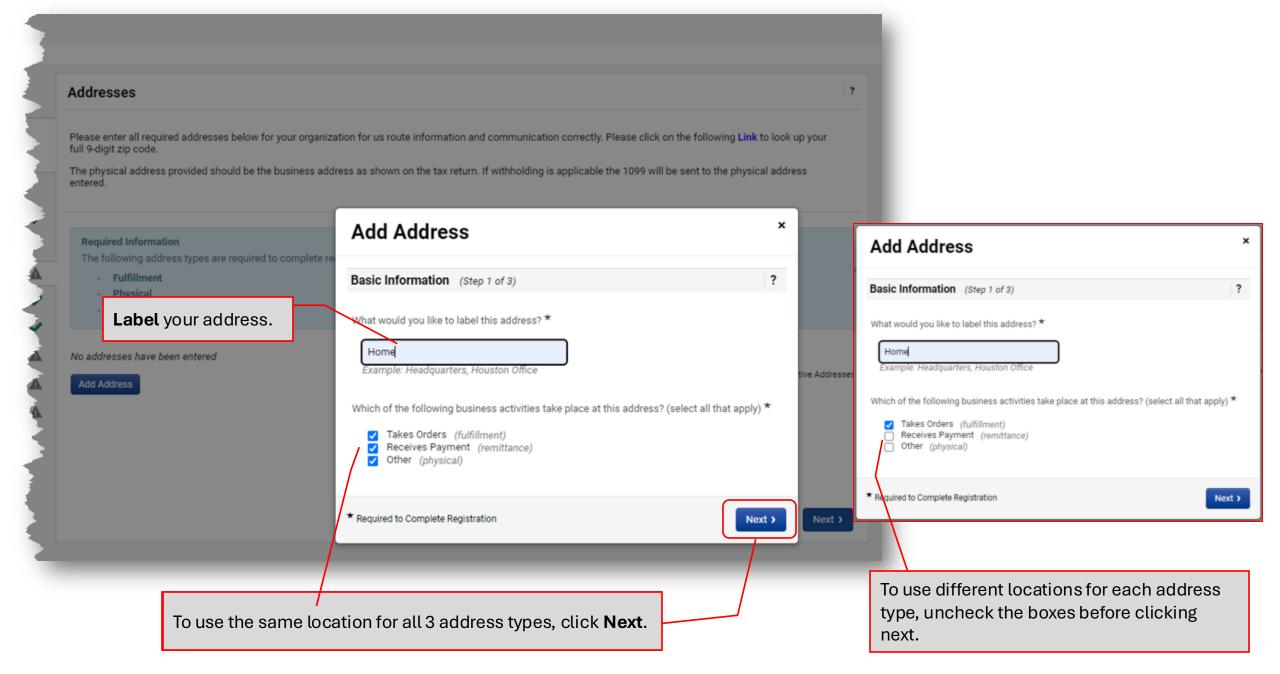


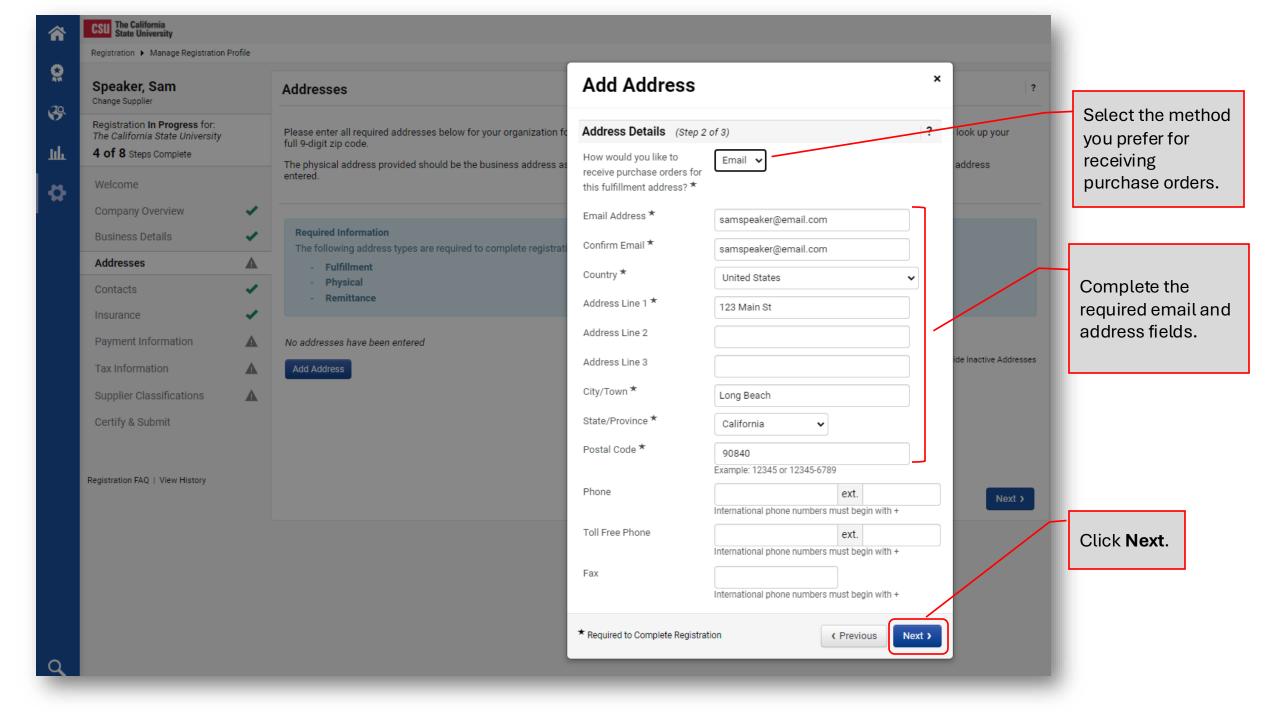
You will need to provide three address types:

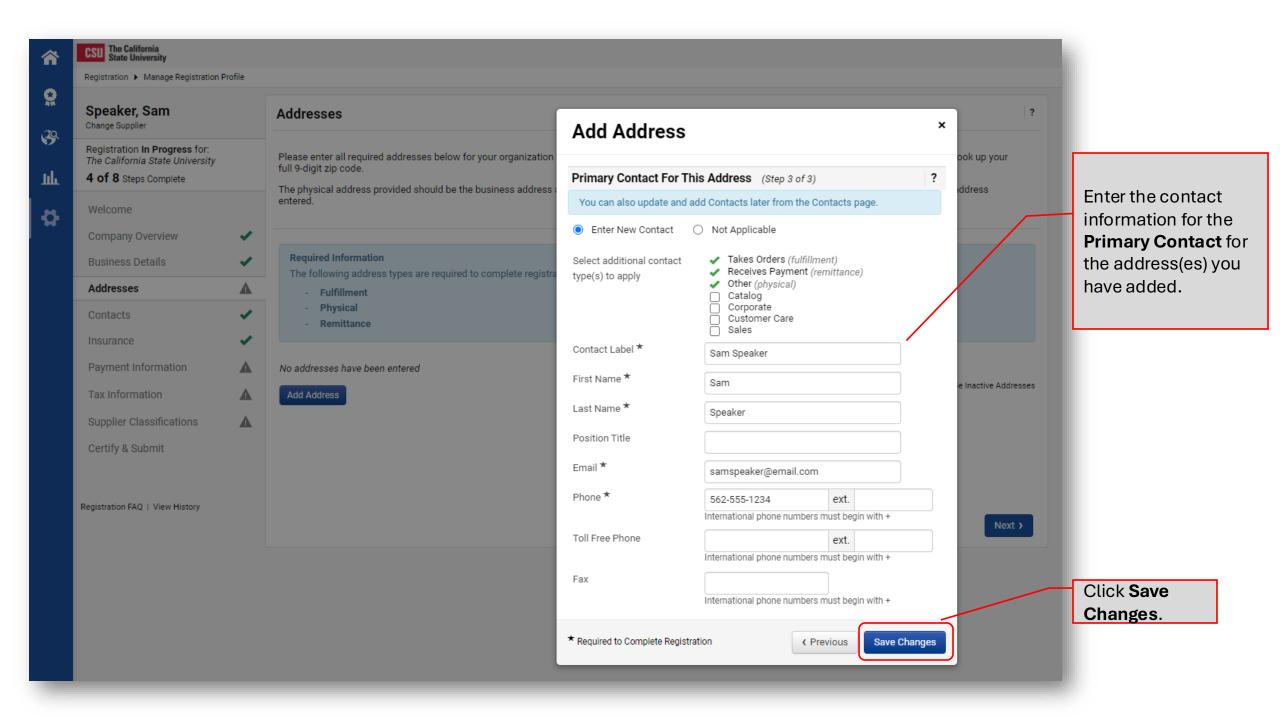
- **1.** Fulfillment Address where you would like to receive your Purchase Orders
  - Please include an email address to receive your purchase orders via email instead.
- **2. Physical** your physical location/street address (cannot be a PO Box)
  - Your 1099 will be sent to the physical address.
- **3. 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.

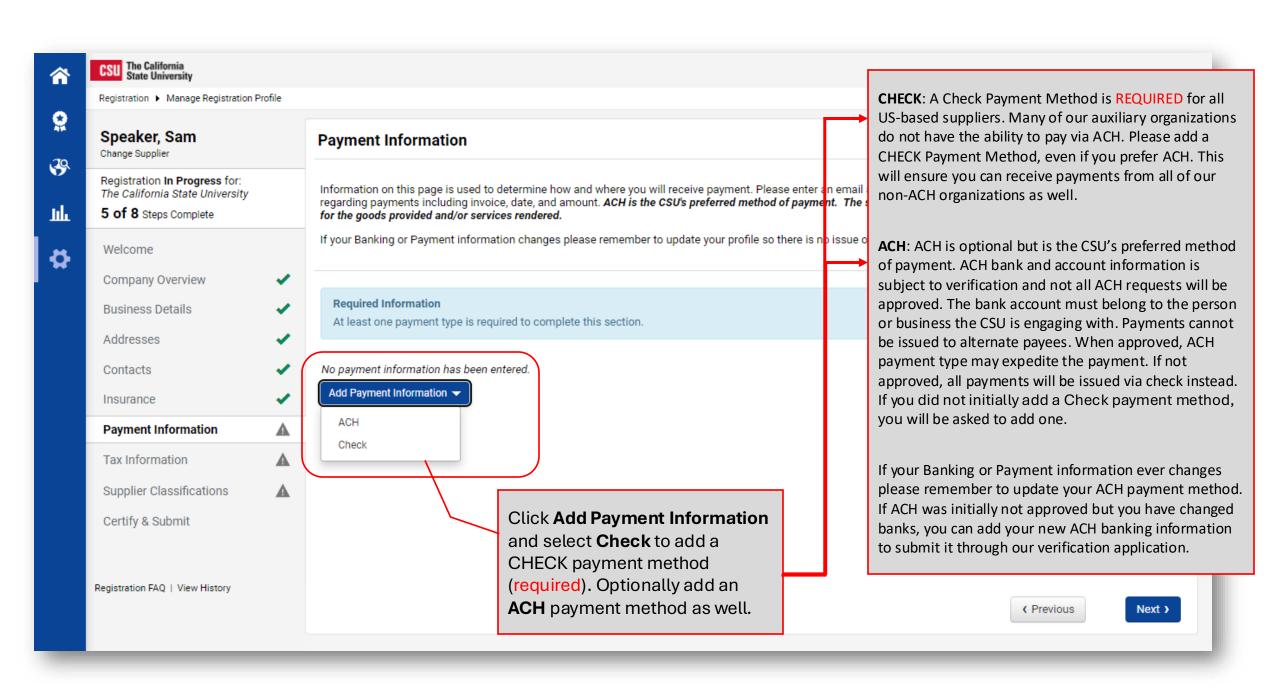
( Previous Next )

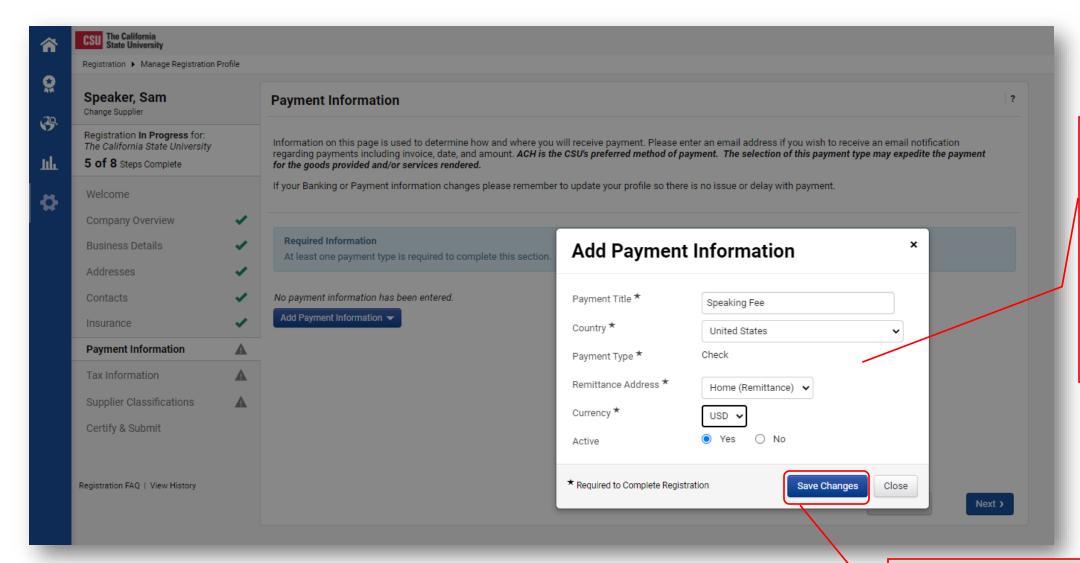
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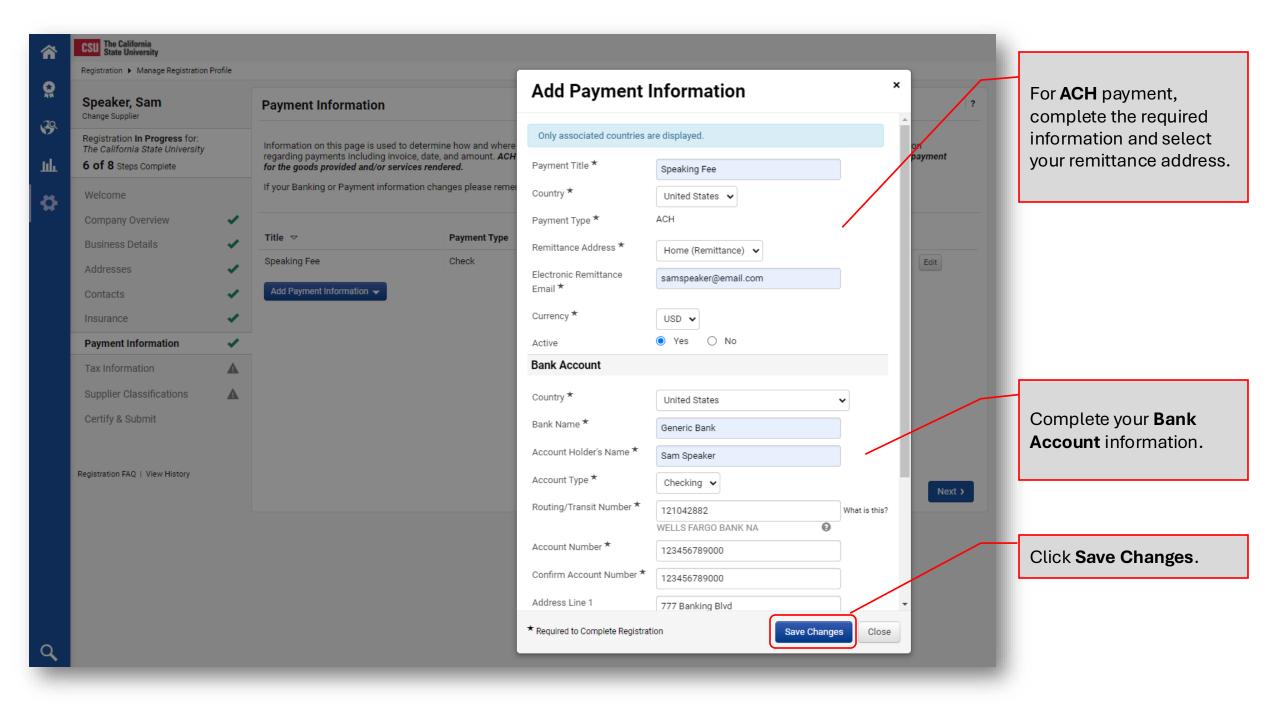


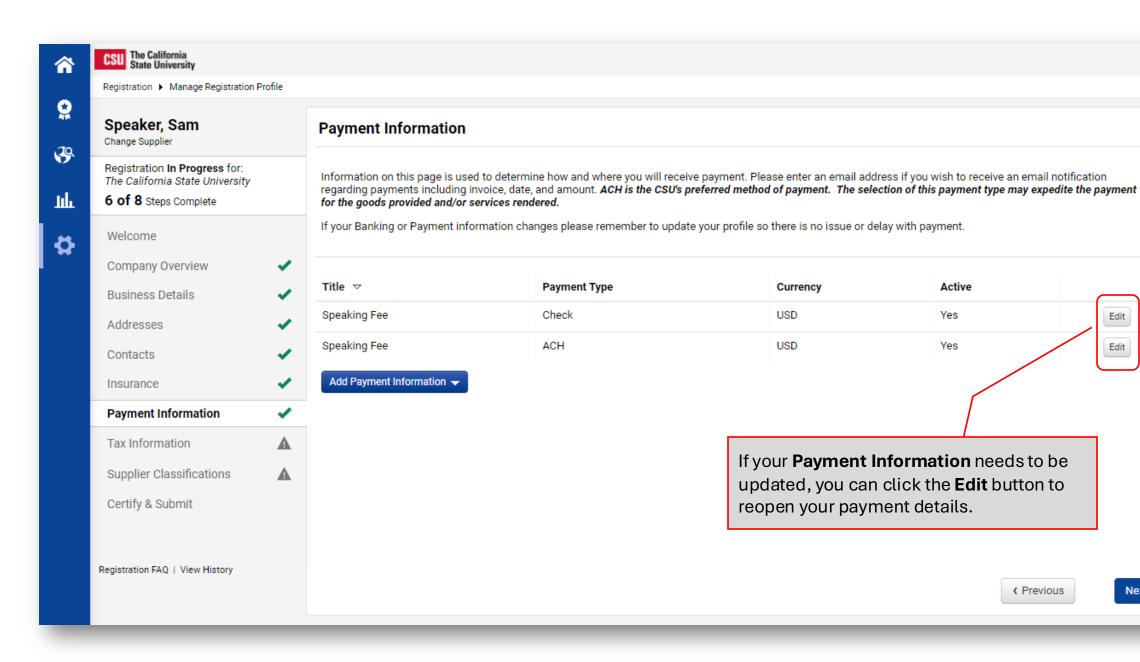




For **Check**payment,
complete the
required
information and
select your
remittance
address.

Click Save Changes.



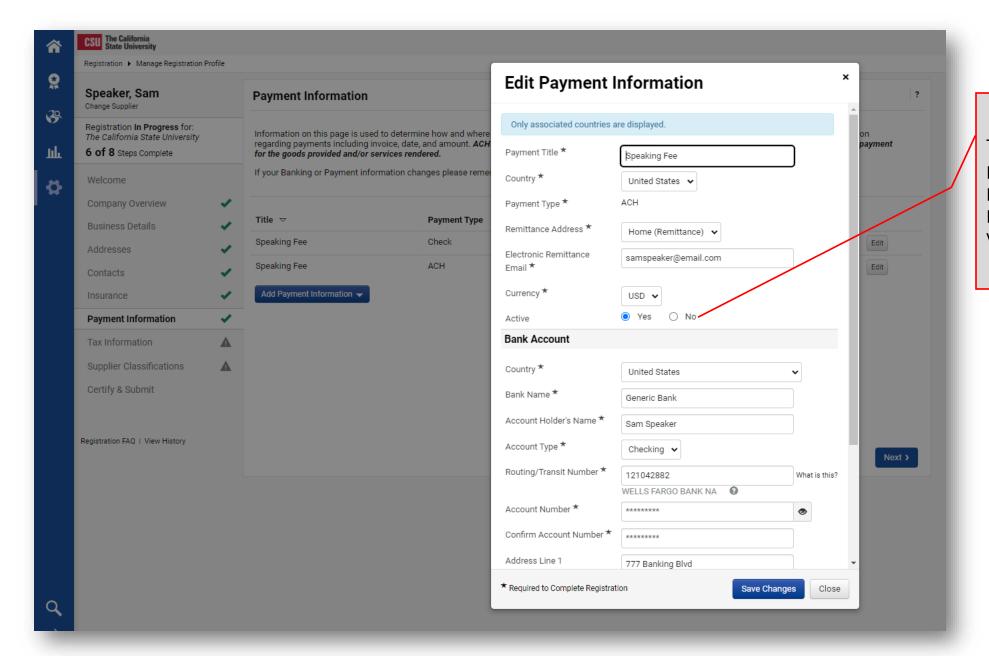


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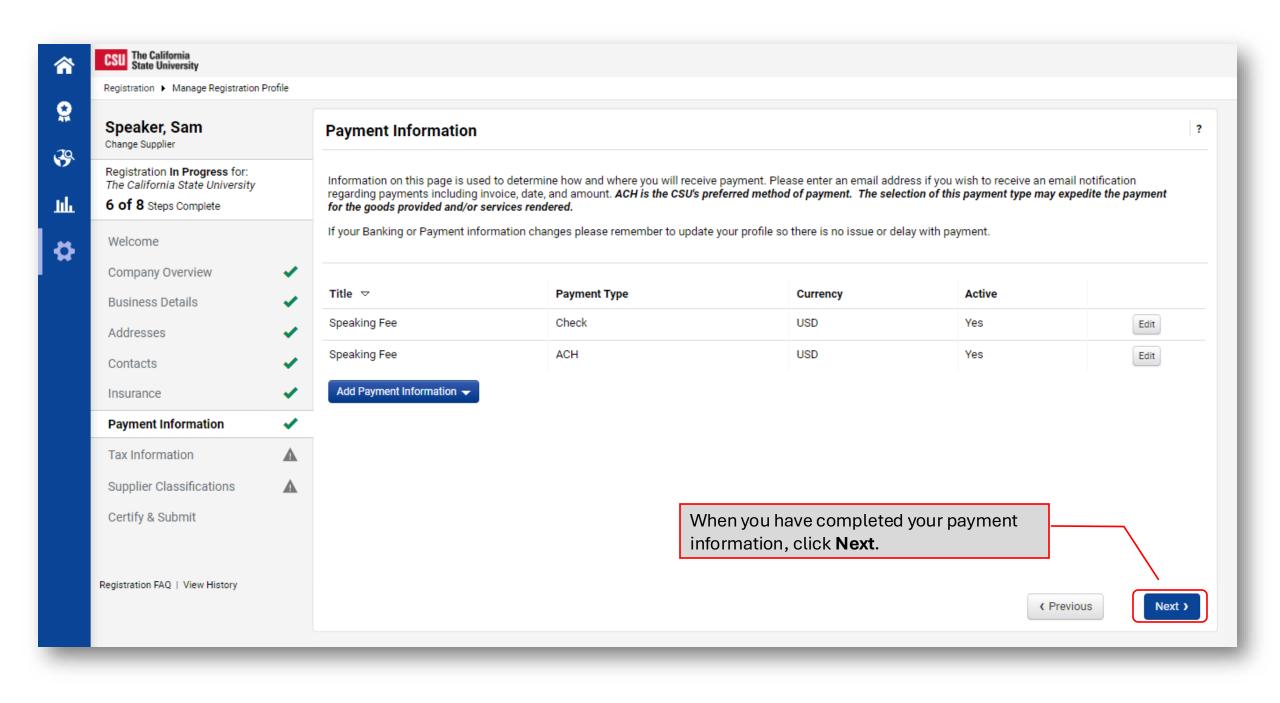
Edit

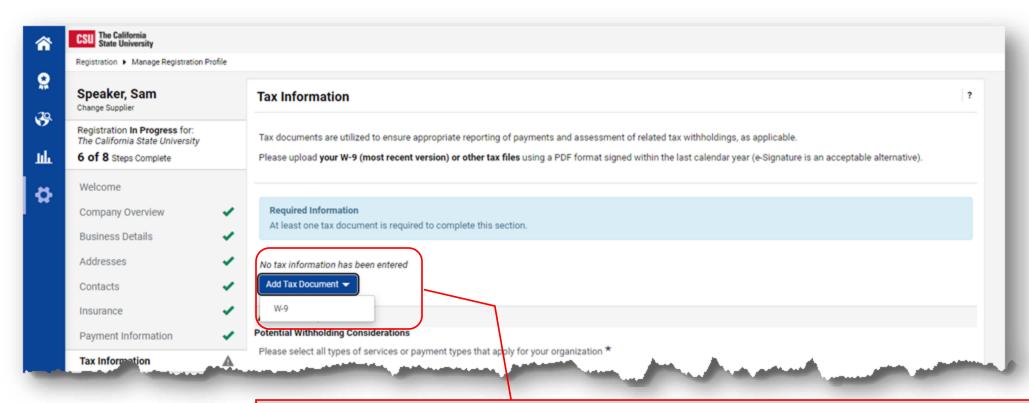
Edit

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.

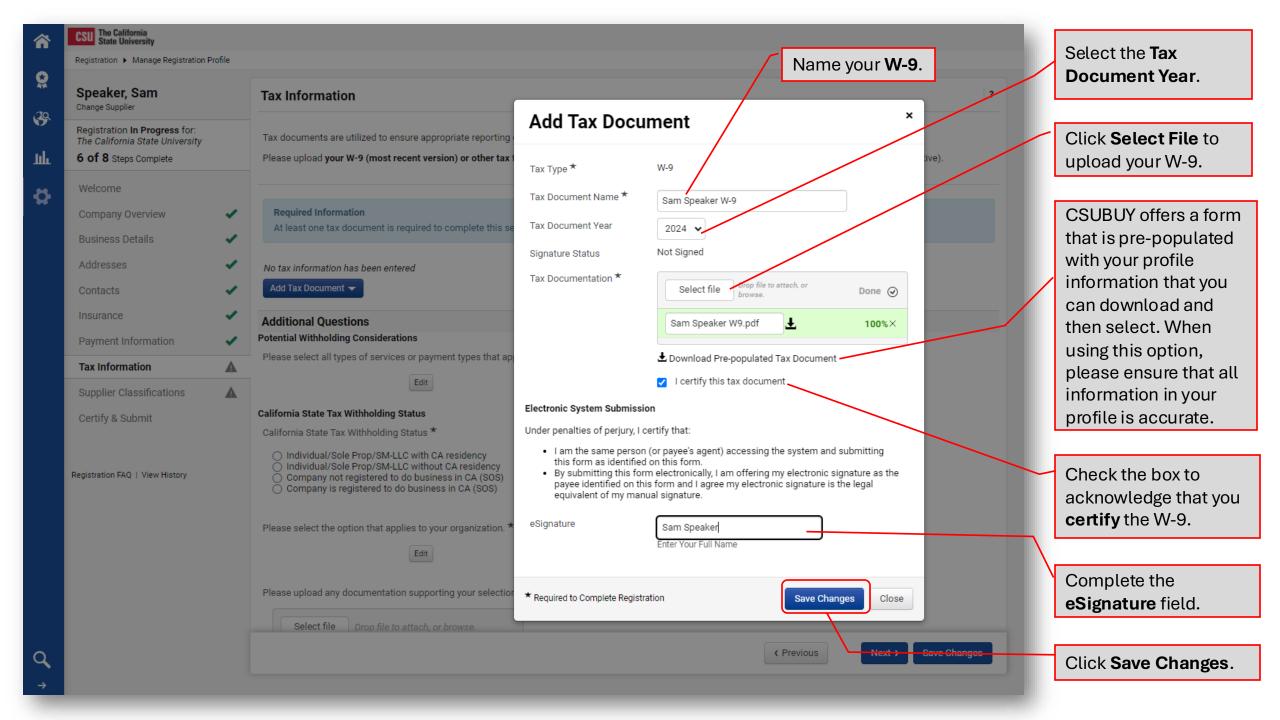


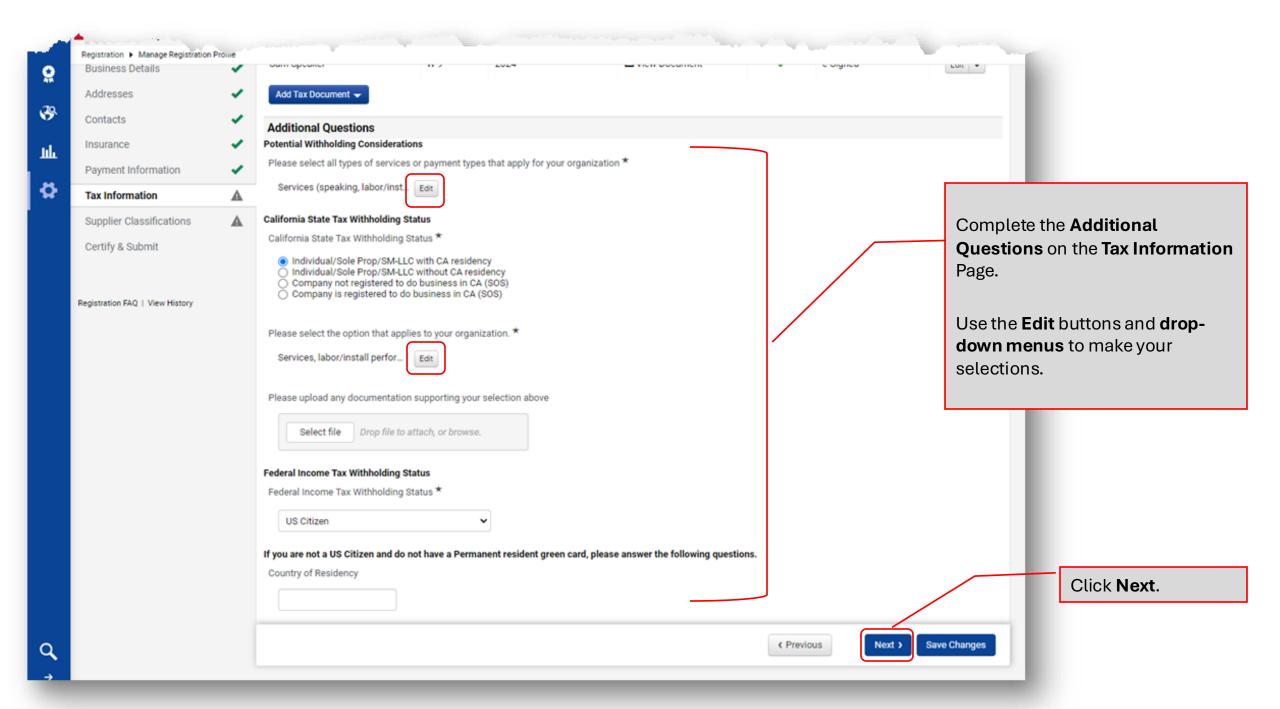


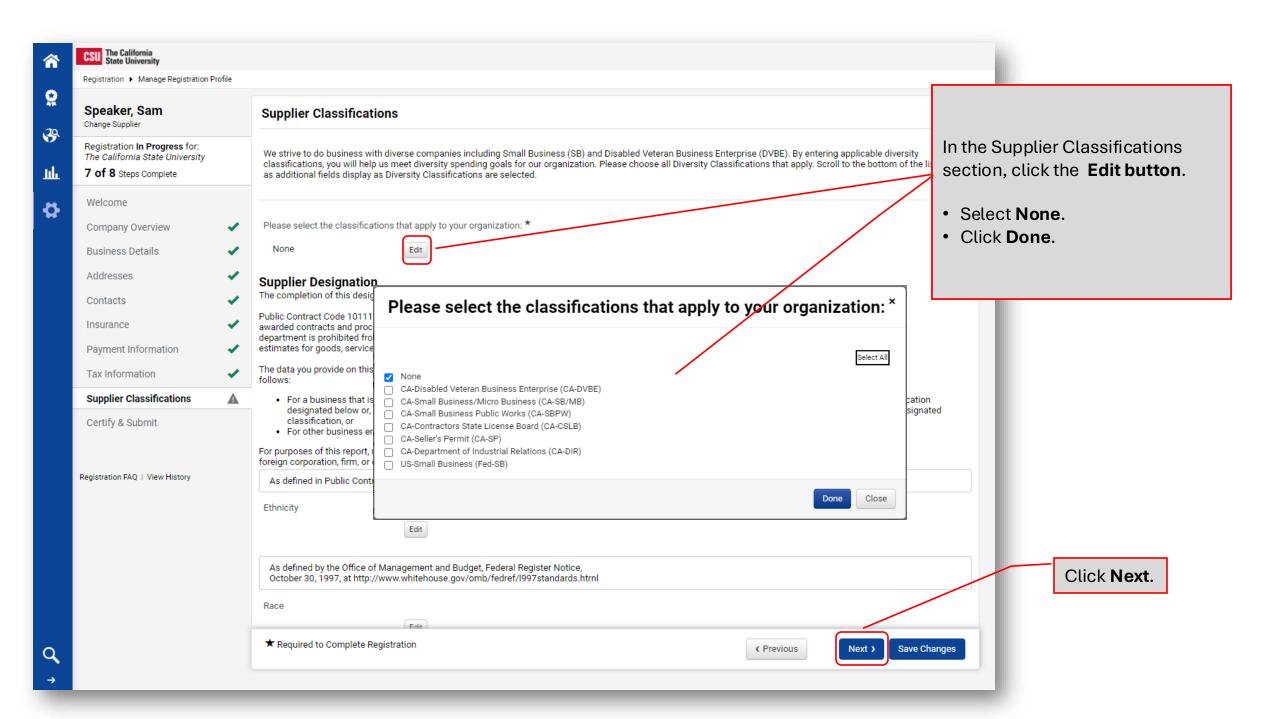
You will need to upload a W-9.

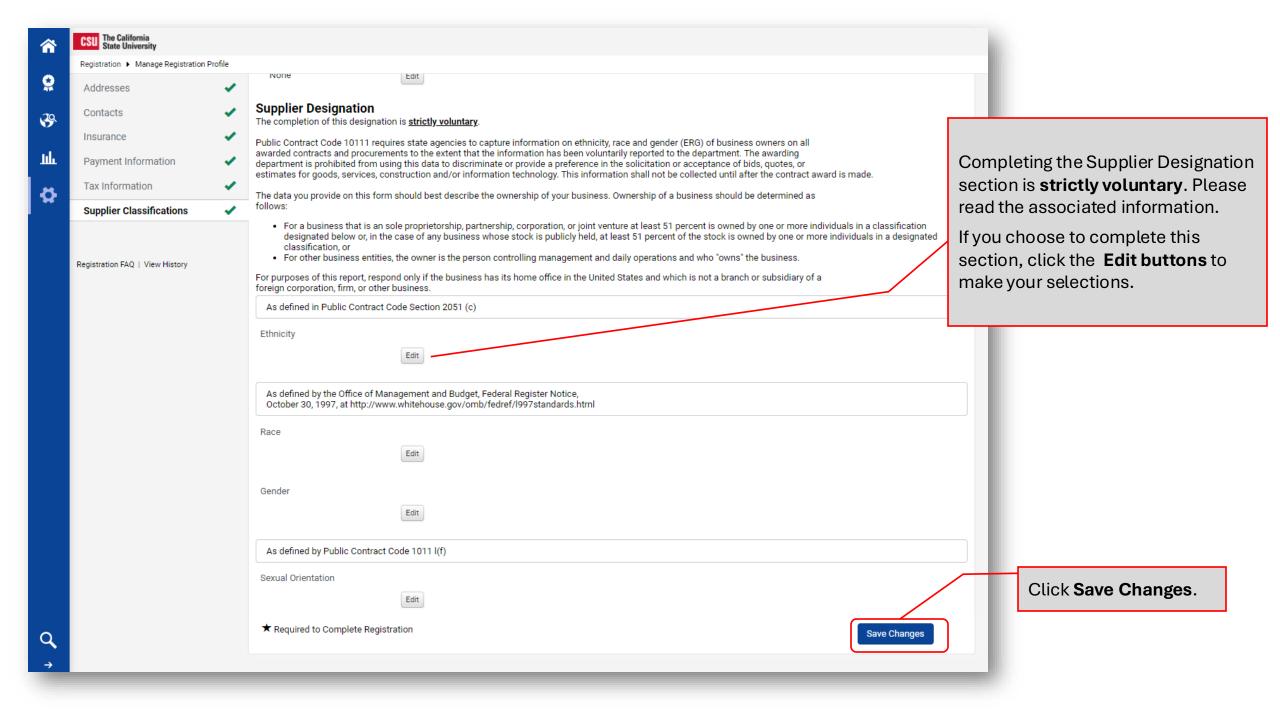
- The CSU will currently accept the IRS 2018 or 2024 version.
- You can download a form to complete from the IRS website.
- Alternatively, the supplier portal also offers a form that is pre-populated with your profile information that you can download and then select. When using this option, please ensure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

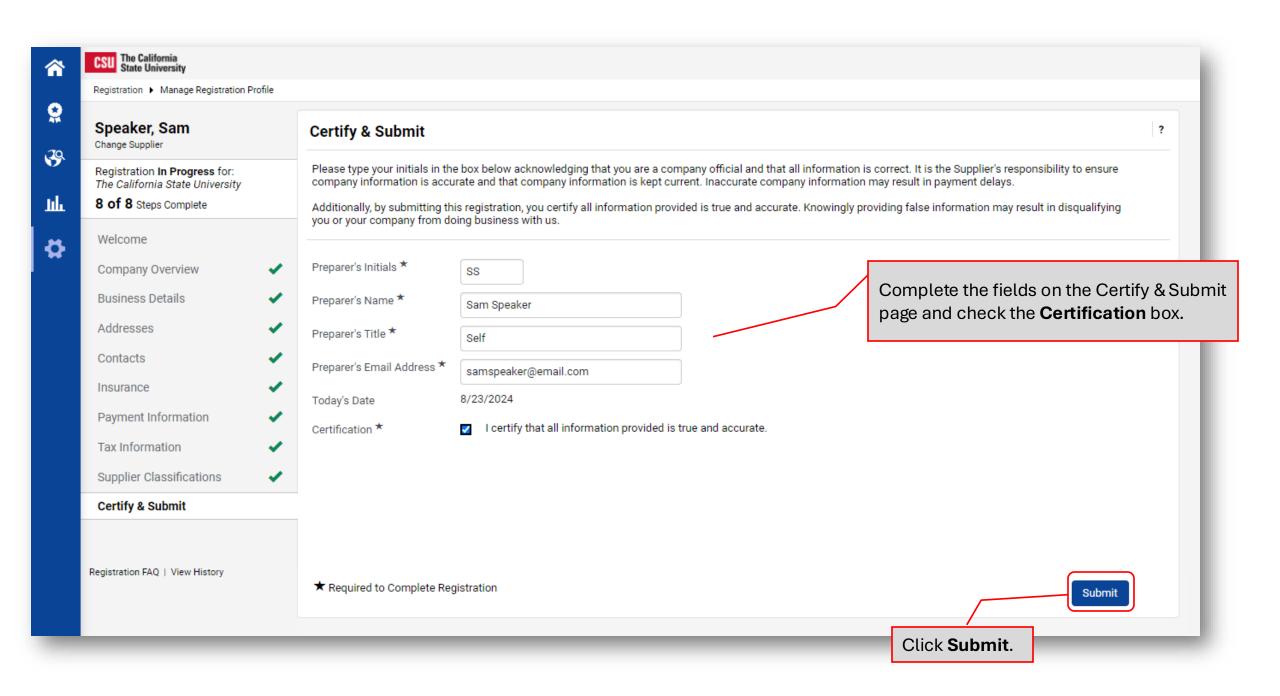
Click the Add Tax Document drop-down and select W-9.













Registration > Manage Registration Profile

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### 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 <u>JAGGAER support</u>.

Assistance with registration related issues: <a href="mailto:csubuy-suppliersupport@calstate.edu">csubuy-suppliersupport@calstate.edu</a>

W-9 guidance

State of California Franchise Tax Board <u>Guidelines for Determining Residency</u>

State of California Franchise Tax Board Resident & Nonresident Withholding Guidelines

IRS Single-Member LLC information