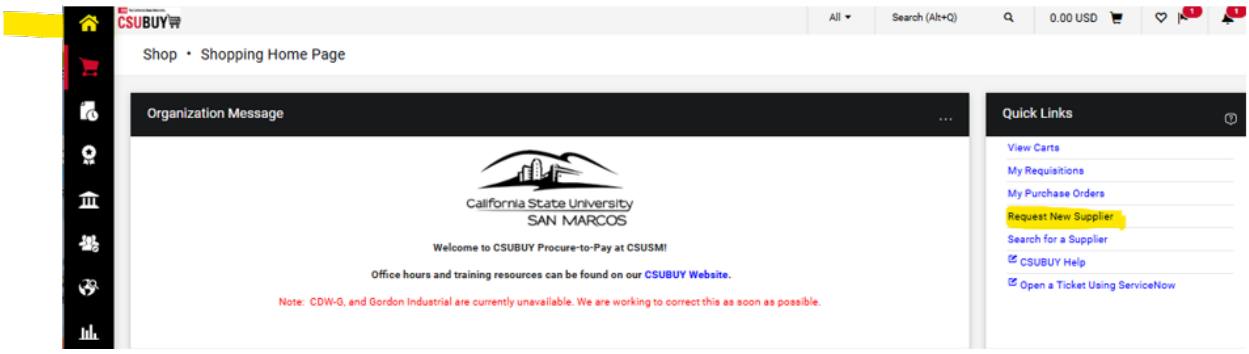
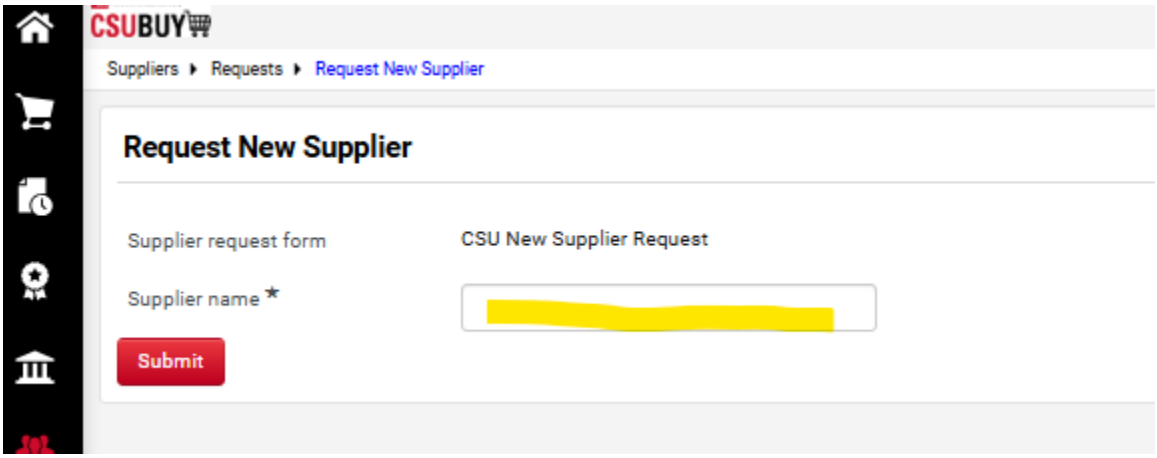
Initiating a New Supplier Request Form in CSUBUY P2P

Follow these instructions if the supplier does not exist at all in CSUBUY P2P or was invited in the past with a contact person that is no longer valid.

Once you have determined that this supplier doesn't exist in CSUBUY by doing a supplier search (see "How to Look Up a Supplier" directions if you haven't done this yet), go to the **Home flyout, Request New Supplier** on the right side under Quick Links like the below image:

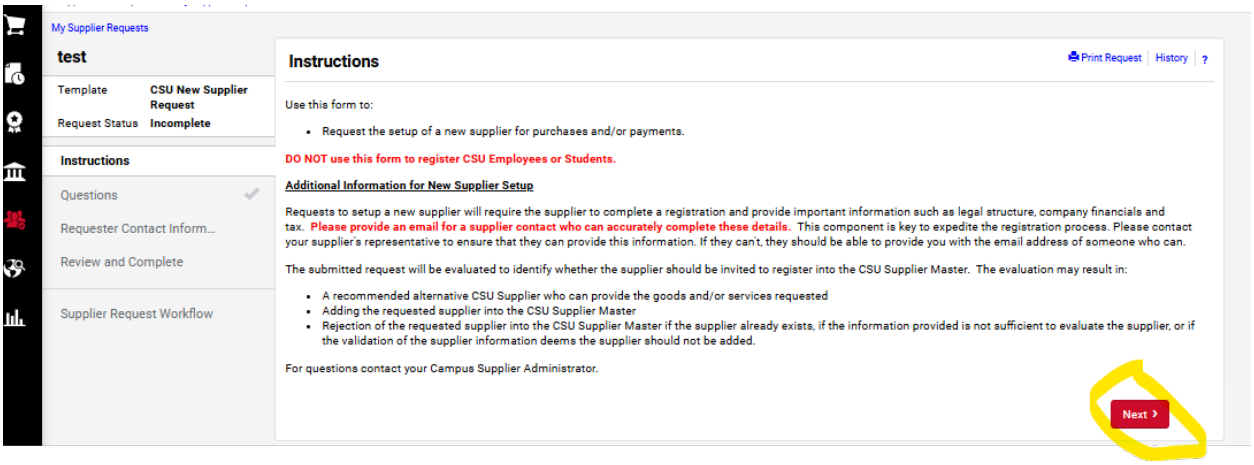


Type Supplier's full name in the box

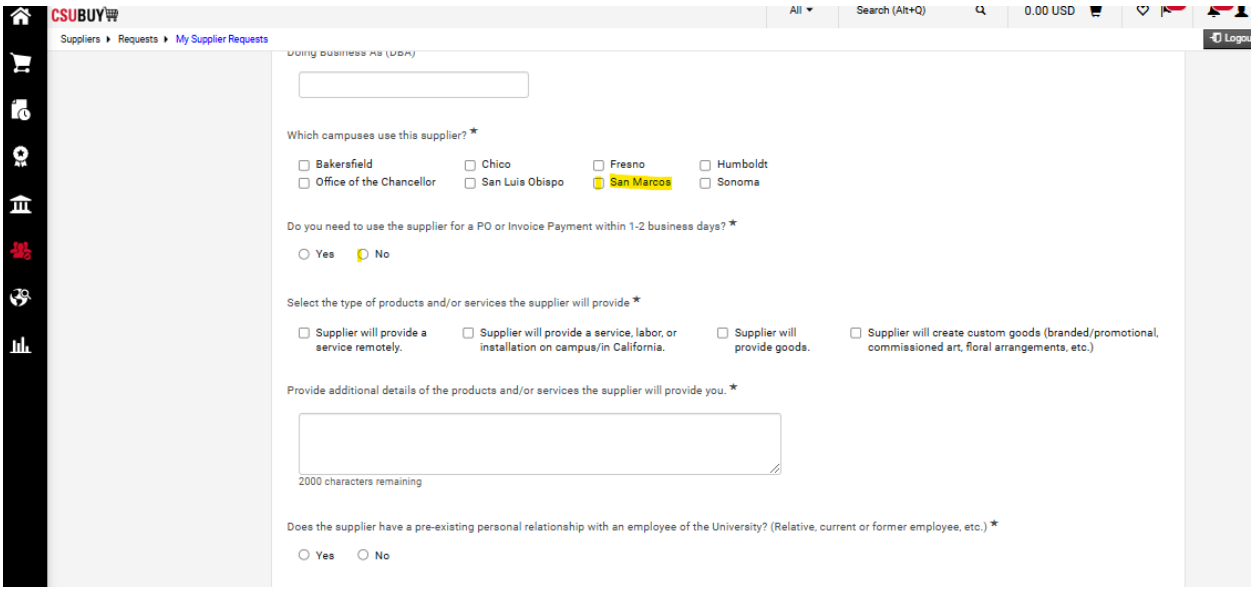


Click Next

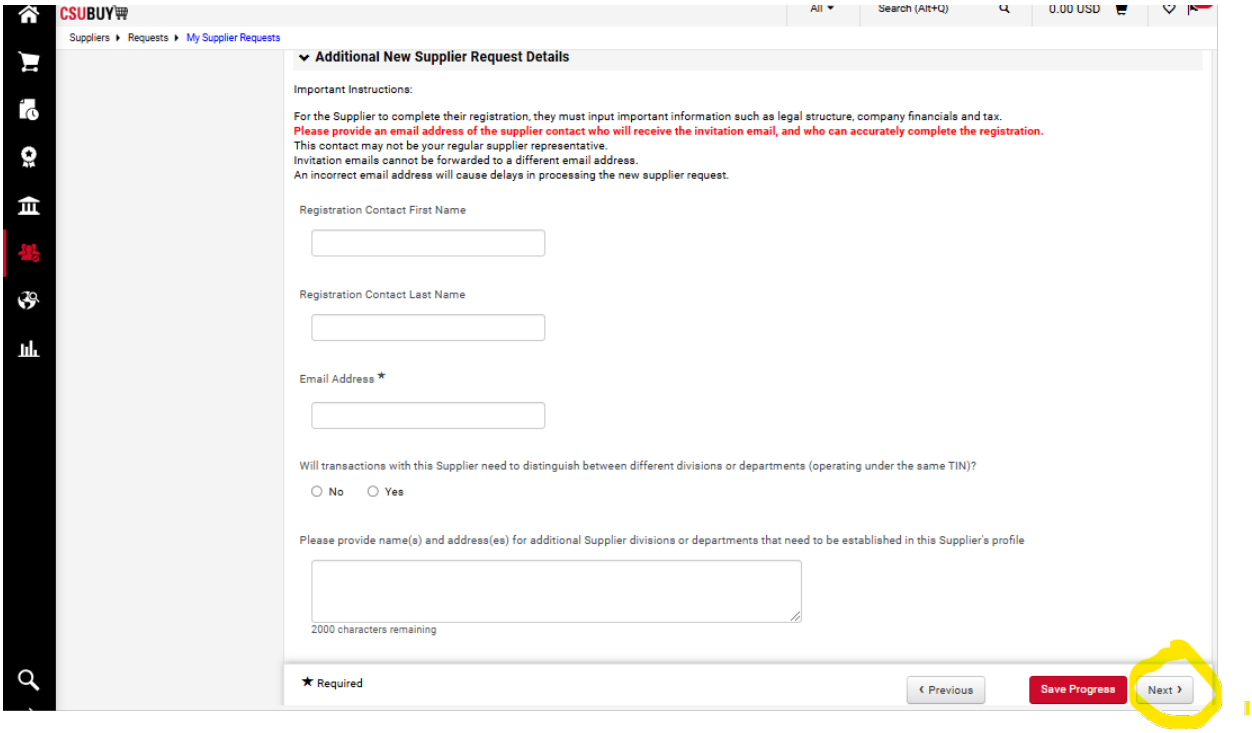
April 10, 2026



Click on San Marcos for the question "Which campus will use this supplier", and answer the rest of the questions



Type the Registration contact's first and last name and email address of the person that will be registering for the supplier. This is the contact that we will be sending the email registration invitation to for the boxes below. *This will likely be someone in the Accounting department or similar of the company, not a sales rep.*



Once you click submit, the form it will be approved, unless there is an error that needs correcting, and the new registration invitation will be emailed by the CSU Supplier Management Team to the supplier email you provided on the form.

Please let your suppliers know that this will be coming to them, and they will need to open the invite and complete registration, or we won't be able to use them as a supplier.

Once they complete the registration, the registration status on their supplier profile will say "approved" and "active for shopping" the registration will be complete.

The supplier invitation email comes from noreply@jaggaer.com.

It has the words CSUBUY in it, so it looks like this:

From: CSUBUY <noreply@jaggaer.com>

If a supplier doesn't receive the email, they should look in their spam/junk folder.

April 10, 2026