



Accounts Payable

331 S. Twin Oaks Valley Road,
San Marcos, CA 92096
suppliersetup@csusm.edu

Supplier Request Instructions

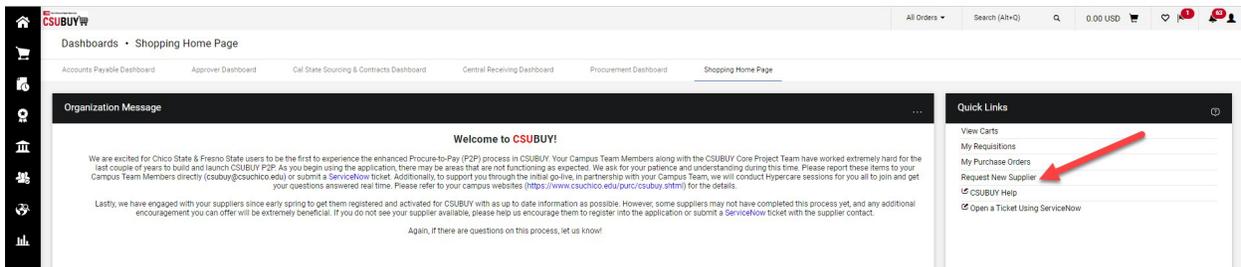
Need a supplier added to CSUBUY?

All suppliers (including companies, individuals, and independent contractors) must be added to the CSUBUY platform **before** entering a requisition. Suppliers will receive an invitation to CSUBUY, where they must create a login and enter their business information (address, financial status, and contacts) into the system.

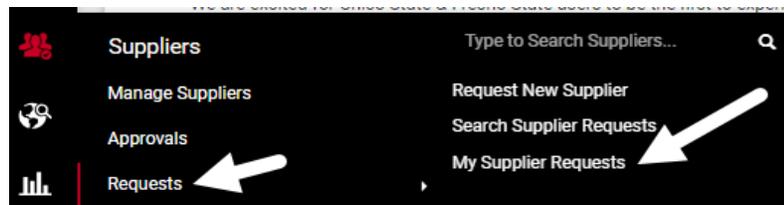
1. Request the email address for a company representative who has knowledge and access to the following information (generally, this person is not the salesperson, but someone from their accounting and finance area):
 - Tax identification number
 - Company structure and organization
 - Banking information
 - How payments should be made

Pro Tip: Getting the correct email address is very important, as the CSUBUY supplier request email cannot be forwarded to another person once it is received by the company.

2. Once the correct individual has been identified, use that email address and Request New Supplier in CSUBUY.



Pro Tip: Need to check the status of your supplier requests? Check your requests in CSUBUY by navigating to the Supplier menu – Requests – My Supplier Requests.





Accounts Payable

331 S. Twin Oaks Valley Road,
San Marcos, CA 92096

suppliersetup@csusm.edu

Supplier Request Instructions

3. The supplier receives an email invitation from support@jaggaer.com with the subject "Supplier Invitation for California State University."



4. The supplier uses the link in the email to create a CSUBUY profile and complete the required information. The email invitation provides resources if they need help.
5. The CSU Supplier team reviews the completed supplier registration information, links the supplier to CFS, and approves it. This process generally takes 2-3 business days.
6. The supplier is approved and ready for requisition entry.

Helpful Links and Resources:

- [CSUBUY Supplier Portal](#)
- suppliersetup@csusm.edu
- [CSUBUY P2P Campus Website](#)