

CSU The California State University

CSU BUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Requesting a New Supplier





Before requesting a new supplier:

1. Perform a search – see [Supplier Search Tips](#)
2. Review [New Supplier Decision Tree](#)

Organization Message

Welcome CSU Office of the Chancellor to Procure-to-Pay (P2P) in CSUBUY!

Your Chancellor's Office P2P Project Team, along with the CSUBUY Core Project Team, have worked extremely hard to build and launch CSUBUY P2P for everyone. As you begin using the application, you may experience technical difficulties, and we ask for your patience and understanding during this time. Please report issues to the Chancellor's Office Project Team by emailing CSUBUY-CO@calstate.edu. To support you through the initial go-live, in partnership with your Project Team, we will conduct Hypercare Office Hours to get your questions answered in real time.

- Office Hours: Every Tuesday from 11:00 am – 12:00 pm via [Zoom](#)
- Meeting ID: 89719869455
- Meeting Passcode: 355903

- For more information: Upcoming live training sessions, pre-recorded training sessions, and additional encouragement

Lastly, we have engaged with your Suppliers to get them registered and activated in CSUBUY. If you do not see your Supplier available yet, and any additional encouragement

Quick Links

- [View Carts](#)
- [My Requisitions](#)
- [My Purchase Orders](#)
- [Search for Supplier](#)
- [Request New Supplier](#)
- [CSUBUY Help](#)

Login to CSUBUY and Select **Request New Supplier** from the Quick Links on the homepage.

Shop

Simple Advanced

Go to: [Favorites](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Search for products, suppliers, forms, part number, etc.

My Approvals

Showing Results 1 - 5 of 152 Display 5 1 2 3 4 5 ... 31 →

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Procurement Requests	Number: 1082395	SM Sys. Admin - Extension	7
Procurement Requests	Number: 1082467	SM Sys. Admin - Extension	7
Procurement Requests	Number: 1025793	SM Sys. Admin - Re-Invite	81

Orders Search

All Orders Document Numbers, Supplier, Product Information

SHORTCUTS

- [My Requisitions](#)
- [My Purchase Orders](#)
- [My Vouchers](#)
- [My Approvals](#)



Request New Supplier

Supplier request form CSU New Supplier Request

Supplier name *

Enter the name of the supplier you would like to request into the **Supplier Name** field.

Click **Submit**.

My Supplier Requests

Dan's Donuts

Template CSU New Supplier Request
Request Status Incomplete

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Instructions

Print Request History ?

Use this form to:

- Request the setup of a new supplier for purchases and/or payments.

DO NOT use this form to register CSU Employees or Students.

Additional Information for New Supplier Setup

Requests to setup a new supplier will require the supplier to complete a registration and provide important information such as legal structure, company financials and tax. **Please provide an email for a supplier contact who can accurately complete these details.** This component is key to expedite the registration process. Please contact your supplier's representative to ensure that they can provide this information. If they can't, they should be able to provide you with the email address of someone who can.

The submitted request will be evaluated to identify whether the supplier should be invited to register into the CSU Supplier Master. The evaluation may result in:

- A recommended alternative CSU Supplier who can provide the goods and/or services requested
- Adding the requested supplier into the CSU Supplier Master
- Rejection of the requested supplier into the CSU Supplier Master if the supplier already exists, if the information provided is not sufficient to evaluate the supplier, or if the validation of the supplier information deems the supplier should not be added.

For questions contact your Campus Supplier Administrator.

Next >

The New Supplier Request form will open.
Read the form **Instructions** before continuing.
Click **Next**.

Dan's Donuts

Template **CSU New Supplier Request**
Request Status **Incomplete**

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

Questions - General Supplier Request Details

[Print Request](#) [History](#) ?

On This Page

- [General Supplier Request Details \(8\)](#)
- [Additional New Supplier Request Details \(5\)](#)

General Supplier Request Details

Supplier Name *

Dan's Donuts

Doing Business As (DBA)

Which campuses use this supplier? *

- Bakersfield
 Chico
 Fresno
 Humboldt
 Office of the Chancellor
 San Luis Obispo
 San Marcos
 Sonoma

Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days? *

- Yes
 No

Select the type of products and/or services the supplier will provide *

- Supplier will provide a service remotely.
 Supplier will provide a service, labor, or installation on campus/in California.
 Supplier will provide goods.
 Supplier will create custom goods (branded/promotional, commissioned art, floral arrangements, etc.)

Provide additional details of the products and/or services the supplier will provide you. *

6 dozen donuts weekly for outreach programs

★ Required

[← Previous](#)

[Save Progress](#)

[Next →](#)

In the Questions section:

- Check the box next to ***your campus***.
- Indicate whether you ***need*** to use the supplier for a PO or Invoice payment in the next 1-2 business days.
- Check the box(es) that apply to ***your engagement*** with the supplier:
 - Remote services (performed ***outside*** of California)
 - Services performed ***in*** California
 - Goods
 - Custom goods
- Provide a brief description of your engagement with the supplier in the **additional details** text box.

Scroll down to complete the rest of the Questions section.

Does the supplier have a pre-existing personal relationship with an employee of the University? (Relative, current or former employee, etc.) *
 Yes No

Additional New Supplier Request Details

Important Instructions:
For the Supplier to complete their registration, they must input important information such as legal structure, company financials and tax. **Please provide an email address of the supplier contact who will receive the invitation email, and who can accurately complete the registration.** This contact may not be your regular supplier representative. Invitation emails cannot be forwarded to a different email address. An incorrect email address will cause delays in processing the new supplier request.

Registration Contact First Name
Daniel

Registration Contact Last Name
Berliner

Email Address *
danielb@dansdonuts.com

Will transactions with this Supplier need to distinguish between different divisions or departments (operating under the same TIN)?
 No Yes

Please provide name(s) and address(es) for additional Supplier divisions or departments that need to be established in this Supplier's profile
N/A
497 characters remaining

* Required

< Previous Save Progress Next >

Complete the rest of the Questions section:

- If the supplier **does** have a pre-existing personal relationship with an employee of the University, select **Yes** to open a text box to enter a description of the relationship.
- Enter the first and last name and email address of the supplier's Registration Contact.
 - IMPORTANT!** The supplier's Registration Contact should be someone who will be able to fully complete their registration, including providing their Tax Identification Number, answering questions about their legal structure and their CA Secretary of State registration status when applicable.

Click **Next**.

Disregard these questions.

My Supplier Requests

Dan's Donuts

Template CSU New Supplier Request
Request Status Incomplete

Instructions

Questions 

Requester Contact Infor...

Review and Complete

Supplier Request Workflow

Requester Contact Information

[Print Request](#) [History](#) [?](#)

Requester Name: Margot Martin
Requester Email: fbcfsprq@calstate.edu
Requester Phone Number: None
Requester Business Unit: CSU Offc of the Chancellor P2P

< Previous

Next >

The Requester Contact Information section will contain your contact information.

Click **Next**.

Dan's Donuts

Template **CSU New Supplier Request**

Request Status **Incomplete**

Instructions

Questions

Requester Contact Inform...

Review and Complete

Review and Complete

[Print Request](#) | [History](#) | ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Questions	✓ Required fields complete
Requester Contact Information	✓ No Required fields

Certification

I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

[← Previous](#) [Complete Request](#)

The Review and Complete section will display whether you have completed all required fields on the form.

Once you have completed your review of this section, check the certification box.

Click **Complete Request**.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status * Approved Incomplete Rejected
 Returned Under Review Completed

Include public Supplier request form?

Apply

You will see your submitted New Supplier Request form listed on the **My Supplier Requests** page.

As you request multiple new suppliers, your requests will all be listed on this page and you can **filter** your requests by supplier name or by the current status of the request forms.

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
Dan's Donuts	CSU New Supplier Request	Under Review	SM Campus Admin Review	-	3/4/2025 4:54 PM	3/4/2025 3:59 PM	-	-	Actions
Maudlin Tunes	CSU New Supplier Request	Incomplete	-	-	12/4/2024 3:14 PM	12/4/2024 3:14 PM	-	-	Actions
Rally Canine Training Inc	CSU New Supplier Request	Incomplete	-	-	11/6/2024 12:37 PM	11/6/2024 12:37 PM	-	-	Actions
Doppel, Lacey	CSU New Supplier Request	Under Review	SM Campus Admin Review	-	11/6/2024 11:47 AM	11/6/2024 7:51 AM	-	-	Actions
Original Hot Bagels	CSU New Supplier Request	Under Review	CSU Supplier Mgmt. Review	-	4/25/2024 5:14 PM	4/25/2024 5:10 PM	-	-	Actions

CSUBUY Suppliers > Requests > My Supplier Requests

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status * Approved Incomplete Rejected
 Returned Under Review Completed

Include public Supplier

- Suppliers
- Manage Suppliers
- Approvals
- Compliance
- Communication
- Requests
- Performance
- Import/Export

Quick search

- Request New Supplier
- Search Supplier Requests
- My Supplier Requests

You can access this list at any time by navigating to **Suppliers > Requests > My Supplier Requests** from the CSUBUY homepage.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name



Request Status * Approved Incomplete Rejected
 Returned Under Review Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status
Maudlin Tunes	CSU New Supplier Request	Incomplete	-	-	12/4/2024 3:14 PM	12/4/2024 3:14 PM		-
Rally Canine Training Inc	CSU New Supplier Request	Incomplete	-	-	11/6/2024 12:37 PM	11/6/2024 12:37 PM		-

Actions

- Edit
- Delete

New Supplier Requests that you have started but not yet submitted will have a Request Status of **Incomplete**.

The **Actions** menu for Incomplete supplier requests offers you the option to **Delete** the request if you no longer need to request the supplier or to **Edit** the request.

Selecting **Edit** will open the form for you to make changes and complete the form before submitting.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name



- Request Status *
- Approved
 - Incomplete
 - Rejected
 - Under Review
 - Returned
 - Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
Dan's Donuts	CSU New Supplier Request	Under Review	SM Campus Admin Review	-	3/4/2025 4:54 PM	3/4/2025 3:59 PM		-	Actions
Doppel, Lacey	CSU New Supplier Request	Under Review	SM Campus Admin Review	-	11/6/2024 11:47 AM	11/6/2024 7:51 AM		-	Actions
Original Hot Bagels	CSU New Supplier Request	Under Review	CSU Supplier Mgmt. Review	-	4/25/2024 5:14 PM	4/25/2024 5:10 PM		-	Actions

New Supplier Requests that you have submitted but are still in approval workflow will have a Request Status of **Under Review**.

The **Actions** menu for Under Review supplier requests only offers you the option to **View** the request. You cannot edit or delete the request after you have submitted it.

My Supplier Requests

Filter Supplier Requests

Requested Supplier, Template Name

Request Status * Approved Incomplete Rejected
 Returned Under Review Completed

Include public Supplier request form?

Apply

Requested Supplier	Template	Request Status	Workflow Step	Workflow Assignee	Status Last Updated	Created	Supplier Profile	Registration Status	Actions
Speaker, Sam	CSU New Supplier Request	Approved	-	-	8/20/2024 2:07 PM	8/20/2024 1:59 PM	Speaker, Sam	Profile Complete	Actions
Roots Natural Kitchen	CSU New Supplier Request	Approved	-	-	8/1/2024 5:22 PM	6/6/2024 9:11 AM	Roots Natural Kitchen	None	Actions
Kathryn's Custom Closets Inc	CSU New Supplier Request	Approved	-	-	7/29/2024 1:29 PM	7/29/2024 11:56 AM	Kathryn's Custom Closets LLC	Approved	Actions

If you have New Supplier Requests that have a Request Status of **Approved**, you can check their Registration status from this page.

The **Actions** menu for Approved supplier requests only offers you the option to **View** the request. You cannot edit or delete the request after you have submitted it.

Dan's Donuts

Instructions

Print Request History ?

If you see that you have a New Supplier Request on the My Supplier Requests page that has a Request Status of **Rejected** or you have received a notification that you supplier request has been rejected, you can view your form and click the blue *History* link to view the reason for the rejection in a pop-up window.

purchases and/or payments.

es or Students.

Supplier to complete a registration and provide important information such as legal structure, company financials and **contact who can accurately complete these details**. This component is key to expedite the registration process. Please contact your administrator if you can provide this information. If they can't, they should be able to provide you with the email address of someone who can.

Administrator to notify whether the supplier should be invited to register into the CSU Supplier Master. The evaluation may result in:

Administrator who can provide information to the CSU Supplier Master. The CSU Supplier Master will then notify the supplier through the email address provided by the administrator.

History - Google Chrome

solutions.sciquest.com/apps/Router/SupplierRequestResponseHistory?RequestId=15568345&tmstmp=1741139117805

Filter History

1-17 of 17 Results 200 Per Page

Date	User	Action	Section	SubSection	Context	Field	Old Value	New Value	Note
1/23/2025 5:54:57 PM	Margot Martin	Form Request Rejected			Supplier Registration Workflow: CSU Supplier Mgmt. Review				I have invited this supplier to join the CSUBUY supplier network from an existing profile in the Jaggaer Supplier Network. The invitation was sent to the email address you provided. This form is only being rejected to prevent a duplicate profile from being created. Thank you!

Export

RESOURCES

[CSUBUY Training Library](#)

[New Supplier Decision Tree](#)

[Supplier Search Tips](#)

[CSUBUY Supplier Resources](#)