

CSUBUY Supplier Portal: Frequently Asked Questions (FAQs)

Question	Answers
<p>What are the benefits of the CSUBUY Supplier Portal?</p>	<ul style="list-style-type: none"> • A self-service portal to manage your company information. • Make real-time updates to your registration details. • Actively participate in sourcing events with California State University. • Access to a complete PO history in CSUBUY. • The ability to create and submit invoices directly through the CSUBUY Supplier Portal. • View up-to-date registration and payment statuses. • Single registration process to do business with CSU's 23 campuses and the Chancellor's Office.
<p>What can I do within the CSUBUY Supplier Portal?</p>	<ul style="list-style-type: none"> • Submit W9s, insurance documents, and other pertinent information securely online. • Communicate directly with the California State University's Supplier Registration and Sourcing teams. • Submit invoices against established purchase orders directly into CSUBUY's invoice system. • View Q&As and ask/submit new questions to the CSU Supplier Registration teams.
<p>What are the key dates I need to know?</p>	<ul style="list-style-type: none"> • Starting April 21st, 2023: Suppliers will receive an email invitation with instructions to register on the CSUBUY Supplier Portal. • Starting May 1st, 2023: CSU will begin reviewing and approving supplier profiles in CSUBUY to complete the registration process and create the supplier. • Week of July 3rd, 2023: CSUBUY's Procure-to-Pay Transition begins in waves.
<p>What CSU campuses are included in CSUBUY Wave 1?</p>	<ul style="list-style-type: none"> • Bakersfield • Chico • Chancellor's Office • Fresno • Humboldt • Los Angeles • San Luis Obispo • Sonoma

<p>What happens when I become an active supplier in CSUBUY?</p>	<ul style="list-style-type: none"> • Active suppliers will be approved suppliers for California State University. • Active suppliers will be preferred suppliers for procuring products and services. • Active suppliers can access and respond to sourcing events from California State University. • Active suppliers can manage your company information and make updates as necessary.
<p>Is there a fee for suppliers?</p>	<p>There is NO fee for suppliers.</p>
<p>What are my invoicing options?</p>	<p>Your invoicing options will include:</p> <ul style="list-style-type: none"> • CSUBUY Supplier Portal: You will receive an email invitation to register on the CSUBUY Supplier Portal. You can log into the CSUBUY Supplier Portal to view purchase orders from CSUBUY then create and send invoices to CSUBUY. • cXML Integration: Integration led by JAGGAER’s Supplier Enablement team to establish a connection between the supplier’s system and CSUBUY (JAGGAER) to send/receive electronic invoices (cXML). <i>Note: This integration is outside of the CSUBUY Supplier Portal.</i> • Digital Mailroom (DMR): Central location for suppliers to mail vouchers. <i>Note: This is outside of the CSUBUY Supplier Portal.</i> • To learn more, go to: https://www.jaggaer.com/solutions/supplier-network/
<p>How do I get set up for CSUBUY Supplier Portal</p>	<ul style="list-style-type: none"> • You will receive an email from CSUBUY to register for access. When you receive the invitation, click the link contained in the email to complete your registration. Registering for CSUBUY is easy and should take just a few minutes to complete. • Supplier Onboarding instructions and FAQs will be included in the Supplier Registration invitation email. • A registration tutorial will be available during your registration process.

	<ul style="list-style-type: none"> • Instructions on how to set up “portal invoicing” with CSUBUY will be available in your CSUBUY Supplier Portal. • The “Supplier Network Handbook” will be available in your CSUBUY Supplier Portal. This handbook will assist you with performing administrative tasks in your CSUBUY Supplier Portal.
<p>How can I manage my CSUBUY Supplier Portal</p>	<ul style="list-style-type: none"> • Each supplier can manage their CSUBUY Supplier Portal. • Permissions determine what a user can do in the CSUBUY Supplier Portal. Permissions are organized into areas of the application and can be assigned at both the role and user levels. • Supplier users with the Administration role can add/update user roles and permissions.
<p>What is California State University method of Remittance?</p>	<p>ACH is CSU’s preferred payment method, but checks will also be supported.</p>
<p>What if I am an Individual / Sole Proprietor?</p>	<p>If you are an Individual / Sole Proprietor and you want your check made out in your name, you will select Individual / Sole Proprietor as the “Legal Structure.”</p>
<p>How do I ask questions or get support?</p>	<p>Once you have completed registration and received access to your CSUBUY Supplier Portal, you will have access to the tools for support and updates.</p> <p>You can also send any questions to the CSUBUY’s Supplier Management Team csubuy-suppliersupport@calstate.edu.</p>