



When the systemwide Supplier Maintenance (SM) Team returns a registration for correction, the admin on the profile receives an email from noreply@jaggaer.com. The SM Team member will often reference items from “the table below.” The example here is provided so campuses can see what help documents the SM Team has referred the supplier to.

EXAMPLE OF A RETURNED REGISTRATION EMAIL:

Re: Supplier Registration Returned for [SUPPLIER NAME]

Dear [Supplier Name],

Your registration is being returned for correction for the following reason: Your W-9 appears to be completed incorrectly. Please see Resources “A” and “C” from the table below and once you have correctly completed the W-9, refer to Resource “B” to make the same corrections in your supplier profile.

RESOURCE LIBRARY	
A	W-9 tips for Individual/Sole Proprietor/Single-Member LLC
B	Correcting Legal Name and or DBA name to match W-9
C	Single-Member LLC information (IRS)
D	Editing Payment Method
E	Changing Payment Method to WIRE (foreign suppliers only)
F	Registration FAQ
G	CSU Vendor Resources site

To update your registration, log into your secure account using the below portal link.

[Customer Portal Login Link](#)

Thank You,

The California State University (CSU)