

**CSU** The California State University

**CSUBUY** 

*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

## **CSUBUY Supplier Registration**

For Single-Member LLCs



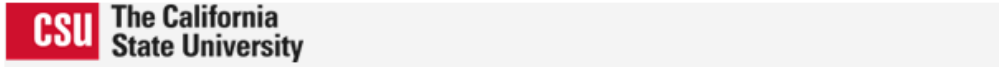
# Supplier Portal Invitation from The California State University



CSUBUY <noreply@jaggaer.com>  
To [redacted]

Reply Reply All Forward ...

If there are problems with how this message is displayed, click here to view it in a web browser.



## Supplier Portal Invitation from The California State University

You have been identified as a supplier for The California State University (CSU), a system of [23 campuses](#) throughout California.

Suppliers include **Corporations** (including non-profits) who provide goods and services to The CSU, and **Individuals** who engage in speaking events, create custom goods, or who receive participation payments.

Click "Register Now" to access the secure portal, create an account, and complete the registration. Once registered, you can update your information anytime. Accessibility assistance is available during registration if needed.

Before you begin registration, please consider the required and optional information you may need, which varies based on your supplier type (legal structure). Additionally, there is a registration guide linked below for each supplier type.

You will receive an invitation to register via email

Review the list of information you will need to have, then click *Register Now* when you are ready.

INDIVIDUALS <a href="#">Individual, Sole Proprietor, Single-Member LLC, foreign individual</a>	CORPORATIONS <a href="#">Non-Profit, LLC, LLC-P, LLC-S, LLC-C, S-Corp, C-Corp, Other, Partnership, Trust/Estate, Non-US based entity</a>
<b>Required:</b>	<b>Required:</b>
Legal name	Legal name
SSN or EIN linked to legal name (domestic only)	TIN
Home (physical) address	Legal Structure
Payment (remittance) address	<a href="#">NAICS</a> codes
<a href="#">IRS W-9</a> (domestic only)	Physical, Fulfillment, and Remittance information
Knowledge about the transaction	Sales Contact name, email, phone number
<b>Optional:</b>	<a href="#">IRS W-9</a> (US-based Corps only)
Certificates of Insurance	Knowledge about the good and/or service and location
Diversity questions	<b>Optional:</b>
ACH banking information	Certificates of Insurance
	California Secretary of State registration information
	State of California certifications, licenses, etc.
	Diversity questions
	ACH banking information

Register Now



# The California State University

[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

## Welcome to Supplier Registration

English ▾

The California State University (CSU) is a system of [23 campuses](#) throughout California. You will be able to work with all CSU campuses and affiliated organizations through a single portal.

**When you are ready to register**, review the resources we have created to assist you with registration:

- Individual/Sole Proprietor (domestic) [Guide to Registration](#), [IRS W-9 tips](#)
- Individual/Sole Proprietor (foreign) [Guide to Registration](#)
- SingleMember LLC [Guide to Registration](#), [IRS Single-Member LLC information](#), [IRS W-9 tips](#)
- Corporation, MultiMember LLC, Partnership, Trust/Estate, Government, NonProfit, Other [Guide to Registration](#)
- NonUS based Entity [Guide to Registration](#)
- [Registration FAQ](#)

### After registration:

- You will receive 2 confirmation emails:
  - One from CSUBUY via [noreply@jaggaer.com](mailto:noreply@jaggaer.com) confirming you have submitted your CSU registration. This email provides information specific to your CSU registration and you may consider holding onto it. It also contains a link directly to The CSU portal.
  - One from Jaggaer via [support@sciquest.com](mailto:support@sciquest.com) confirming you have registered with Jaggaer. This email confirms that you created login credentials. The links provided in this email are not specific to The CSU and may cause confusion.
- You will receive a message if there are any issues with the information you have provided.
- Log back in to the portal at any time to update your company information.
- Bookmark our [Supplier Resources](#) site to reference later.
- Emails related to your CSUBUY supplier registration may come to you from [noreply@jaggaer.com](mailto:noreply@jaggaer.com), [csbuy-suppliersupport@calstate.edu](mailto:csbuy-suppliersupport@calstate.edu), and [support@sciquest.com](mailto:support@sciquest.com). Please consider [whitelisting](#) these email addresses so you will never miss an important notification or security alert. **We will never text you, call you, or ask you to download or install anything.**

Click **Continue with Registration**.

Continue With Registration



# The California State University

Supplier Registration

[Registration Tutorial](#)

English ▾

## Your Contact Info

First Name ★

Last Name ★

Title

Phone Number ★

ext.

International phone numbers must begin with +

PDT/PST - Pacific Standard Time (America/Los\_Angeles) ▾

Preferred Time Zone ★

## Your Login

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.

@

Complete the required fields

Complete the required fields then click **Create Account**.

**NOTE:** The email address that received the invitation must be used here. If you change the email address, you will receive a message that The CSU is not accepting registrations.

If you would like the email address changed, please contact [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu) and provide the new email address and a new invitation will be sent.

...provide the detail...elow...

Email ★

Confirm Email ★


Password ★

Re-Enter Password ★

I am a user in need of accessibility assistance

**Terms and Conditions**

I have read and accepted JAGGAER's [Terms and Conditions](#) [↗]

I am human  hCaptcha  
Privacy - Terms

Please contact CSUBUY at [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu) for assistance. **POWERED BY JAGGAER**

**Registration Invited for:**  
The California State University  
**3 of 7** Steps Complete

**Welcome**

- Company Overview ▲
- Business Details ✓
- Addresses ▲
- Contacts ✓
- Insurance ✓
- Payment Information ▲
- Tax Information ▲
- Certify & Submit

## Welcome to Supplier Registration

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- Individual/Sole Proprietor (foreign) - [Guide to Registration](#)
- Single-Member LLC - [Guide to Registration](#), [IRS Single-Member LLC information](#), [IRS W-9 tips](#)
- Corporation, Multi-Member LLC, Partnership, Trust/Estate, Government, Non-Profit, Other - [Guide to Registration](#)
- Non-US based Entity - [Guide to Registration](#)
- [Registration FAQ](#)

**After registration:**

- You will receive 2 confirmation emails:
  - One from CSUBUY via [noreply@jaggaer.com](mailto:noreply@jaggaer.com) confirming you have submitted your CSU registration. This email provides information specific to your CSU registration and you may consider holding onto it. It also contains a link directly to The CSU portal.
  - One from Jaggaer via [support@sciquest.com](mailto:support@sciquest.com) confirming you have registered with Jaggaer. This email confirms that you created login credentials. The links provided in this email are not specific to The CSU and may cause confusion.
- You will receive a message if there are any issues with the information you have provided.
- Log back in to the portal at any time to update your company information.
- Bookmark our [Supplier Resources](#) site to reference later.
- Emails related to your CSUBUY supplier registration may come to you from [noreply@jaggaer.com](mailto:noreply@jaggaer.com), [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu), and [support@sciquest.com](mailto:support@sciquest.com). Please consider [whitelisting](#) these email addresses so you will never miss an important notification or security alert. **We will never text you, call you, or ask you to download or install anything.**

### Required to Start Registration

Legal Company Name ★

★ Required to Complete Registration

[Get Started >](#) [Save Changes](#)

### Legal Company Name

Must match Box 1 of your W-9, which should match the name on your Social Security Card.

Click **Get Started**.

CSU The California State University

Registration > Manage Registration Profile

Change Supplier

Registration **In Progress** for:  
The California State University  
**3 of 7** Steps Complete

Welcome

**Company Overview** ⚠

Business Details ✓

Addresses ⚠

Contacts ✓

### Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Doing Business As (DBA) ?

Country of Origin \* ?

Does your business have a DUNS number? \* ?  Yes  No

Legal Structure \* ?

#### Doing Business As (DBA)

This field should align with Line 2 of your W-9 and contain the name of your Single-Member LLC.

Payment will be issued to the DBA name.

#### Country of Origin

Select the country you use for **tax purposes**.

*US Citizens and Permanent Residents should select "United States".*

#### Does your business have a DUNS number?

For more information on DUNS numbers, please visit [www.dnb.com](http://www.dnb.com)

**Legal Structure - Select Individual/Sole Proprietor or Single-Member LLC**

### Tax ID Number

The Tax ID Number Type defaults to Employer Identification Number. If you are entering a Social Security Number, make sure to select that option from the menu so the number will be masked when you submit your registration.

The IRS prefers you provide your Social Security Number (SSN). If you do choose to instead provide an Employer Identification Number (EIN), it **MUST** be personal (connected to your first and last name) rather than that of a Single-Member LLC. This is a federal requirement.

Do not provide an EIN belonging to your Single-Member LLC.

The TIN you provide in this section must match with the W-9 you will provide in a later step.

The screenshot shows a registration form with a left-hand navigation menu containing: Addresses, Contacts, Insurance, Payment Information, Tax Information, and Certify & Submit. The main form area includes the following fields: 'have a DUNS number?' (checkbox), 'Legal Structure' (dropdown menu set to 'Individual/Sole Proprietor or Single-Member LLC'), 'Tax ID Number Type' (dropdown menu set to 'Employer Identification Number'), 'Tax ID Number' (text input field containing '000000000'), and 'Website' (text input field). A red box at the top left contains the text 'Legal Structure - Select Individual/Sole Proprietor or Single-Member LLC' with a red arrow pointing to the 'Legal Structure' dropdown. Another red box on the right contains the text 'Tax ID Number' with two red arrows pointing to the 'Tax ID Number Type' dropdown and the 'Tax ID Number' input field. Below the main form is a section titled 'Additional Questions' with a partially visible question: 'Is your organization a cons... government Agen...'. At the bottom left, there are links for 'Registration FAQ' and 'View History'.

### Additional Questions

Is your organization considered a Government Agency <sup>★</sup>

Select **No.**

Please provide a brief description of the good or service being provided to the CSU <sup>★</sup>

500 characters remaining

Provide a brief description of the service you will be providing for The CSU.

<sup>★</sup> Required to Complete Registration

← Previous

Next →

Save Changes

Click **Next.**



[Redacted]

Change Supplier

Registration **In Progress** for:  
The California State University

**4 of 8** Steps Complete

Welcome

Company Overview

**Business Details**

Addresses

Contacts

Insurance

Payment Information

Tax Information

Supplier Classifications

Certify & Submit

Registration FAQ | View History

## Business Details ?

The information on this page allows us to track important details about the products and services that you provide. Additionally, this data will be used to identify and communicate to you future sourcing opportunities with the California State University (CSU).

### Products and Services

No information is entered on the business details page for Single-Member LLCs.

Click **Next** to proceed to the next page.

★ Required to Complete Registration

< Previous

Next >

Save Changes

CSU The California State University

Registration > Manage Registration Profile

Change Supplier

Registration **In Progress** for:  
The California State University  
**4 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ⚠

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

### Addresses

Please enter all required addresses below for your organization for us route information and communication. Please include a full 9-digit zip code.

The physical address provided should be the business address as shown on the tax return. If without a phone number, please enter the address entered.

**Required Information**  
The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

**Add Address**

You will need to provide three address types:

- 1. Fulfillment** – Address where you would like to receive your Purchase Orders
  - Please include an email address to receive your purchase orders via email instead.
- 2. Physical** – your physical location/street address (cannot be a PO Box)
  - Your 1099 will be sent to the physical address.
- 3. Remittance** – Address where check payment should be sent
  - Even if you elect ACH direct deposit as your payment method later during registration, the CSU may still need to send your payment via check for various reasons. Please ensure this is an address where you reliably receive mail.

Click Add Addresses.

See next page for additional address guidance ↓

## Addresses

Please enter all required addresses below for your organization for us route information and communication correctly. Please click on the following [Link](#) to look up your full 9-digit zip code.

The physical address provided should be the business address as shown on the tax return. If withholding is applicable the 1099 will be sent to the physical address entered.

### Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical

Label your address.

No addresses have been entered

Add Address

## Add Address

### Basic Information (Step 1 of 3)

What would you like to label this address? \*

Home

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) \*

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

\* Required to Complete Registration

Next >

To use the same location for all 3 address types, click **Next**.

## Add Address

### Basic Information (Step 1 of 3)

What would you like to label this address? \*

Home

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) \*

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)

\* Required to Complete Registration

Next >

To use different locations for each address type, uncheck the boxes before clicking **Next**.



- Change Supplier
- Registration **In Progress** for: *The California State University*  
**4 of 8** Steps Complete
- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ⚠
- Contacts ✓
- Insurance ✓
- Payment Information ⚠
- Tax Information ⚠
- Supplier Classifications ⚠
- Certify & Submit

### Addresses

Please enter all required addresses below for your organization for a full 9-digit zip code.

The physical address provided should be the business address as entered.

#### Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#)

## Add Address

### Address Details (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address? \*

Email

Email Address \*

samspeaker@email.com

Confirm Email \*

samspeaker@email.com

Country \*

United States

Address Line 1 \*

123 Main St

Address Line 2

Address Line 3

City/Town \*

Long Beach

State/Province \*

California

Postal Code \*

90840

Example: 12345 or 12345-6789

Phone

ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

[← Previous](#)

[Next >](#)

Select the method you prefer for receiving purchase orders.

Complete the required email and address fields.

Click **Next**.

Change Supplier

Registration **In Progress** for:  
The California State University

**4 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

**Addresses** ⚠

Contacts ✓

Insurance ✓

Payment Information ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

## Addresses

Please enter all required addresses below for your organization with a full 9-digit zip code.

The physical address provided should be the business address entered.

### Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

No addresses have been entered

[Add Address](#)

## Add Address

### Primary Contact For This Address (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- Other (physical)
- Catalog
- Corporate
- Customer Care
- Sales

Contact Label \*

Sam Speaker

First Name \*

Sam

Last Name \*

Speaker

Position Title

Email \*

samspeaker@email.com

Phone \*

562-555-1234

ext.

International phone numbers must begin with +

Toll Free Phone

ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

< Previous

[Save Changes](#)

Enter the contact information for the **Primary Contact** for the address(es) you have added.

Click **Save Changes**.

## Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.

**CHECK:** A Check Payment Method is **REQUIRED** for all US-based suppliers. Many of our auxiliary organizations do not have the ability to pay via ACH. Please add a CHECK Payment Method, even if you prefer ACH. This will ensure you can receive payments from all of our non-ACH organizations as well.

**ACH:** ACH is optional but is the CSU's preferred method of payment; however, it is subject to verification and not all ACH requests will be approved. Bank accounts must belong to the person or business the CSU is transacting with. Payments cannot be issued to alternate payees. When approved, this payment type may expedite the payment. If not approved, you will be requested to add a Check payment method if you did not include one initially, and all payments will be issued via check instead.

If your Banking or Payment information ever changes please remember to update your profile. If ACH was initially not approved but you have changed banks, you can add your new ACH banking information and it will run through our verification application again.

### Required Information

At least one payment type is required to complete this section.

*No payment information has been entered.*

Add Payment Information ▾

Direct Deposit (ACH)

Check

Click **Add Payment Information** and select **Check** to add a CHECK payment method (**required**). Optionally add an **ACH** payment method as well.

If your Banking or Payment information ever changes please remember to update your profile. If ACH was initially not approved but you have changed banks, you can add your new ACH banking information and it will run through our verification application again.

**CHECK:** A Check Payment Method is **REQUIRED** for all US-based suppliers. Many of our auxiliary organizations do not have the ability to pay via ACH. Please add a CHECK Payment Method, even if you prefer ACH. This will ensure you can receive payments from all of our non-ACH organizations.

**ACH:** You have the option to add an ACH payment method as well. ACH is the CSU's preferred method of payment; however, it is subject to verification and not all ACH requests will be approved. Bank account must belong to the person or business the CSU is transacting with. Payments cannot be issued to alternate payees. When approved, this payment type may expedite the payment. If not approved, you will be requested to add a Check payment method if you did not include one initially, and all payments will be issued via check instead.

< Previous

Next >

Click **Next**.

CSU The California State University

Registration > Manage Registration Profile

Change Supplier

Registration **In Progress** for:  
The California State University  
**5 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

**Payment Information** ⚠

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

### Payment Information

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

**Required Information**  
At least one payment type is required to complete this section.

No payment information has been entered.

[Add Payment Information](#)

#### Add Payment Information

Payment Title \*

Country \*

Payment Type \*

Remittance Address \*

Currency \*

Active  Yes  No

\* Required to Complete Registration

[Save Changes](#) [Close](#)

[Next >](#)

For **Check** payment, complete the required information and select your remittance address.

Click **Save Changes**.

CSU The California State University

Registration > Manage Registration Profile

Change Supplier

Registration **In Progress** for:  
The California State University  
**6 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

**Payment Information** ✓

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

### Payment Information

Information on this page is used to determine how and where regarding payments including invoice, date, and amount. **ACH for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update it.

Title	Payment Type
Speaking Fee	Check

[Add Payment Information](#)

### Add Payment Information

Only associated countries are displayed.

Payment Title \* Speaking Fee

Country \* United States

Payment Type \* ACH

Remittance Address \* Home (Remittance)

Electronic Remittance Email \* samspeaker@email.com

Currency \* USD

Active  Yes  No

#### Bank Account

Country \* United States

Bank Name \* Generic Bank

Account Holder's Name \* Sam Speaker

Account Type \* Checking

Routing/Transit Number \* 121042882 What is this?  
WELLS FARGO BANK NA

Account Number \* 123456789000

Confirm Account Number \* 123456789000

Address Line 1 777 Banking Blvd

\* Required to Complete Registration

[Save Changes](#) [Close](#)

For **ACH** payment, complete the required information and select your remittance address.

Complete your **Bank Account** information.

Click **Save Changes**.



Change Supplier

Registration **In Progress** for:  
The California State University

**6 of 8** Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

**Payment Information**

Tax Information

Supplier Classifications

Certify & Submit

## Payment Information ?

Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount. **ACH is the CSU's preferred method of payment. The selection of this payment type may expedite the payment for the goods provided and/or services rendered.**

If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Title ▾	Payment Type	Currency	Active	
Speaking Fee	Check	USD	Yes	
Speaking Fee	ACH	USD	Yes	

[Add Payment Information ▾](#)

If your **Payment Information** needs to be updated, you can click the **Edit** button to reopen your payment details.

[< Previous](#)

[Next >](#)

CSU The California State University

Registration > Manage Registration Profile

Change Supplier

Registration **In Progress** for:  
The California State University  
**6 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

**Payment Information** ✓

Tax Information ⚠

Supplier Classifications ⚠

Certify & Submit

Registration FAQ | View History

### Payment Information

Information on this page is used to determine how and where regarding payments including invoice, date, and amount. *ACH for the goods provided and/or services rendered.*

If your Banking or Payment information changes please remember to update this information.

Title	Payment Type
Speaking Fee	Check
Speaking Fee	ACH

[Add Payment Information](#)

### Edit Payment Information

Only associated countries are displayed.

Payment Title \*

Country \*

Payment Type \* ACH

Remittance Address \*

Electronic Remittance Email \*

Currency \*

Active  Yes  No

#### Bank Account

Country \*

Bank Name \*

Account Holder's Name \*

Account Type \*

Routing/Transit Number \*  What is this?

WELLS FARGO BANK NA

Account Number \*

Confirm Account Number \*

Address Line 1

\* Required to Complete Registration

[Save Changes](#) [Close](#)

The **Edit Payment Information** pop-up allows you to edit your payment details or deactivate a payment method if it is no longer valid.



Change Supplier

Registration **In Progress** for:  
The California State University  
**6 of 8** Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Insurance

- Payment Information**
- Tax Information
- Supplier Classifications
- Certify & Submit

## Payment Information ?

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If your Banking or Payment information changes please remember to update your profile so there is no issue or delay with payment.

Title	Payment Type	Currency	Active	
Speaking Fee	Check	USD	Yes	<a href="#">Edit</a>
Speaking Fee	ACH	USD	Yes	<a href="#">Edit</a>

[Add Payment Information](#)

When you have completed your payment information, click **Next**.

[< Previous](#)

[Next >](#)

**Registration In Progress for:**  
The California State University  
**6 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

**Tax Information** ⚠

Supplier Classifications ⚠

Certify & Submit

### Tax Information

Tax documents are utilized to ensure appropriate reporting of payments and assessment of related tax withholdings, as applicable.

If required by the application, please upload a recent tax document from the options in the red drop-down box. The document must have been signed within the last calendar year (e-Signature is an acceptable alternative).

To download forms:  
[IRS W-9](#)  
[IRS W-8 BEN-E](#)  
[IRS W-8 BEN](#)

**Required Information**  
The following tax document are required to complete registration:

- W-9

No tax information has been entered

[Add Tax Document](#)

### Additional Questions

Potential Withholding Considerations

You will need to upload a **W-9**. This is required of ALL supplier types.

#### OPTIONS:

- If you already have a completed W-9 form, you can upload it on this page (must be IRS version 2018 or newer and signed within the last calendar year).
- If you do not already have a completed W-9 form, you can download a W-9 form from the IRS website to complete, then upload it on this page.
- Alternatively, the supplier portal offers a tool that will pre-populate a W-9 with your profile information that you can download, save, and then upload. When using this option, it is imperative that the information in your profile is accurate and aligned with IRS data.

Instructions for each option will follow.

**Registration In Progress for:**  
The California State University  
**6 of 8** Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

**Tax Information** ⚠️ **1** No tax information has been entered

Supplier Classifications ⚠️

Certify & Submit

### Tax Information

Tax documents are utilized to ensure appropriate reporting of payments and assessment of related tax

If required by the application, please upload a recent tax document from the options in the red drop-down calendar year (e-Signature is an acceptable alternative).

To download forms:  
[IRS W-9](#)  
[IRS W-8 BEN-E](#)  
[IRS W-8 BEN](#)

**Required Information**  
The following tax document are required to complete registration:  
- W-9

#### Additional Questions

Potential Withholding Considerations

### Add Tax Document

Tax Type \* W-9

Tax Document Name \*

Tax Document Year

Signature Status Not Signed

Tax Documentation \* **3**  Drop file to attach, or browse. Done ✓

Supplier Registration Retu  100% X

[Download Pre-populated Tax Document](#)

I certify this tax document

\* Required to Complete Registration **5**

**OPTION A:**  
**Upload existing completed W-9**

1. Click the **Add Tax Document** button
2. Enter a document name
3. Click the **Select file** button
4. Select the completed W-9 from your computer
5. Click **Save Changes**

**Registration In Progress** for:  
The California State University  
**6 of 8** Steps Complete

Welcome

Company Overview

Business Details ✓

Addresses ✓

Contacts ✓

Insurance ✓

Payment Information ✓

**Tax Information** ⚠️ *No tax information has been entered*

Supplier Classifications ⚠️ **Add Tax Document** ▼

Certify & Submit

### Tax Information

Tax documents are utilized to ensure appropriate reporting of payments and assessment of related tax withholdings, as applicable.

If required by the application, please upload a recent tax document from the options in the red drop-down box. The document must be from the current or previous calendar year (e-Signature is an acceptable alternative).

To download forms:  
[IRS W-9](#)  
[IRS W-8 BEN-E](#)  
[IRS W-8 BEN](#)

**Required Information**

The following tax document are required to complete registration:

- W-9

- OPTION B:**
- Download a W-9 form from the IRS website**
1. Click the blue “IRS W-9” hyperlink on the **Tax Information** page to go to the IRS W-9 website
  2. On the IRS website, click the “Form W-9” PDF link below *Current Revision*
  3. Download the form
  4. Fill out the form
  5. Save the form
  6. Return to the supplier registration **Tax Information** page and click the **Add Tax Document** button
  7. Enter a document name
  8. Click the **Select file** button
  9. Choose the form you saved in step 5
  10. Check the box “I certify this tax document” (this is required in lieu of your signature on the form)
  11. Click the **Save Changes** button

### Add Tax Document

Tax Type ★ W-9

Tax Document Name ★

Tax Document Year

Signature Status Not Signed

Tax Documentation ★  Drop file to attach, or browse.  ✓

Supplier Registration Retu  100% ×

[Download Pre-populated Tax Document](#)

I certify this tax document

★ Required to Complete Registration

**Tax Information** ?

Tax documents are utilized to ensure appropriate reporting of payments and assessment of related tax withholdings, as applicable.

If required by the application, please upload a recent tax document from the options in the red drop-down box. The document must have been signed within the last calendar year (e-Signature is an acceptable alternative).

To download forms:  
[IRS W-9](#)  
[IRS W-8 BEN-E](#)  
[IRS W-8 BEN](#)

**Required Information**  
 The following tax document are required to complete registration:  
 - W-9

No tax information has been entered

**1** Add Tax Document

**Additional Questions**  
 Potential Withholding Considerations

### Add Tax Document

Tax Type \* W-9

Tax Document Name \* **2**

Tax Document Year

Signature Status Not Signed

Tax Documentation \* **6**  Drop file to attach, or browse.

**3** [Download Pre-populated Tax Document](#)

**8**  I certify this tax document

\* Required to Complete Registration

**9**

- OPTION C:**  
**Use tool for pre-filled W-9 form**
1. Click the **Add Tax Document** button
  2. Enter a document name
  3. Click the **Download Pre-populated Tax Document** hyperlink
  4. The completed form will open on your computer
  5. Save this completed form to your computer
  6. Return to supplier registration and click the **Select file** button
  7. Choose the form you saved in step 5
  8. Check the box "I certify this tax document" (this is required in lieu of your signature on the form)
  9. Click the **Save Changes** button

## Tax Information ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

### Additional Questions

The following **REQUIRED** questions will help us determine State and Federal reporting or tax withholding.

Click the edit buttons to answer the following 2 questions:

Please select all types of services or payment types that apply for your organization \*

-

Edit

Please select the option that applies to your organization. \*

-

Edit

#### California State Tax Withholding Status

California State Tax Withholding Status \*

- Individual/Sole Prop/SM-LLC with CA residency
- Individual/Sole Prop/SM-LLC without CA residency
- Government (city, county, state, federal, tribal)
- Exempt/Non-Profit recognized by IRS or State of CA
- Company not registered to do business in CA (SOS)
- Company is registered to do business in CA (SOS)

Provide CA Entity ID (issued by SOS): \*

Please upload any documentation supporting your selection above

Select file

Drop file to attach, or browse.

#### Federal Income Tax Withholding Status

Complete the **Additional Questions** on the **Tax Information** Page.

Use the **Edit** buttons and **drop-down menus** to make your selections.

Scroll down.

**Federal Income Tax Withholding Status**

Sole Proprietors and Single-Member LLCs should answer as individuals.

Federal Income Tax Withholding Status \*

< Previous   **Next >**   Proceed to Certify and Submit >>   Save Changes

- US Citizen
- Foreign National with an EAD card
- Permanent Resident Alien with a Green Card
- NOT a US Citizen/No EAD card/No Green Card
- Incorporated Entity, Partnership, Non-Profit, Govt

Select one of the first 4 options from the dropdown menu.

Depending on your selection, additional options may appear. For example, if you have an EAD card or Green Card, buttons will appear to upload images of the card **(scroll down to see additional options that may have appeared)**.

Click **Next**.


Supplier Name:


Supplier Number:


Registration **In Progress** for:  
The California State University


**8 of 9** Steps Complete


Welcome


Company Overview 


Business Details 


Addresses 


Contacts 

Insurance 

Payment Information 

Tax Information 

**Additional Details** 

Supplier Classifications 

Certify & Submit

[Registration FAQ](#) | [View History](#)

## Additional Details

### CSU Affiliation

Are you a current or former Cal State University Student? \*

- Yes  
 No

Are you a current or former Cal State University/Auxiliary Employee? \*

- Yes  
 No

Select the appropriate answers.

Based on your selections, more fields may appear for you to complete.

★ Required to Complete Registration

[← Previous](#)

[Next >](#)

[Save Changes](#)

Supplier Number: [redacted]

Registration In Progress for:  
The California State University

**6 of 8** Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts
- Insurance
- Payment Information
- Tax Information
- Supplier Classifications**
- Certify & Submit

## Supplier Classifications

We are committed to supporting supplier diversity by doing business with a wide range of companies, including those certified as Small Business (SB) or Disabled Veteran Business Enterprise (DVBE). Your participation helps us achieve our organization's diversity goals. Please click the "Edit" button to select all certifications that apply to your business. If none are applicable, please select "None".

Please select the classifications that apply to your organization: \*

Edit

### Supplier Designation

Completion of the below section is *strictly voluntary*.

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and the purchasing department is prohibited from using this data to discriminate in awarding contracts for goods, services, construction and/or information technology. This information should be determined as follows:

Please select the classifications that apply to your organization: \*

Select All

- None
- CA-Disabled Veteran Business Enterprise (CA-DVBE)
- CA-Small Business/Micro Business (CA-SB/MB)
- CA-Small Business Public Works (CA-SBPW)
- CA-Contractors State License Board (CA-CSLB)
- CA-Seller's Permit (CA-SP)
- CA-Department of Industrial Relations (CA-DIR)
- US-Small Business (Fed-SB)

Done Close

In the Supplier Classifications section, click the **Edit button**.

- Select all that apply
- Based on your selections, more fields will appear for you to complete.

Click **Done**.

- Addresses ✓
- Contacts ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓

**Supplier Classifications** ⚠

Certify & Submit

[Registration FAQ](#) | [View History](#)

### Supplier Designation

Completion of the below section is **strictly voluntary**.

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race and gender (ERG) of business owners on all awarded contracts and procurements to the extent that the information has been voluntarily reported to the department. The awarding department is prohibited from using this data to discriminate or provide a preference in the solicitation or acceptance of bids, quotes, or estimates for goods, services, construction and/or information technology. This information shall not be collected until after the contract award is made.

The data you provide on this form should best describe the ownership of your business. Ownership of a business should be determined as follows:

- For a business that is a sole proprietorship, partnership, corporation, or joint venture at least 51 percent is owned by one or more individuals in a classification designated below or, in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more individuals in a designated classification, or
- For other business entities, the owner is the person controlling management and daily operations and who "owns" the business.

For purposes of this report, respond only if the business has its home office in the United States and which is not a branch or subsidiary of a foreign corporation, firm, or other business.

As defined in Public Contract Code Section 2051 (c)

Ethnicity

Edit

As defined by the Office of Management and Budget, Federal Register Notice, October 30, 1997, at <http://www.whitehouse.gov/omb/fedref/1997standards.html>

Race

Edit

Gender

Edit

As defined by Public Contract Code 1011 I(f)

Sexual Orientation

Edit

★ Required to Complete Registration

← Previous

Next >

Save Changes

Completing the Supplier Designation section is **strictly voluntary**. Please read the associated information. If you choose to complete this section, click the **Edit buttons** to make your selections.

Click Next.



[Redacted]  
Change Supplier

Registration **In Progress** for:  
*The California State University*  
**8 of 8** Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- Supplier Classifications ✓

**Certify & Submit**

[Registration FAQ](#) | [View History](#)

## Certify & Submit

Please type your initials in the box below acknowledging that you are a company official and that all information is correct. It is the Supplier's responsibility to ensure company information is accurate and that company information is kept current. Inaccurate company information may result in payment delays.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

Preparer's Initials *	<input type="text" value="SS"/>
Preparer's Name *	<input type="text" value="Sam Speaker"/>
Preparer's Title *	<input type="text" value="Self"/>
Preparer's Email Address *	<input type="text" value="samspeaker@email.com"/>
Today's Date	8/23/2024
Certification *	<input checked="" type="checkbox"/> I certify that all information provided is true and accurate.

★ Required to Complete Registration


Complete the fields on the Certify & Submit page and check the **Certification** box.

Click **Submit**.

Submit



## Thank You for Registering ?

 Registration Complete for ██████████!

### Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- Return to the homepage and check for any other outstanding tasks.
- Return to Registration Profile

You will receive a message indicating that your registration has been completed.

The message will include additional information and links for you to save as resources.

## RESOURCES

Login issues or technical problems, please contact [JAGGAER support](#).

Assistance with registration related issues: [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu)

[W-9 guidance](#)

State of California Franchise Tax Board [Guidelines for Determining Residency](#)

State of California Franchise Tax Board [Resident & Nonresident Withholding Guidelines](#)

IRS [Single-Member LLC information](#)

[CSU Supplier Registration Portal](#)

[CSU Supplier Portal Password Reset](#)