

CSU The California State University

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Supplier Portal

Creating an Invoice



Using [this link](#), login to the portal using your existing login information.



Welcome to the California State University's secure CSUBUY Supplier Portal!

Login or create an account below to access your profile.

Following registration, participating suppliers can maintain their profile information, access sourcing events, review purchase orders, and create and submit electronic invoices within the portal.

Enter your email to Login/Create Account

English ▼

Next

Email

JAGGAER SUPPLIER NETWORK

Home ▸ Supplier Portal Home

Your password will expire in 12 days. [Click here to change your password.](#)

JAGGAER

Find Invoice

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s) [?](#)

Multiple values can be separated by a comma(,).

Need Assistance?

Help

Search for [?](#)

[Browse the Table of Contents](#)

Training

[Online Training and Support](#)

Supplier Contact

Name:

Title:

Email:

Phone:

JAGGAER Support

Still have questions? [Contact Us](#)

Benchmarking

To learn more about SmartProcure, [click here](#)

Contracts

Home

Orders

Catalogs and Contracts

Suppliers

Sourcing

Reporting

Tools

Administer

Setup

Menu Search

JAGGAER Network ID

[Manage catalogs and price files for your JAGGAER customers](#)

[View Your Company's Network Profile](#)

[Manage Customer Registrations](#)

[Send New User Registration Request](#)

Create Invoice / Credit Memo

[Import Invoice](#)

Type Invoice Credit Memo

Invoice No.

Invoice Date [?](#)

mm/dd/yyyy

Customer

PO Number

Currency

[Create](#)

Customer Portal Access

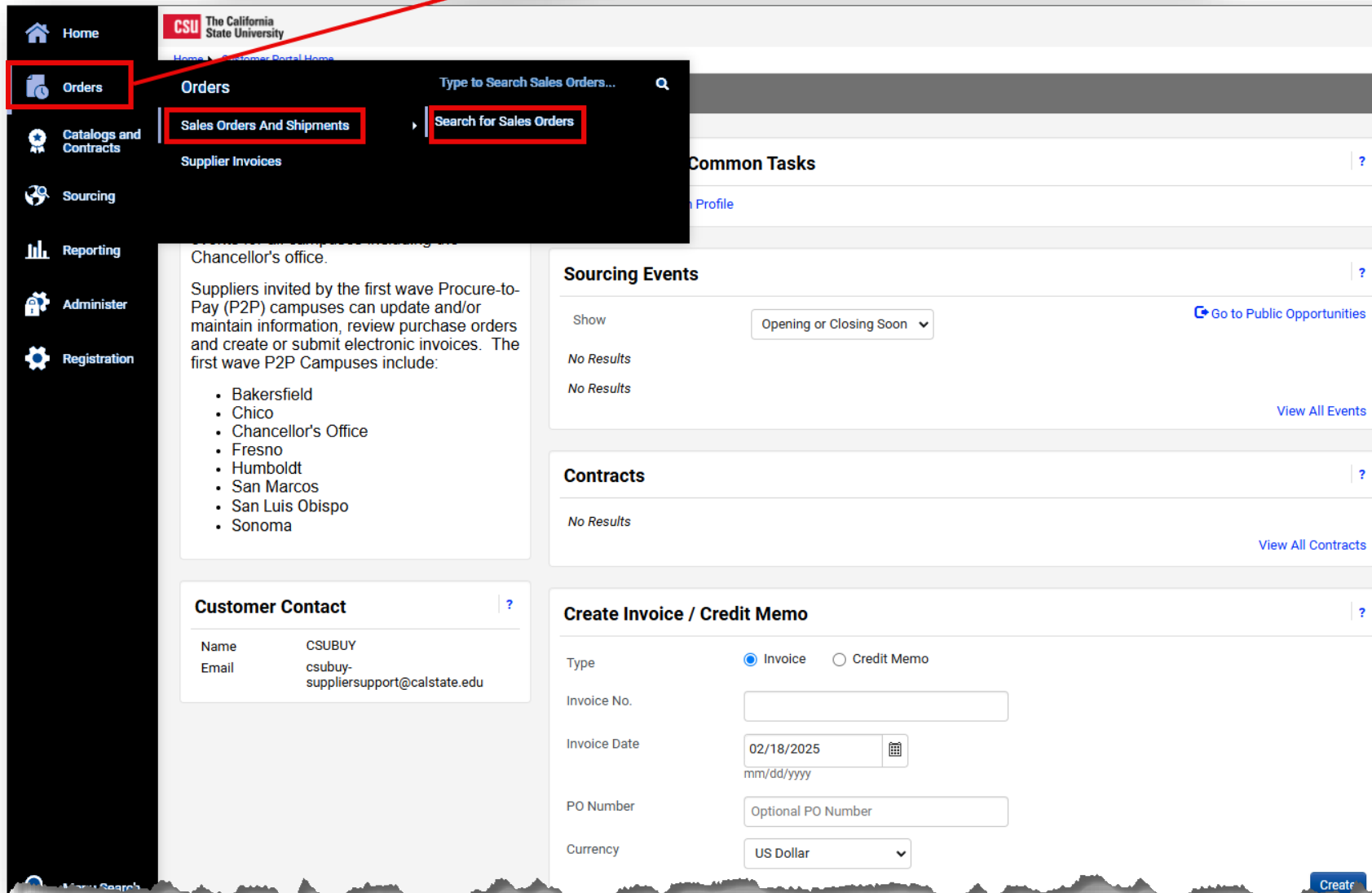
Customer	Registration Status	Customer Contact
The California State University	Complete	CSUBUY

[View All Registrations](#)

Click to enter The CSU portal

[The California State University](#)

Select: Orders > Sales Orders And Shipments > Search for Sales Orders



NOTE:

To create invoices:

- PO Delivery method must be set to Email, **and**
- user permissions must be “manage all portal activities” **or include** “Create Sales Invoices/ Credit Memos.”

If you are not seeing the **Orders** section, please reach out to the Admin on your company’s supplier profile. They may reference the [User Management guide](#) to learn how to add the permission to your user access.

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Orders > Sales Orders And Shipments > Search for Sales Orders

Your password will expire in 11 days. [Click here to change your password](#)

Search Sales Orders

Quick Filters

Acknowledgement Status 2

Pending

Commodity Code 1

105001 1

150021 1

160001 1

2150055

2150076

Created Date: Last 90 days Quick search Add Filter Clear All Filters 20 Per Page

1-2 of 2 Results

Sales Order Number	PO Number	Created Date/Time	Supplier	Fulfillment Center	Owner	Acknowledgement Status	Advanced Ship Status	Total Amount
2150055	240002908T	2/18/2025 8:40:14 PM		Network Fulfillment Center 1		Pending		2,319.13 USD
2150076	240002907T	2/18/2025 8:39:47 PM		Network Fulfillment Center 1		Pending		24,000.00 USD

Click the Sales Order Number

Click **Create > Invoice**

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Your password will expire in 11 days. [Click here to change your password.](#)

Sales Order • 2150055 Revision 0

Add Note Create... 1 of 2 Results

Status Summary Revisions 1 PO Documents Invoices Order Acknowledgments Advance Ship Notices History

General Information	Shipping Information	Billing Information
Priority: Normal	Ship To	Bill To
Sales Order No.: 2150055	Chico, CA 95929 United States	Chico, CA 95929 United States
Sales Order Create Date: 2/18/2025		
PO/Reference No.: 240002908T		

Details

Sales Order Number: 2150055 Revision 0

External PO Reference Number: 240002908T

Supplier Name

- Home
- Orders
- Catalogs and Contracts
- Sourcing
- Reporting
- 2nd Tier Reporting
- Administer
- Registration

Your password will expire in 11 days. [Click here to change your password.](#)

Invoice • 3045288

- Entry
- Summary
- Messages
- Attachments
- History

Buyer Voucher Number: no value

Invoice Date: 2/19/2025
mm/dd/yyyy

Due Date: 3/21/2025

Supplier Name: [Redacted]

Invoice Number: [Empty Field] ● Required

Currency: US Dollar

Purchase Order Number: 2150055

Customer: The California State University

Paid Date: no value

Payment Cancel Date: no value

Discount, Tax, Shipping & Handling

Remit To
 kara bush
 136 palos verdes blvd
 redondo beach, California 90277
 United States
 Email karajbush@gmail.com
 Phone 1-909-2603906-

Complete required fields

Select alternate remit address, if you have multiple in your profile

Check box to add details for tax, shipping, or discount

Scroll down to view the PO line items and make adjustments as necessary (delete rows for later invoicing, change quantity, change unit price)

3 Lines

240002908T

Line	Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	✓	1	Goods and Services Request		EA	1,000.00	2	2,000.00	🗑
2	✓	2	Goods and Services Request		EA	25.00	2	50.00	🗑
3	✓	3	Goods and Services Request		LO	100.00	1	100.00	🗑

Optional:
upload PDF of
invoice

The screenshot shows a web interface for managing an invoice. At the top, there are navigation buttons: 'Simple', a printer icon, a help icon, an ellipsis, 'Add Invoice Image', 'Complete', and 'Save'. The main content area is divided into sections: 'Summary' with a red error message 'Correct these issues. You are unable to proceed until addressed.' and a link for 'Required: Invoice Number'; 'The California State University' section with an 'Invoice Image' area containing two PDF links: 'Supplier Search Tips.pdf' and 'New Supplier Decision Tree.pdf'; a 'Total (2,150.00 USD)' section with a table of line items; and 'Related Documents' with a link for 'Sales Order: 2150055'. On the left side, there is a table with columns for 'Ext. Price' and a trash icon, containing three rows with values 2,000.00, 50.00, and 100.00. Two red callout boxes are present: one on the left pointing to the 'Add Invoice Image' button, and one on the right pointing to the 'Complete' and 'Save' buttons.

Complete: to submit
invoice

Save: save invoice for later
(will not be submitted until
you click Complete)

Your password will expire in 11 days. [Click here to change your password.](#)

✓ Invoice Submitted

Summary

Invoice number **C002000T**

Invoice Status **Pending**

Supplier Invoice No. **2123**

Invoice name **[REDACTED]**

Invoice date **2/19/2025**

Invoice total **2,150.00 USD**

Number of line items **3**

Create Invoice / Credit Memo

Type Invoice Credit Memo

Invoice No.

Invoice Date

mm/dd/yyyy

PO Number

Currency

Create

Review invoices any time:
Orders > Supplier Invoices > Search for Supplier Invoices

The screenshot shows the CSU navigation menu. The 'Orders' menu item is highlighted with a red box. A sub-menu is open, and the 'Supplier Invoices' item is highlighted with a red box. Within the 'Supplier Invoices' sub-menu, the 'Search for Supplier Invoices' option is highlighted with a red box. Other menu items include Home, Catalogs and Contracts, Sourcing, Reporting, Administer, and Registration.

The screenshot shows the 'Search Supplier Invoices' page. The breadcrumb trail is 'Orders > Supplier Invoices > Search for Supplier Invoices'. A notification at the top states 'Your password will expire in 11 days. Click here to change your password.' The page title is 'Search Supplier Invoices'. On the left, there are 'Quick Filters' for Brand (No Brand) and Commodity Code (105001, 150021, 170003). The main table shows 1-1 of 1 Results. A callout box labeled 'Your invoice #' points to the 'Supplier Invoice Number(s)' column. Another callout box labeled 'Date Paid' points to the 'Paid Date' column.

Supplier Invoice Number(s)	Invoice Number	Customer Name	Invoiced/Created By	PO Number	Supplier Invoice Date	Created Date/Time	Invoice Source	Invoice Type	Due Date	Paid Date	Discount Amount	Total Amount
2123	C002000T	The California State University	System	240002908T	2/19/2025	2/19/2025 11:32:54 AM	Supplier Portal	PO Invoice	3/21/2025		0.00 USD	2,150.00 USD

RESOURCES

CSUBUY [Supplier Resources](#)

Login issues or technical problems: [Chat](#) or [Submit a Case](#) or [Call](#)

Assistance with registration related issues: csubuy-suppliersupport@calstate.edu

CSU [Supplier Portal](#)

[Reset your password](#)