

CSU The California State University

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Supplier Registration

For Non-US based entities



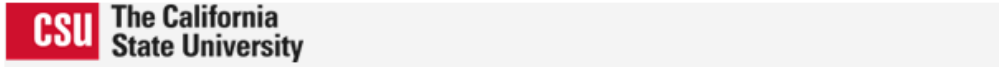
Supplier Portal Invitation from The California State University



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.

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

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.



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 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 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, csbuy-suppliersupport@calstate.edu, and 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



Your Contact Info

First Name ★

Last Name ★

Title

ext.

Phone Number ★

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**.

...provide the details below.

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 for assistance. **POWERED BY JAGGAER**

Welcome to Supplier Registration ?

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

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.

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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](#)

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 - One from CSUBUY via 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 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, csubuy-suppliersupport@calstate.edu, and 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 legal records.

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 ⚠

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 * ? United States

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

Legal Structure * ? Individual/Single-Member LLC

Doing Business As (DBA)

If applicable, payment will be issued to the DBA name.

Country of Origin

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

Does your business have a DUNS number?

For more information on DUNS numbers, please visit www.dnb.com

Legal Structure - Select Non-US Based Entity

Tax Information ⚠
Supplier Classifications ⚠

Legal Structure must align with Box 3a of your W-9, unless you are a Foreign Individual or Non-US Based Entity.
For more information about business structures, please visit <https://www.irs.gov/businesses/small-businesses-self-employed/business-structures>

Legal Structure * ⓘ Non-US Based Entity ▼

Tax ID Number: Please do not include dashes

Tax ID Number

Website

Additional Questions

Tax ID Number

Not all foreign entities have a US Tax ID Number. *This field is not required*, but if you do have one you should enter it. Do not enter foreign tax numbers in this field.

Additional Questions

Is your organization considered a Government Agency [★]

Select **No.**

Please provide a brief description of the good or service being provided to the CSU [★]

500 characters remaining

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

[★] Required to Complete Registration

◀ Previous

Next ▶

Save Changes

Click **Next.**



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

1 of 7 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Insurance

Payment Information

Tax Information

Certify & Submit

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

NAICS Codes *

No Primary NAICS Code Selected

Edit

Commodity Codes *

-

Edit

Select the codes that apply to your company.

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

★ Required to Complete Registration

< Previous

Next >

Save Changes



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 us route information and commu full 9-digit zip code.

The physical address provided should be the business address as shown on the tax return. If withho entered.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance


No addresses have been entered

[Add Address](#)

Click Add Addresses.

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 tax documents will be sent to the physical address.
- 3. Remittance** – Address where check *payment should be sent*
 - Outside of the United States, the CSU can only mail checks to Canada. The system still requires you to provide a remittance address even if you are outside of the US and Canada and have a payment method other than check.

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? *

Corporate

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? *

Corporate

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

Registration FAQ | View History

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**.

CSU The California State University

Registration > Manage Registration Profile

Addresses

Please enter all required addresses below for your organization 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 *

First Name *

Last Name *

Position Title

Email *

Phone *

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

[< Previous](#) [Save Changes](#)

The only **REQUIRED** contact is for **Sales**. If you do not mark the "Sales" box and add Sales contact info here, you will be asked to add a Sales contact in the next screen.

Feel free to add other contact types as applicable.

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 use the 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 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.

If your Banking or Payment information ever changes please remember to update your profile. If ACH was initially not approved but you have changed bank information, 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)(ACH)

Check

Wire Transfer

< Previous

Next >

CHECK: A Check Payment Method can only be used for Canada.

ACH: Must be a US-based bank account. ACH banking information is subject to verification and not all ACH requests will be approved. Bank account must belong to the person or business the CSU is engaging with. Payments cannot be issued to alternate payees.

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

WIRE: This is the **preferred payment method** for foreign suppliers who do not have a US-based bank account.

Click **Add Payment Information** and choose a payment method.

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. Remember, checks can only be sent to the US and Canada.

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. **ACH can only be processed for US-based bank accounts.**

Click **Save Changes**.

Add Payment Information

Only associated countries are displayed.

Payment Title *

Country *

Payment Type * Wire Transfer

Remittance Address *

Electronic Remittance Email

Currency *

Contact Name

Purpose

200 characters remaining

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

Account Number Type *

* Required to Complete Registration

Save Changes Close

WIRE is the preferred payment method for foreign suppliers. 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?

Account Number * WELLS FARGO BANK NA

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.



[Redacted]
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

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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	<input type="button" value="Edit"/>
Speaking Fee	ACH	USD	Yes	<input type="button" value="Edit"/>


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


Registration Complete for:
The California State University


Welcome

Company Overview 

Business Details 

Addresses 

Contacts 

Insurance 


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](#)

No tax information has been entered

Add Tax Document 

W-8BEN-E

You have the option to upload an IRS **W-8BEN-E**. If you do not upload one now, you may be asked to do so at a later date.

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**

Using the dropdown menu, select "Incorporated Entity, Partnership, Non-Profit, Govt."

Click **Next**.

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 products, services, construction and/or information technology. This information is used for reporting purposes only. The purchasing department is prohibited from using this data to discriminate in awarding contracts. The 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.



Thank You for Registering ?

 Registration Complete for [REDACTED]

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

IRS [W-8BEN-E information](#)

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

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

IRS [NRA withholding information](#)

IRS [Income Tax Treaty information](#)

[CSU Supplier Registration Portal](#)

[CSU Supplier Portal Password Reset](#)