

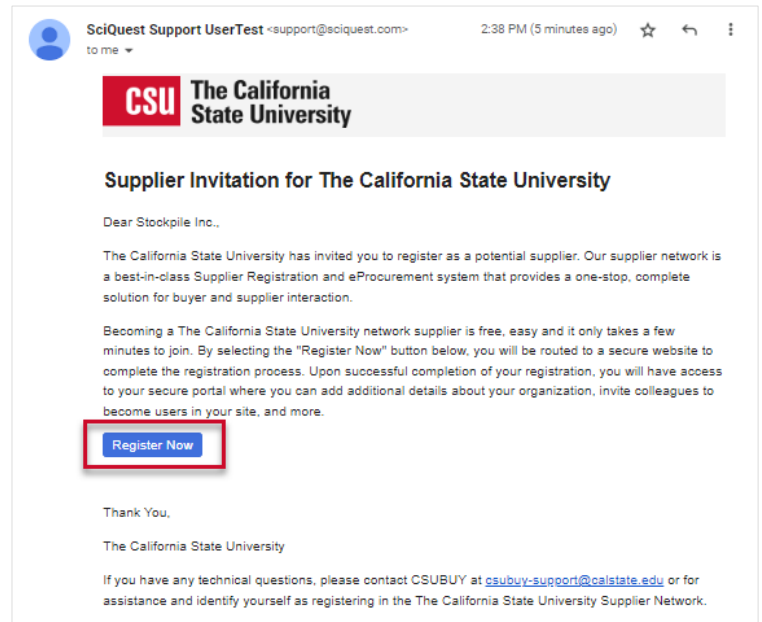
# Responding to a Registration Invitation



Learn how to register as a supplier. You will need 10-20 minutes to complete this process.

## REGISTERING AS A SUPPLIER

1. Upon receiving the Supplier Invitation for The California State University supplier portal, select the **Register Now** button to begin your supplier registration. Be sure to use the Register Now button from the email instead of creating an account directly in the system. This will help ensure that duplicate registrations do not occur in the system.
2. From the menu review the Registration Checklist for items you will need before beginning your registration.
3. Optionally, review the Registration FAQ and Registration Tutorial.
4. Once you have all the required information, select **Continue with Registration**.
5. Complete your contact information and login details. Any field with an asterisk is a required field.
6. Select **Create Account**.
7. From your Manage Registration Profile Welcome page select **Next** to continue with your registration. Selecting Next will save your changes and take you to the next page.
8. Complete the fields on the Company Overview page and then select **Next**.
9. Complete the Business Details page and then select **Next**.
10. From the Address page the blue highlighted area identifies the required information. Enter the required information and then select **Next**.



### Required Information

The following address types are required to complete registration:

- Fulfillment
- Physical
- Remittance

11. Some steps, such as Contacts, Insurance, and Payment Information, in the registration process may be optional (these are noted by a green check mark when the process is started). Review these areas to add and edit additional information.
12. Complete the Tax Information page and then select **Next**.
13. From the Supplier Classifications page complete the fields on the page, then select **Next**.
14. Lastly, complete the fields on the Certify & Submit page and then select **Submit**.