CSU | The California State University

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Requesting a New Supplier

Before requesting a new supplier:

1. Perform a search – see Supplier Search Tips
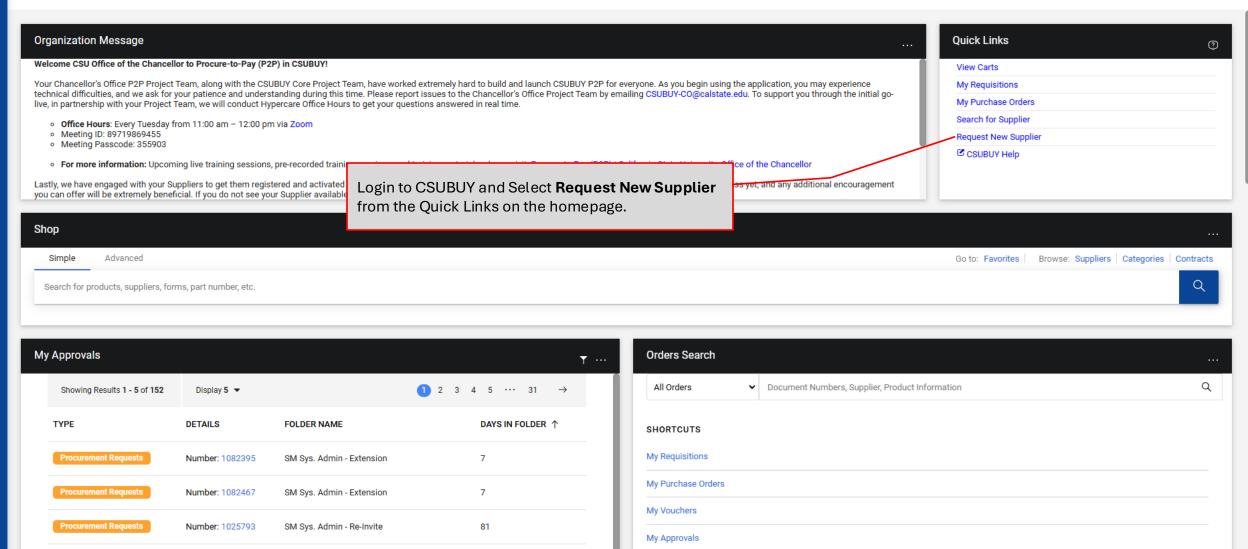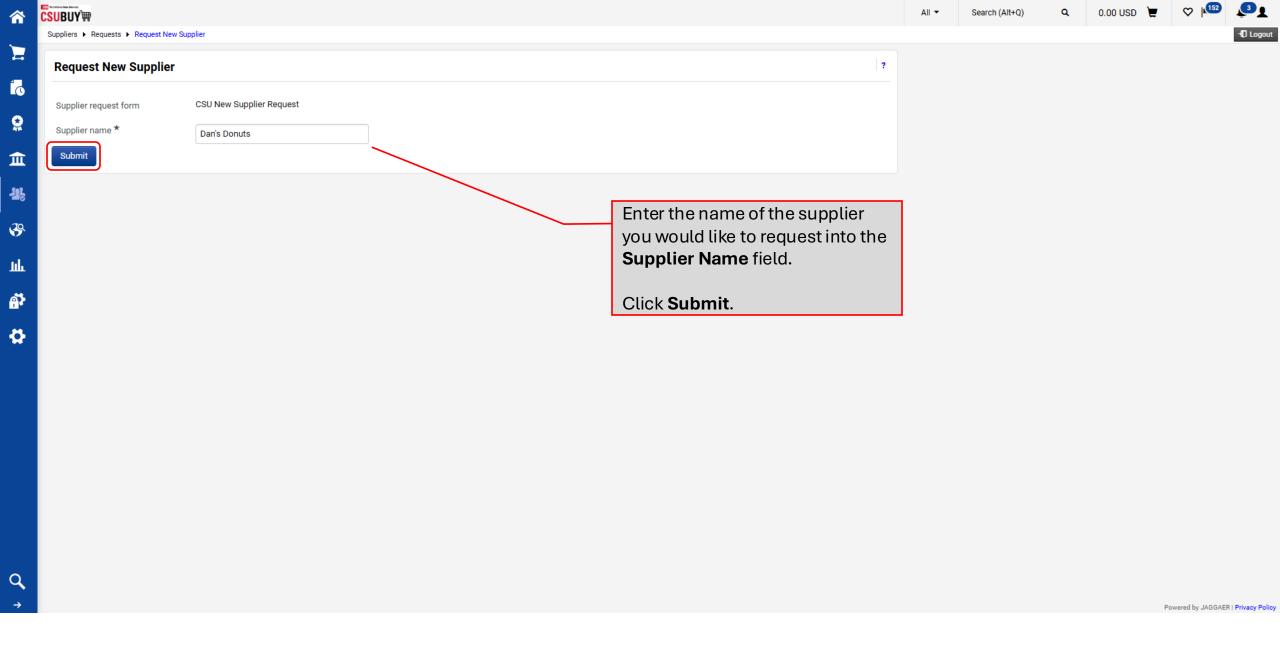2. Review New Supplier Decision Tree

Organization Message   ...

Welcome CSU Office of the Chancellor to Procure-to-Pay (P2P) in CSUBUY!

Your Chancellor's Office P2P Project Team, along with the CSUBUY Core Project Team, have worked extremely hard to build and launch CSUBUY P2P for everyone. As you begin using the application, you may experience technical difficulties, and we ask for your patience and understanding during this time. Please report issues to the Chancellor's Office Project Team by emailing CSUBUY-CO@calstate.edu. To support you through the initial go-live, in partnership with your Project Team, we will conduct Hypercare Office Hours to get your questions answered in real time.

- **Office Hours**: Every Tuesday from 11:00 am – 12:00 pm via Zoom
  - Meeting ID: 89719869455
  - Meeting Passcode: 355903

- **For more information:** Upcoming live training sessions, pre-recorded trainings and ... Procure-to-Pay (P2P) | California State University, Office of the Chancellor

Lastly, we have engaged with your Suppliers to get them registered and activated... ss yet, and any additional encouragement you can offer will be extremely beneficial. If you do not see your Supplier available...

Quick Links   ?

View Carts

My Requisitions

My Purchase Orders

Search for Supplier

Request New Supplier

⬚ CSUBUY Help

> Login to CSUBUY and Select **Request New Supplier** from the Quick Links on the homepage.

Shop   ...

Simple   Advanced   Go to: Favorites   Browse: Suppliers | Categories | Contracts

[Search for products, suppliers, forms, part number, etc.]   🔍

My Approvals   ▼ ...

Showing Results **1 - 5** of **152**   Display **5** ▼   ① 2 3 4 5 ⋯ 31 →

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Procurement Requests	Number: 1082395	SM Sys. Admin - Extension	7
Procurement Requests	Number: 1082467	SM Sys. Admin - Extension	7
Procurement Requests	Number: 1025793	SM Sys. Admin - Re-Invite	81

Orders Search   ...

| All Orders ▼ | Document Numbers, Supplier, Product Information | 🔍 |

SHORTCUTS

My Requisitions

My Purchase Orders

My Vouchers

My Approvals

CSUBUY

All ▾   Search (Alt+Q)   0.00 USD   152   3

Logout

Request New Supplier   ?

Supplier request form	CSU New Supplier Request
Supplier name *	Dan's Donuts

Submit

Enter the name of the supplier you would like to request into the **Supplier Name** field.

Click **Submit**.

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Logout

My Supplier Requests

Dan's Donuts

Template	**CSU New Supplier Request**
Request Status	**Incomplete**

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

🖶 Print Request | History | **?**

Instructions

Use this form to:

- Request the setup of a new supplier for purchases and/or payments.
- Request the setup of a Contract-only profile when no payment will be issued.

DO NOT use this form to register CSU Employees or Students, or reimbursement-only suppliers.

Additional Information for New Supplier Setup

FULL SUPPLIER PROFILE TO ISSUE PAYMENT:

Requests to setup a new supplier will require the supplier to complete a registration and provide important information such as legal structure, company financials and tax. **Please provide an email for a supplier contact who can accurately complete these details.** This component is key to expedite the registration process. Please contact your supplier's representative to ensure that they can provide this information. If they can't, they should be able to provide you with the email address of someone who can.

The submitted request will be evaluated to identify whether the supplier should be invited to register into the CSU Supplier Master. The evaluation may result in:

- A recommended alternative CSU Supplier who can provide the goods and/or services requested
- Adding the requested supplier into the CSU Supplier Master
- Rejection of the requested supplier into the CSU Supplier Master if the supplier already exists, if the information provided is not sufficient to evaluate the supplier, or if the validation of the supplier information deems the supplier should not be added.

For questions contact your Campus Supplier Administrator.

CONTRACT-ONLY SUPPLIER PROFILE:

A Contract-only supplier profile is used only when the engagement does not result in an exchange of money.

- The information required from the supplier is minimal.
- A supplier search should be performed first to ensure that a full supplier profile does not already exist, as a contract-only transaction *can* occur using a fully-onboarded supplier.

Next ›
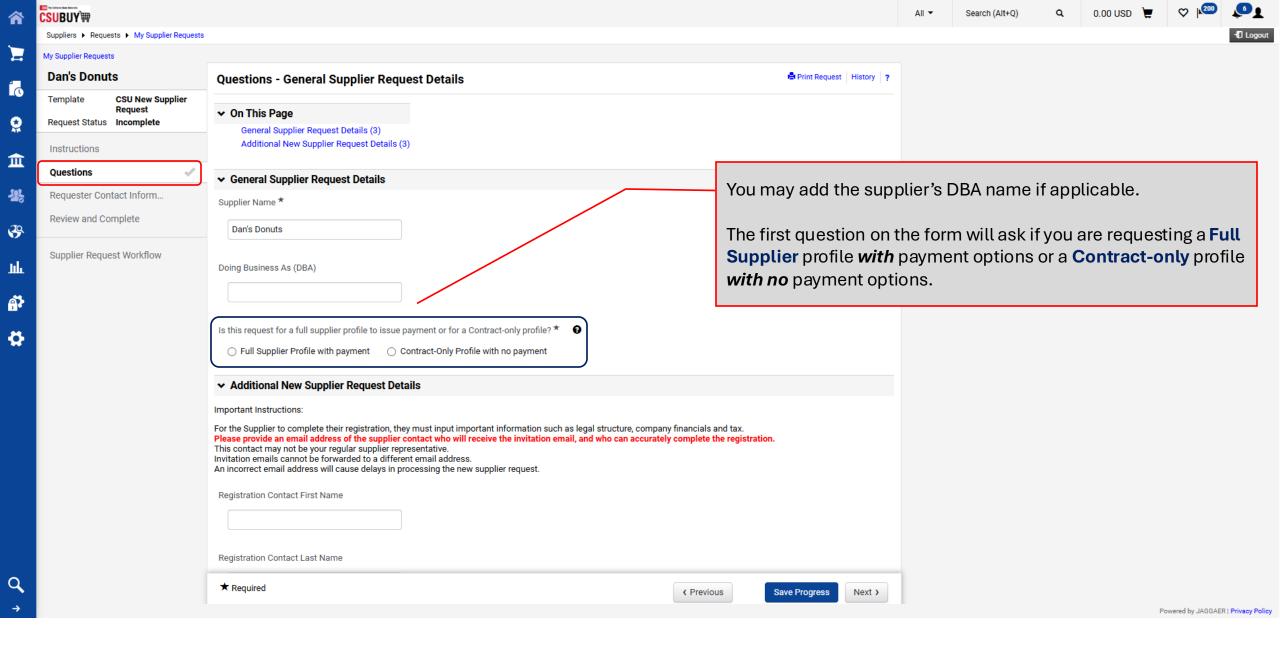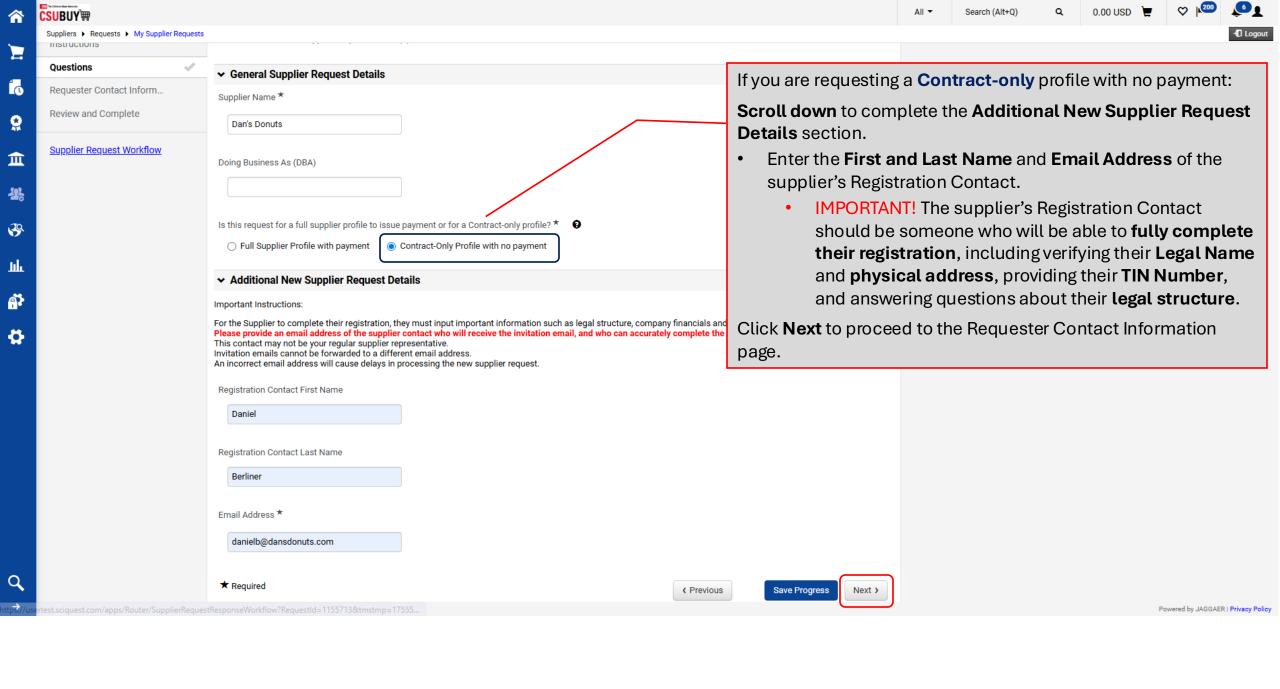
The New Supplier Request form will open.

Read the form **Instructions** carefully before continuing, including the information regarding **Full Supplier** profiles vs. **Contract-only** Supplier profiles.

Click **Next**.

My Supplier Requests

Dan's Donuts

Template	**CSU New Supplier Request**
Request Status	**Incomplete**

Instructions

Questions ✓

Requester Contact Inform…

Review and Complete

Supplier Request Workflow

Questions - General Supplier Request Details

🖶 Print Request   History   **?**

⌄ On This Page

General Supplier Request Details (3)

Additional New Supplier Request Details (3)

⌄ General Supplier Request Details

Supplier Name ★

Dan's Donuts

Doing Business As (DBA)

Is this request for a full supplier profile to issue payment or for a Contract-only profile? ★   ❓

◯ Full Supplier Profile with payment   ◯ Contract-Only Profile with no payment

⌄ Additional New Supplier Request Details

Important Instructions:

For the Supplier to complete their registration, they must input important information such as legal structure, company financials and tax.
Please provide an email address of the supplier contact who will receive the invitation email, and who can accurately complete the registration.
This contact may not be your regular supplier representative.
Invitation emails cannot be forwarded to a different email address.
An incorrect email address will cause delays in processing the new supplier request.

Registration Contact First Name

Registration Contact Last Name

★ Required

‹ Previous   **Save Progress**   Next ›

You may add the supplier's DBA name if applicable.

The first question on the form will ask if you are requesting a **Full Supplier** profile *with* payment options or a **Contract-only** profile *with no* payment options.

Logout

Instructions

Questions ✓

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

General Supplier Request Details

Supplier Name *

Dan's Donuts

Doing Business As (DBA)

Is this request for a full supplier profile to issue payment or for a Contract-only profile? * ?

○ Full Supplier Profile with payment   ● Contract-Only Profile with no payment

Additional New Supplier Request Details

Important Instructions:

For the Supplier to complete their registration, they must input important information such as legal structure, company financials and
Please provide an email address of the supplier contact who will receive the invitation email, and who can accurately complete the
This contact may not be your regular supplier representative.
Invitation emails cannot be forwarded to a different email address.
An incorrect email address will cause delays in processing the new supplier request.

Registration Contact First Name

Daniel

Registration Contact Last Name

Berliner

Email Address *

danielb@dansdonuts.com

★ Required

‹ Previous   Save Progress   Next ›

If you are requesting a **Contract-only** profile with no payment:

Scroll down to complete the **Additional New Supplier Request Details** section.

- Enter the **First and Last Name** and **Email Address** of the supplier's Registration Contact.
  - IMPORTANT! The supplier's Registration Contact should be someone who will be able to **fully complete their registration**, including verifying their **Legal Name** and **physical address**, providing their **TIN Number**, and answering questions about their **legal structure**.

Click **Next** to proceed to the Requester Contact Information page.

Doing Business As (DBA)

Is this request for a full supplier profile to issue payment or for a Contract-only profile? * ❓

● Full Supplier Profile with payment ○ Contract-Only Profile with no payment

∨ Full Supplier Profile Information

Which campus is requesting this new supplier? *

○ Bakersfield ○ Chico ○ Fresno ○ Humboldt ● Office of the Chancellor ○ San Luis Obispo ○ San Marcos ○ So...

Which Office of the Chancellor business unit needs to use this new supplier? ❓

☐ COXDN - CSU Foundation P2P ☑ COXSU - CSU Offc of the Chancellor P2P ☐ COXMA - CSU Risk Mgmt Authority P2P

Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days? *

○ Yes ● No

Select the type of products and/or services the supplier will provide *

☐ Supplier will provide a service remotely. ☐ Supplier will provide a service, labor, or installation on campus/in California. ☑ Supplier will provide goods. ☐ Supplier will create custom goods (commissioned art, floral arrangeme

Provide additional details of the products and/or services the supplier will provide you. *

Six dozen donuts weekly for outreach programs

1955 characters remaining

Does the supplier have a pre-existing personal relationship with an employee of the University? (Relative, current or former employee, etc.) *

○ Yes ● No

★ Required

‹ Previous   **Save Progress**   Next ›

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If you are requesting a **Full Supplier** profile with payment:

Complete the **Full Supplier Profile Information** section.

- Check the box next to *your campus*.
- Select *only* the business unit(s) that needs to use the supplier *now*.
- Indicate whether you *need* to use the supplier for a PO or Invoice payment in the next 1-2 business days.
- Check the box(es) that apply to *your engagement* with the supplier:
  - Remote services (performed *outside* of California)
  - Services performed *in* California
  - Goods
  - Custom goods
- Provide a brief description of your engagement with the supplier in the **additional details** text box.
- If the supplier *does* have a pre-existing personal relationship with an employee of the University, select **Yes** to open a text box to enter a description of the relationship.

Scroll down to complete the **Additional New Supplier Request Details** section.

Select the type of products and/or services the supplier will provide ★

☐ Supplier will provide a service remotely.
☐ Supplier will provide a service, labor, or installation on campus/in California.
☑ Supplier will provide goods.
☐ Supplier will create custom goods, commissioned art, floral arrang...

Provide additional details of the products and/or services the supplier will provide you. ★

Six dozen donuts weekly for outreach programs

1955 characters remaining

Does the supplier have a pre-existing personal relationship with an employee of the University? (Relative, current or former employee, etc.) ★

○ Yes   ● No

∨ Additional New Supplier Request Details

Important Instructions:

For the Supplier to complete their registration, they must input important information such as legal structure, company financials and tax.
Please provide an email address of the supplier contact who will receive the invitation email, and who can accurately complete the registration.
This contact may not be your regular supplier representative.
Invitation emails cannot be forwarded to a different email address.
An incorrect email address will cause delays in processing the new supplier request.

Registration Contact First Name

Daniel

Registration Contact Last Name

Berliner

Email Address ★

danielb@dansdonuts.com

★ Required   ‹ Previous   Save Progress   Next ›

Complete the **Additional New Supplier Request Details** section:

• Enter the **First and Last Name** and **Email Address** of the supplier's Registration Contact.

  • IMPORTANT! The supplier's Registration Contact should be someone who will be able to **fully complete their registration**, including providing their **Tax Identification Number**, **banking information**, and answering questions about their **legal structure** and their **CA Secretary of State registration status** when applicable.

Click **Next** to proceed to the Requester Contact Information page.

My Supplier Requests

Dan's Donuts

Template	**CSU New Supplier Request**
Request Status	**Incomplete**

Instructions

Questions ✔

Requester Contact Infor...

Review and Complete

Supplier Request Workflow

🖶 Print Request | History | ?

Requester Contact Information

Requester Name:	**Margot Martin**
Requester Email:	**fbcfsprq@calstate.edu**
Requester Phone Number:	**None**
Requester Business Unit:	**CSU Offc of the Chancellor P2P**

‹ Previous | Next ›

The Requester Contact Information section will contain your contact information.

Click **Next**.

My Supplier Requests

Dan's Donuts

Template	CSU New Supplier Request
Request Status	**Incomplete**

Instructions

Questions ✓

Requester Contact Inform…

Review and Complete

Supplier Request Workflow

Review and Complete

🖶 Print Request | History | ?

✓ Required fields complete

Section	Progress
Instructions	✅ No Required fields
Questions	✅ Required fields complete
Requester Contact Information	✅ No Required fields

Certification

☑ I certify that the statements and information in this request are true and correct to the best of my knowledge and belief.

★ Required

‹ Previous   **Complete Request**

The Review and Complete section will display whether you have completed all required fields on the form.

Once you have completed your review of this section, **check the certification box.**

Click **Complete Request.**

Supplier Lifecycle

Form Status:
Under Review

New Supplier Request form submitted

SM Campus Admin Approval

Form Status:
Under Review

Form Status:
Approved
Profile Status:
None

SM System Admin Approval

Invitation sent to supplier

Profile Status:
Invited

Profile Status: **In Progress**

Supplier accepts invitation

Supplier completes and submits registration

Profile Status:
Profile Complete

Profile Status:
Approved

SM System Admin Approval

All ▾   Search (Alt+Q)   0.00 USD   152   3

Logout

My Supplier Requests

▾ Filter Supplier Requests

Requested Supplier, Template Name

Request Status *   ☐ Approved   ☑ Incomplete   ☐ Rejected
☑ Returned   ☑ Under Review   ☐ Completed

Include public Supplier request form?   ☐

Apply

You will see your submitted New Supplier Request form listed on the **My Supplier Requests** page.

As you request multiple new suppliers, your requests will all be listed on this page and you can **filter** your requests by supplier name or by the current status of the request forms.

Requested Supplier △	Template △	Request Status △	Workflow Step △	Workflow Assignee	Status Last Updated ▾	Created △	Supplier Profile	Registration Status	
🔒 Dan's Donuts	CSU New Supplier Request	Under Review	SM Campus Admin Review	–	3/4/2025 4:54 PM	3/4/2025 3:59 PM		–	Actions ▾
🔒 Maudlin Tunes	CSU New Supplier Request	Incomplete	–	–	12/4/2024 3:14 PM	12/4/2024 3:14 PM		–	Actions ▾
🔒 Rally Canine Training Inc	CSU New Supplier Request	Incomplete	–	–	11/6/2024 12:37 PM	11/6/2024 12:37 PM		–	Actions ▾
🔒 Doppel, Lacey	CSU New Supplier Request	Under Review	SM Campus Admin Review	–	11/6/2024 11:47 AM	11/6/2024 7:51 AM		–	Actions ▾
🔒 Original Hot Bagels	CSU New Supplier Request	Under Review	CSU Supplier Mgmt. Review	–	4/25/2024 5:14 PM	4/25/2024 5:10 PM		–	Actions ▾

You can access this list at any time by navigating to **Suppliers > Requests > My Supplier Requests** from the CSUBUY homepage.

My Supplier Requests

Suppliers ▸ Requests ▸ My Supplier Requests

▾ Filter Supplier Requests

Requested Supplier, Template Name

Request Status *   ☐ Approved   ☑ Incomplete   ☐ Rejected
☑ Returned   ☑ Under Review   ☐ Completed

Include public Supplier   ☐

Suppliers   Quick search

Manage Suppliers   Request New Supplier

Approvals   Search Supplier Requests

Compliance   My Supplier Requests

Communication

Requests

Performance

Import/Export

My Supplier Requests

?

▼ Filter Supplier Requests

| Requested Supplier, Template Name | 🔍 |

Request Status *
- ☐ Approved
- ☐ Returned
- ☑ Incomplete
- ☐ Under Review
- ☐ Rejected
- ☐ Completed

Include public Supplier request form? ☐

Apply

Requested Supplier △	Template △	Request Status △	Workflow Step △	Workflow Assignee	Status Last Updated ▼	Created △	Supplier Profile	Registration Status	
🔒 Maudlin Tunes	CSU New Supplier Request	Incomplete	–	–	12/4/2024 3:14 PM	12/4/2024 3:14 PM		–	Actions ▼
									Edit
									Delete
🔒 Rally Canine Training Inc	CSU New Supplier Request	Incomplete	–	–	11/6/2024 12:37 PM	11/6/2024 12:37 PM		–	

New Supplier Requests that you have started but not yet submitted will have a Request Status of **Incomplete**.

The **Actions** menu for Incomplete supplier requests offers you the option to **Delete** the request if you no longer need to request the supplier or to **Edit** the request.

Selecting **Edit** will open the form for you to make changes and complete the form before submitting.

All ▾

Search (Alt+Q)

0.00 USD 🛒

152

My Supplier Requests   ?

▾ Filter Supplier Requests

| Requested Supplier, Template Name | 🔍 |

Request Status *
- ☐ Approved
- ☐ Returned
- ☐ Incomplete
- ☑ Under Review
- ☐ Rejected
- ☐ Completed

Include public Supplier request form? ☐

Apply

Requested Supplier △	Template △	Request Status △	Workflow Step △	Workflow Assignee	Status Last Updated ▾	Created △	Supplier Profile	Registration Status	
🔒 Dan's Donuts	CSU New Supplier Request	Under Review	SM Campus Admin Review	–	3/4/2025 4:54 PM	3/4/2025 3:59 PM	–	–	Actions ▾
									View
🔒 Doppel, Lacey	CSU New Supplier Request	Under Review	SM Campus Admin Review	–	11/6/2024 11:47 AM	11/6/2024 7:51 AM	–	–	Actions ▾
🔒 Original Hot Bagels	CSU New Supplier Request	Under Review	CSU Supplier Mgmt. Review	–	4/25/2024 5:14 PM	4/25/2024 5:10 PM	–	–	Actions ▾

New Supplier Requests that you have submitted but are still in approval workflow will have a Request Status of **Under Review.**

The **Actions** menu for **Under Review** supplier requests only offers you the option to **View** the request. You cannot edit or delete the request after you have submitted it.

CSUBUY

All ▾ | Search (Alt+Q) | 0.00 USD | 200 | 6

Logout

My Supplier Requests
My Approvals

Dan's Donuts

| Template | CSU New Supplier Request |
| Request Status | Under Review |

Instructions
Questions ✔
Requester Contact Inform...

Supplier Request Workflow

Supplier Request Workflow Form Request Actions ▾

Print Request | History | ?

SM Campus Admin Review
Approved ✔
✔ Erika Takenaka

Submitted
3/4/2025 4:54 PM

SM System Admin Review
Active 🔄
View approvers

Finish

If you have New Supplier Requests that have a Request Status of **Under Review**, you can see where they are in approval workflow on the **Supplier Request Workflow** page.

The **View Approvers** link on the Active workflow step will display the approver(s) who can take action on your request.

My Supplier Requests

Suppliers ▸ Requests ▸ My Supplier Requests

My Supplier Requests

▾ Filter Supplier Requests

Requested Supplier, Template Name [🔍]

Request Status *   ☑ Approved   ☐ Incomplete   ☐ Rejected
                    ☐ Returned   ☐ Under Review ☐ Completed

Include public Supplier request form?   ☐

[Apply]

Requested Supplier △	Template △	Request Status △	Workflow Step △	Workflow Assignee	Status Last Updated ▾	Created △	Supplier Profile	Registration Status	
🔒 Speaker, Sam	CSU New Supplier Request	Approved	–	–	8/20/2024 2:07 PM	8/20/2024 1:59 PM	Speaker, Sam	Profile Complete	Actions ▾
🔒 Roots Natural Kitchen	CSU New Supplier Request	Approved	–	–	8/1/2024 5:22 PM	6/6/2024 9:11 AM	Roots Natural Kitchen	None	Actions ▾
🔒 Kathryn's Custom Closets Inc	CSU New Supplier Request	Approved	–	–	7/29/2024 1:29 PM	7/29/2024 11:56 AM	Kathryn's Custom Closets LLC	Approved	Actions ▾

If you have New Supplier **Requests** that have a **Request** Status of **Approved,** you can check their **Registration** status from this page.

Registration Statuses:

- **Invited**
  - The supplier has been sent an invitation, but they have not accepted it yet
- **In Progress**
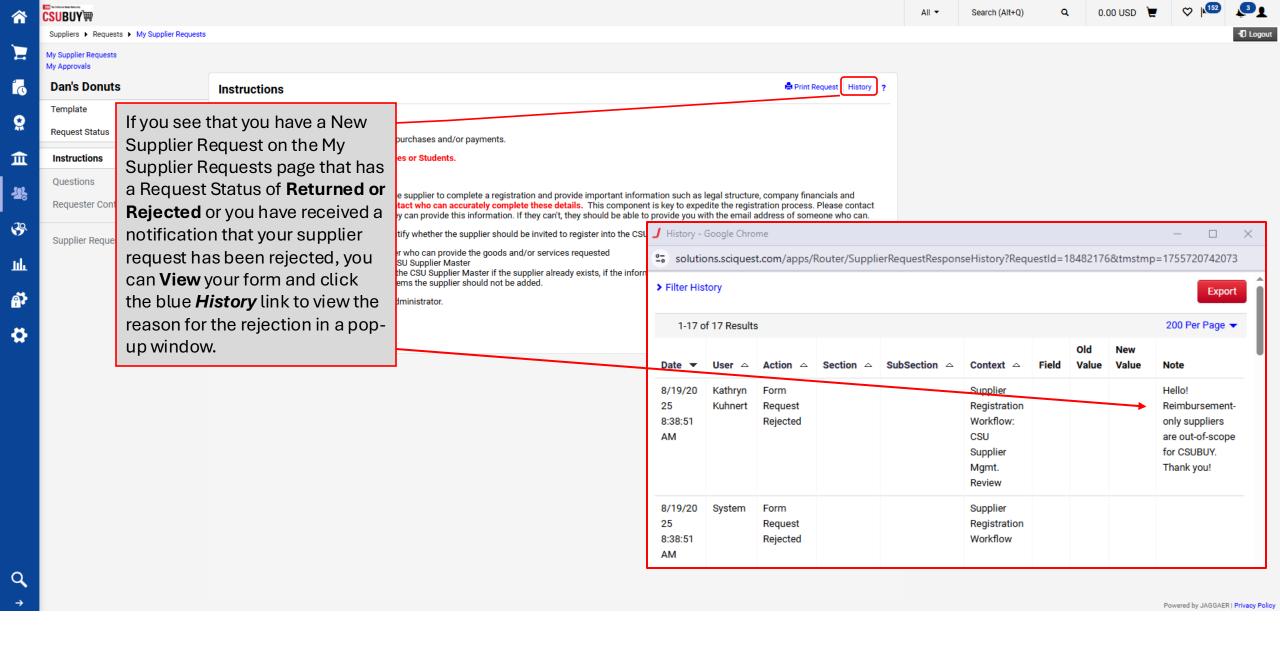 - The supplier has accepted their invitation and has at least created log-in credentials in CSUBUY
- **Profile Complete**
  - The supplier has completed their CSUBUY profile and submitted it for review
- **Approved**
  - The CSU Supplier Management Team has completed their review of the supplier's profile and has made it active in CSUBUY

The **Actions** menu for Approved supplier requests only offers you the option to **View** the request. You cannot edit or delete the request after you have submitted it.

CSUBUY

All ▾ Search (Alt+Q) 0.00 USD 152 3

🔒 Logout

My Supplier Requests
My Approvals

Dan's Donuts

Template

Request Status

Instructions

Questions

Requester Cont

Supplier Reque

Instructions

🖶 Print Request   History   ?

...purchases and/or payments.

...es or Students.

...e supplier to complete a registration and provide important information such as legal structure, company financials and ...tact who can accurately complete these details. This component is key to expedite the registration process. Please contact ...ey can provide this information. If they can't, they should be able to provide you with the email address of someone who can.

...tify whether the supplier should be invited to register into the CSU...

...r who can provide the goods and/or services requested
...SU Supplier Master
...the CSU Supplier Master if the supplier already exists, if the inform...
...ems the supplier should not be added.

...dministrator.

> If you see that you have a New Supplier Request on the My Supplier Requests page that has a Request Status of **Returned or Rejected** or you have received a notification that your supplier request has been rejected, you can **View** your form and click the blue *History* link to view the reason for the rejection in a pop-up window.

History - Google Chrome

solutions.sciquest.com/apps/Router/SupplierRequestResponseHistory?RequestId=18482176&tmstmp=1755720742073

> Filter History   Export

1-17 of 17 Results   200 Per Page ▾

Date ▾	User △	Action △	Section △	SubSection △	Context △	Field	Old Value	New Value	Note
8/19/2025 8:38:51 AM	Kathryn Kuhnert	Form Request Rejected			Supplier Registration Workflow: CSU Supplier Mgmt. Review				Hello! Reimbursement-only suppliers are out-of-scope for CSUBUY. Thank you!
8/19/2025 8:38:51 AM	System	Form Request Rejected			Supplier Registration Workflow				

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RESOURCES

CSUBUY Training Library

New Supplier Decision Tree

Supplier Search Tips

CSUBUY Supplier Resources