



A Campus Supplier Manager (SM) will evaluate each New Supplier Request to determine whether the supplier should be invited to register in CSUBUY.

IMPACTED USER GROUPS:

- California State University Campus Supplier Manager (SM)

Analyzing the information in the request form will lead you to make one of the following decisions:

- Returning the Supplier Request because the information provided by the requester is not sufficient to evaluate the supplier.
- Rejecting the Supplier Request to recommend an existing CSUBUY Supplier who can provide the same goods and/or services requested.
- Rejecting the Supplier Request because the supplier already exists in CSUBUY.
- Rejecting the Supplier Request because review of the supplier information (conflict of interest, CSU employment status) deems the supplier should not be added.
- Approving the New Supplier Request to invite the supplier to register in CSUBUY.

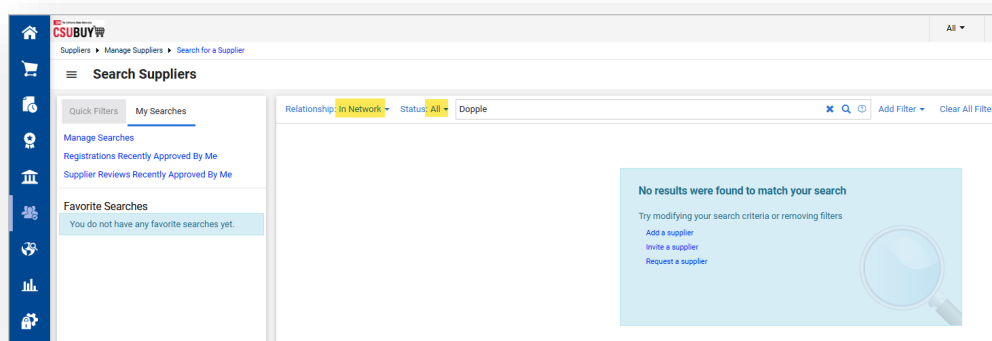
Did the requester provide enough information for you to approve the Supplier Request?

- The “additional details of the services or products the supplier will provide” field should answer the implied what, why, where, and when justification questions for the engagement.
 - If the information is incomplete, Return the form to the requester to update and resubmit.
- Does the additional information field align with the requester’s selection in the “type of products and/or services” question?
 - If not, Return the form to the requester to update and resubmit.
- Is there an existing supplier that can provide the same products or services?
 - If so, Reject the form and provide the requester with the name and supplier number of the existing supplier.

Does the supplier already exist in CSUBUY?

When searching for potential matches for the supplier in the CSUBUY Supplier Network, try a few different searches using parts of the supplier's legal name *and* DBA. This can reduce the chance that you will receive "no results" when there really is an existing supplier profile with slight differences in the way the name was entered. Using the most unique part of a supplier's name can help reduce the number of search results for you to look through.

- If the supplier already exists, Reject the form and provide the supplier number of the existing supplier to the requester so they can submit a Supplier Extension Request if the supplier is not already available for your campus.



Is there a conflict of interest?

If the requester selects that the supplier has a pre-existing personal relationship with an employee of the University, you will need to evaluate whether the relationship they describe constitutes a [conflict of interest](#).

- If a conflict of interest is confirmed, Reject the form.

 A screenshot of a web form titled 'Does the supplier have a pre-existing personal relationship with an employee of the University? (Relative, current or former employee, etc.) *'. The form has two radio buttons: 'Yes' (selected) and 'No'. Below this, a text box is labeled 'Please describe the relationship and identify the employee involved.' The text 'Mother teaches English.' is entered in the box. A character count '1977 characters remaining' is shown below the text box. Below the text box is a section titled 'Additional New Supplier Request Details' with a dropdown arrow. At the bottom, there is a section titled 'Important Instructions' which is partially obscured. A red rectangular box highlights the area containing the relationship description text box and the character count.