![CSU](CSU logo) **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.

JAGGAER SUPPLIER NETWORK

🏠 Home

🕐 Orders

🎖 Catalogs and Contracts

👥 Suppliers

🌐 Sourcing

📊 Reporting

🔧 Tools

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⚙ Setup

🔍 Menu Search

ⓘ Your password will expire in 12 days. **Click here to change your password.**

Change Supplier View ▼ ?

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	02/18/2025 📅 mm/dd/yyyy
Customer	The California State University ▾
PO Number	Optional PO Number
Currency	US Dollar ▾

Create

Customer Portal Access
?

Customer	Registration Status	Customer Contact
The California State University	Complete	CSUBUY

View All Registrations

Click to enter The CSU portal

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
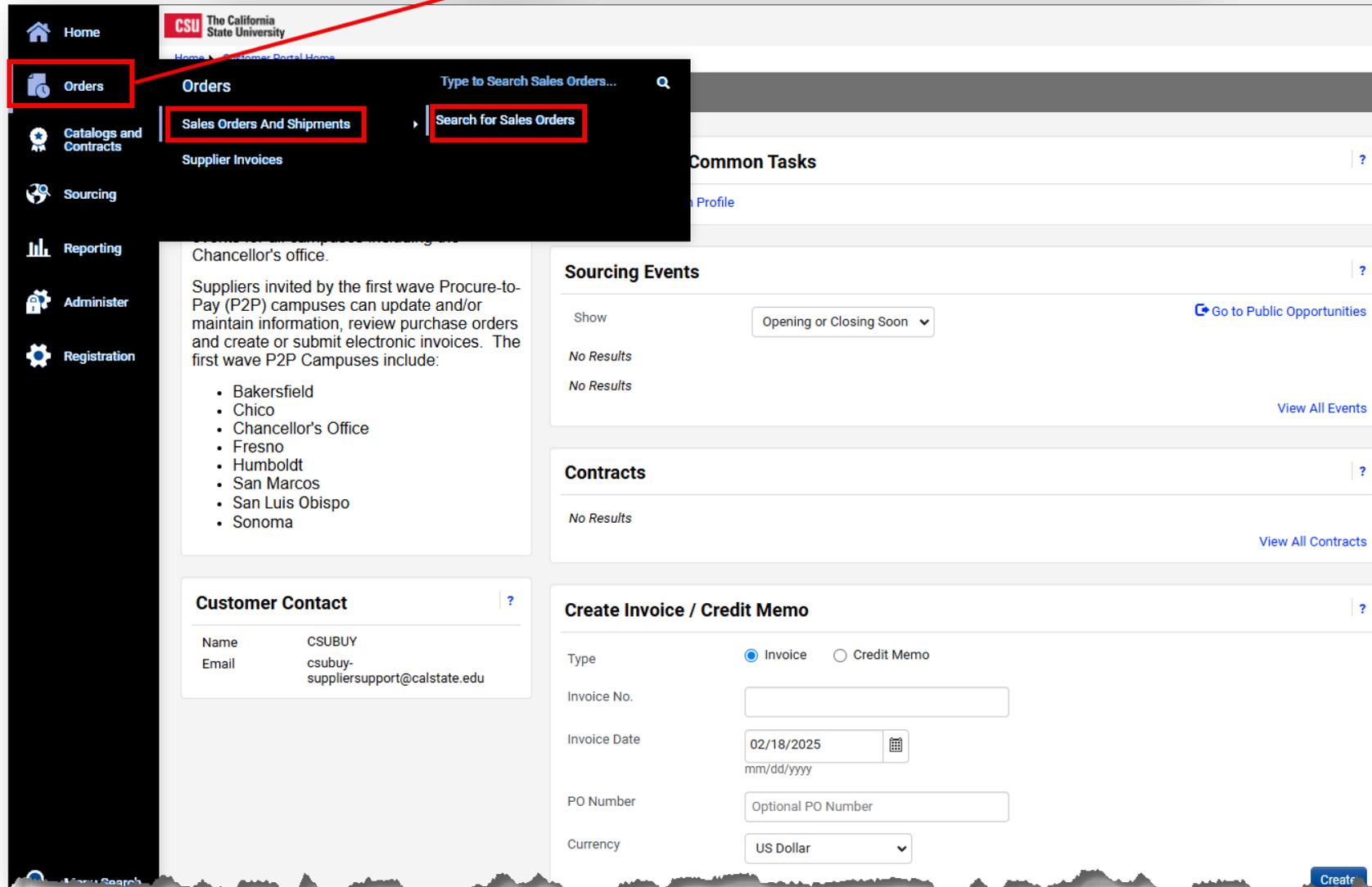?

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

NOTE:

To create invoices, 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.

The California State University

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Your password will expire in 11 days. **Click here to change your password**

Search Sales Orders

Click the **Sales Order Number**

Quick Filters

| Created Date: Last 90 days ▾ | Quick search | 🔍 | Add Filter ▾ | Clear All Filters | ? |

Acknowledgement Status ⌄

Pending   2

1-2 of 2 Results   ⚙ 20 Per Page ▾

Commodity Code ⌄

105001   1

150021   1

160001   1

•••	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 **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... ▾

Invoice
Credit Memo
Order Acknowledgement

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

General Information

Priority — Normal

Sales Order No. — 2150055

Sales Order Create Date — 2/18/2025

PO/Reference No. — 240002908T

Shipping Information

Ship To

Chico, CA 95929
United States

Billing Information

Bill To

Chico, CA 95929
United States

Details

Sales Order Number
2150055 Revision 0

External PO Reference Number
240002908T

Supplier Name

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ℹ 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 ★ —

Invoice Number ★ —
⊗ 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

Simple ⚪

Add Invoice Image | Complete | Save

Complete: to submit invoice

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

Summary →|

❌ **Correct these issues.**
You are unable to proceed until addressed.

Required: Invoice Number

The California State University

Invoice Image
Supplier Search Tips.pdf ⋯
New Supplier Decision Tree.pdf ⋯

Total (2,150.00 USD)

Subtotal	2,150.00
Discount	0.00
Tax1	0.00
Tax2	0.00
Shipping	0.00
Handling	0.00
	2,150.00

Related Documents

Sales Order: 2150055 🖨

Ext. Price

2,000.00	🗑
50.00	🗑
100.00	🗑

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

Your invoice #

Date Paid

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