


HOW TO REQUEST FOR A SUPPLIER ID TO PROCUREMENT

**Presented by:
Stacie Dee
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Email should be sent to **purchasing@csuci.edu**

Please follow the format below:

 Send	From ▾	CIAP@csuci.edu
	To...	<input type="checkbox"/> Purchasing
	Cc...	
	Subject	New Vendor - (Type in Last name and First name)

Please add (student faculty staff):

LAST NAME, FIRST NAME:

Mailing address:

Email address:

**Once a supplier ID is entered by Procurement, Accounts Payable
can start processing payment**

IMPORTANT REMINDERS:

- If a Check Request form has an **AFTER-THE-FACT** justification form attached, please send to Procurement prior to submitting to Accounts Payable. This allows us to process payment immediately without pending supporting document.
- Check Requests with 204 Forms- 204 forms needs to be emailed to purchasing@csuci.edu, prior to sending the Check Request to AP. We are not able to process payment without a supplier ID.
- For new staff, student, faculty, please request for a supplier ID, 204 form is not required.



**For ACCOUNTS PAYABLE
questions,**

**Please email Accounts Payable
Department at
CIAP@csuci.edu**

or call AP main line (805) 437-3700.