

# **HOW TO REQUEST FOR A SUPPLIER ID TO PROCUREMENT**

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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](mailto: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](mailto:CIAP@csuci.edu)**

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