



## P2P Newsletter

Hello, P2P Requestors,

We would like to thank you all for your hard work and resilience with learning and working with the P2P system. Since the last newsletter, a few updates have been made.

Effective immediately, requestors can submit P2P requests for suppliers that require payment by wire transfer for all business units, except for BKXTU.

Effective November 18, 2024, email communication to suppliers from the CO will change from [csubuy@calstate.edu](mailto:csubuy@calstate.edu) to [noreply@jaggaer.com](mailto:noreply@jaggaer.com). Attached is a letter you can provide to your suppliers if needed. The intent of this change is to enhance email security and prevent spoofing. Please advise them to update their email filters, whitelists, or rules to ensure they continue receiving CSUBUY emails without any disruptions.

All users, please take advantage of the multiple training resources that can be found on the CSUB P2P website. Resources include Quick Reference Guides (QRGs) and Quick Video Tutorials (QVTs), recorded training sessions, and much more, are also available [here](#).

**Here are a few important notes to share as we continue to learn and grow the P2P system:**

1. Attention all new P2P users, before beginning your first transaction, remove your default business unit and add your default shipping and delivery location
2. Reminder, always verify your shopping persona before each transaction to ensure you are in the correct business unit for the chartfield string to be used: BKXMP, BKXPA, BKXDN, BKXSI, BKXTU)
3. P2P orders start off as Carts and upon submission, convert to Requisitions.
4. Blanket Purchase Orders – These will require at least two (2) Requisition lines, one for Taxable goods and one for Non-Taxable services. Please submit accordingly.
5. IT Hardware Orders – Review Quotes carefully, as Dell and Apple Suppliers normally include a non-taxable Environmental or Recycle Fee. These types of fees will need to be a separate line on the Requisition.
6. Multi-Year Purchase Orders – For purchase orders for payments on a multi-year contract, we recommend an encumbrance of \$1.00 for future years up to the end date of the contract. Requestors can then create a change order that will be routed for approvals to encumber funds in the current fiscal year.
7. Unauthorized Purchases are not permitted and can lead to penalties. The Unauthorized Purchase Form should only be submitted for purchases for goods or services submitted after goods or services have been received without Procurement involvement. Please contact Procurement if a supplier is not active in P2P so we can discuss options prior to goods or services being received.
8. Marketplace: If you are a new user to the Marketplace and have a ProCard you should email [csubuy@csub.edu](mailto:csubuy@csub.edu) so that we can make sure that you are set up to check out using your ProCard. Please add "New User to Marketplace" in the subject line of the email.

The Campus P2P Team sincerely appreciates your consideration, patience, and resilience as we continue to implement this new system and resolve any configuration issues. For any questions, please email [csubuy@csub.edu](mailto:csubuy@csub.edu) or attend the weekly P2P Open Lab on Tuesdays at 9 am.