CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

P2P Newsletter

Hello, P2P Requestors,

Open Labs are scheduled for 9:00 A.M. **Tuesday, April 22 (04/22/2025)** The zoom link will remain the same: https://csub.zoom.us/j/81924671601

Important P2P Updates:

- **Receiving Requirement Update:** The Chancellor's Office P2P Team modified the system so that low dollar, low risk transactions for goods purchased from punchout suppliers like Amazon and Staples, no longer require receiving by Distribution. Instead, the PO Owner (Requestor) will receive a request for approval to "verify receipt" which is the same one-click process completed for services. Any discrepancies on goods received vs ordered needs to be noted via comments to Payment Services so they are aware and then PO Owner will work with the supplier to correct the discrepancy.
- High-risk, high dollar purchases will still require receipt in P2P by Distribution. See the diagram below for items that will continue to be received in P2P.
- For any questions regarding this change, please join the April 22 Open Lab or email csubuy@csub.edu.
- Please note, as this is a systemwide change, campuses do not have the ability to revert back to the old process.

CSUBUY P2P: Receiving Requirements

2-Way Match

Receipt NOT Required.

PO Owner Approval (Verify Received)
- The PO Owner approves the voucher **IF**:
  - It is <u>NOT</u> an Asset Item
  - It is <u>NOT</u> a High-Risk Commodity (below)
  - It is <u>NOT</u> identified as "Receiving Required"

3-Way Match

Receipt Required.

Receipt Requirement
- A receipt is required **IF** the item falls into any of these categories:
  - Asset Item
  - High-Risk Commodity (below)
  - Identified as "Receiving Required"
- Hold for Receiving will <u>remain</u> at 30 days

High Risk Commodities

100004 Group II Capital Assets	105002 Equipment	105003 Vehicles	105004 Farm Equipment
115002 IT Hardware	150003 Works of Art	150006 Controlled Substances	150019 Weapons
180002 Library Books (Library Only)	180003 Library Serials (Library Only)	180004 Library Periodicals (Library Only)	

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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 or attend the Open Labs.
Thank you.