



## P2P Newsletter

Hello, **P2P** Requestors,

Open Labs are scheduled for 9:00 A.M. **Tuesday April 8 (04/08/25)** and **Tuesday, April 22 (04/22/2025)** The zoom link will remain the same: <https://csub.zoom.us/j/81924671601>

### Important **P2P** Updates:

- **CSU Supplier Resource Page** Now available for all CSU suppliers on the CSU Website, includes Live Chat Support and an 800 number for suppliers needing support.  
*Please note, campus staff and CSUBUY supplier support cannot make revisions or corrections to a supplier's profile. Suppliers need to access their profile to make required revisions/corrections.*  
[Supplier Resources | CSU](#)
- **Supplier Registration Guide** – Step by Step PowerPoint slide deck available for both Foreign and Domestic Suppliers: [CSU Buy Supplier Registration](#)
- **New Supplier Invite** – Please provide a supplier contact with access to sensitive financial and tax information for the company. Should you require a change in email contact, submit a new supplier request indicating the supplier email has changed. Enter this information on the last box of **CSU New Supplier Request** before submitting.

- **CSU Training Library** Resources now available for all CSU Employees and **P2P** Users:  
<https://csyou.calstate.edu/Projects-Initiatives/csubuy/Pages/csubuy-training-library.aspx>
- **Year-End **P2P** Training** Available Live on **Tuesday, April 29 (04/29/2025)** 2:30 P.M. – 4:00 P.M. or **Thursday, May 1 (05/01/2025)** 9:00 A.M. – 10:30 A.M. *Will be recorded for future use.*  
**Option 1:**  
**04/29/2025:** Virtual Only, by Zoom link below:  
<https://csub.zoom.us/j/81315726020?pwd=nYXXcR84GT3YYzbCyIOEdtHwpyQIEx.1&from=addon>  
**Option 2:**  
**05/01/2025:** Virtual Only, by Zoom link below:  
<https://csub.zoom.us/j/85085299272?pwd=t8Gk0RIuPBBNcso8FMetH9DgsNCrpA.1&from=addon>  
  
In addition, please take advantage of the multiple training resources located on the CSUB **P2P** website. Resources include Quick Reference Guides (QRGs), Quick Video Tutorials (QVTs), recorded training sessions, and much more, available [here](#).

### **P2P** system “Requestor” Reminders:

1. *Blanket Purchase Orders (Type of PO Request)* – These require at least two (2) Requisition lines, one for Taxable goods and one for Non-Taxable services. Please submit accordingly.
2. *Orders with Multiple Payment transactions* – On the Cost Details section, select Unit of Measure (UOM) “LOT” instead of “EA” to allow for multiple transactions on the same PO line.
3. *Multi-Year Purchase Orders (Type of PO Request)* – For requisitions/POs 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.
4. *IT Hardware Orders (**P2P** General Forms)* – Review quotes carefully as Dell and Apple suppliers normally include a non-taxable Environmental or Recycle Fee. These types of fees require a separate line on the Requisition.
5. *Bus Charter Requisitions* – In the Goods and Services Requisition, Cost Details section “product description” include the DATE, LOCATION, and QUOTE number.
6. *CSUBUY Marketplace* – If you are a new user to the Marketplace and have a ProCard you should email [csubuy@csub.edu](mailto:csubuy@csub.edu) to ensure that you are set up to use your ProCard at checkout. Please add “New User to Marketplace” in the subject line of the email.
7. *Commodity Codes* – Always review the commodity code that populates on a requisition to verify accuracy. Use Code 160001 for “Rentals” for events such as tables, chairs, etc., as this maps to the General Services account code 660003 (S&S). Do not use Commodity code 140002 for rentals as this is for equipment leases only.
8. *Hospitality Purchases* – When submitting an order that contains food and/or beverage items, please use the Hospitality Form in **P2P**. In addition, please select the appropriate account number: 660090 if items are for employees (staff meetings, gatherings), 660828 (official guests).
9. *Delegation of Authority (DOA)* – Requestor and Approver cannot be the same person on any **P2P** transactions. The system will not route to a higher delegation of authority and will prevent the order from moving forward.

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 Open Labs.