



Submit the Supplier Extension Request to add a supplier for Bakersfield that already has an active profile for another campus.

Supplier Extension Request

1. From the P2P homepage, go to **Supplier Extension Request**.

A screenshot of a web interface. At the top is a black bar with the word "Showcases" in white. Below this is a section titled "CSU Form Requests" containing six white rectangular buttons with black text: "Goods and Services Request", "Direct Pay Request", "IT Hardware Request", "Payment for Unauthorized Purchase", "Request to Close PO", and "Facilities and Construction Request For Facilities Use Only". Below that is a section titled "Supplier Requests" containing two white rectangular buttons: "Emergency Supplier Request" and "Supplier Extension Request". A red teardrop-shaped callout bubble with the number "1" inside points to the "Supplier Extension Request" button.

2. Fill in the required fields on the request form:
 - a. Enter the supplier's legal company name
 - b. Select **5** for Number of Additional Business Units Requesting
 - c. Enter the names of the five Bakersfield P2P business units. Business unit names should be entered as **BKXMP-1, BKXSI-1, BKXDN-1, BKXPA-1, and BKXTU-1.**
 - d. Additional information may be entered in the optional fields, or these fields may be left blank.



▼ Supplier Information

Suppliers Legal Company Name *

Suppliers DBA

Suppliers Tax ID

Number of additional Business Units Requesting? *

- 1
- 2
- 3
- 4
- 5

▼ 1: Business Unit Details

Business Unit *

Remittance Address Associated with Business Unit

Fulfillment Address Associated with Business Unit

Additional Information

2000 characters remaining

▼ 2: Business Unit Details

Business Unit *

3. Click **Next** at the bottom of the screen
4. Click **Submit**
5. To discard the request instead of submitting it, click **Request Actions** and select **Discard Request**

Review and Submit

Required Fields Complete

Request Actions | History | ?

- Add to Favorites
- Discard Request**

Section	Progress
Questions	Required Fields Complete

[← Previous](#) [Add to Favorites](#) [Submit](#)