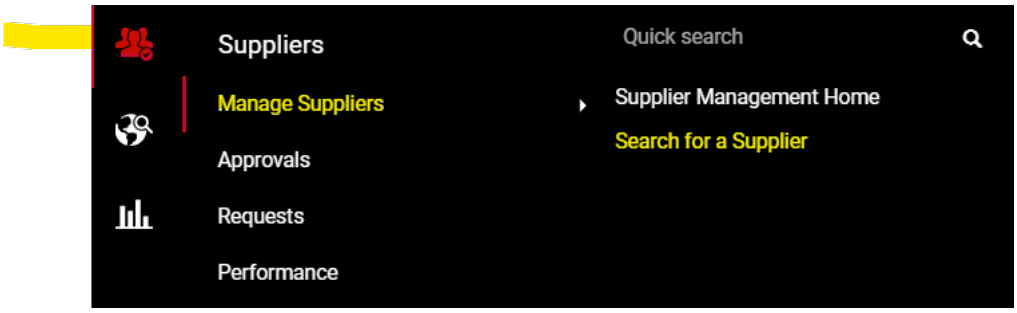
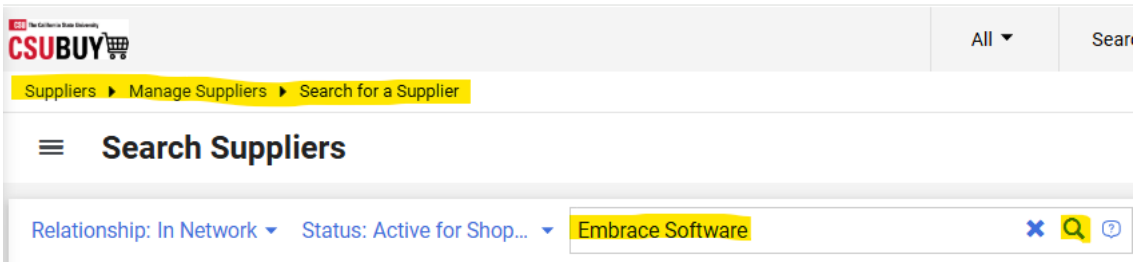
Initiating a Supplier Extension Form in CSUBUY P2P

Follow these instructions if the supplier is set up in CSUBUY, but not extended to CSUSM yet.

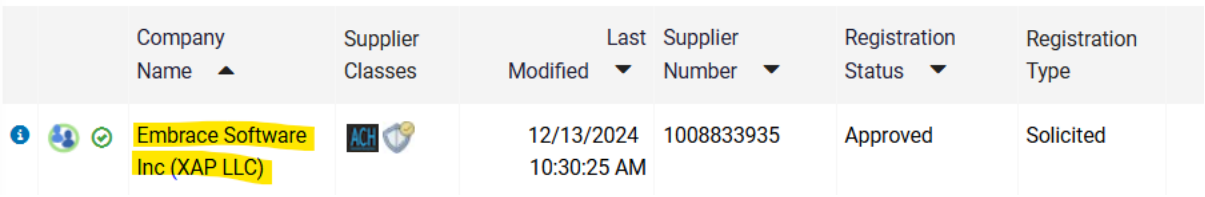
Go to the **Supplier flyout, Manage Suppliers, Search for Supplier**

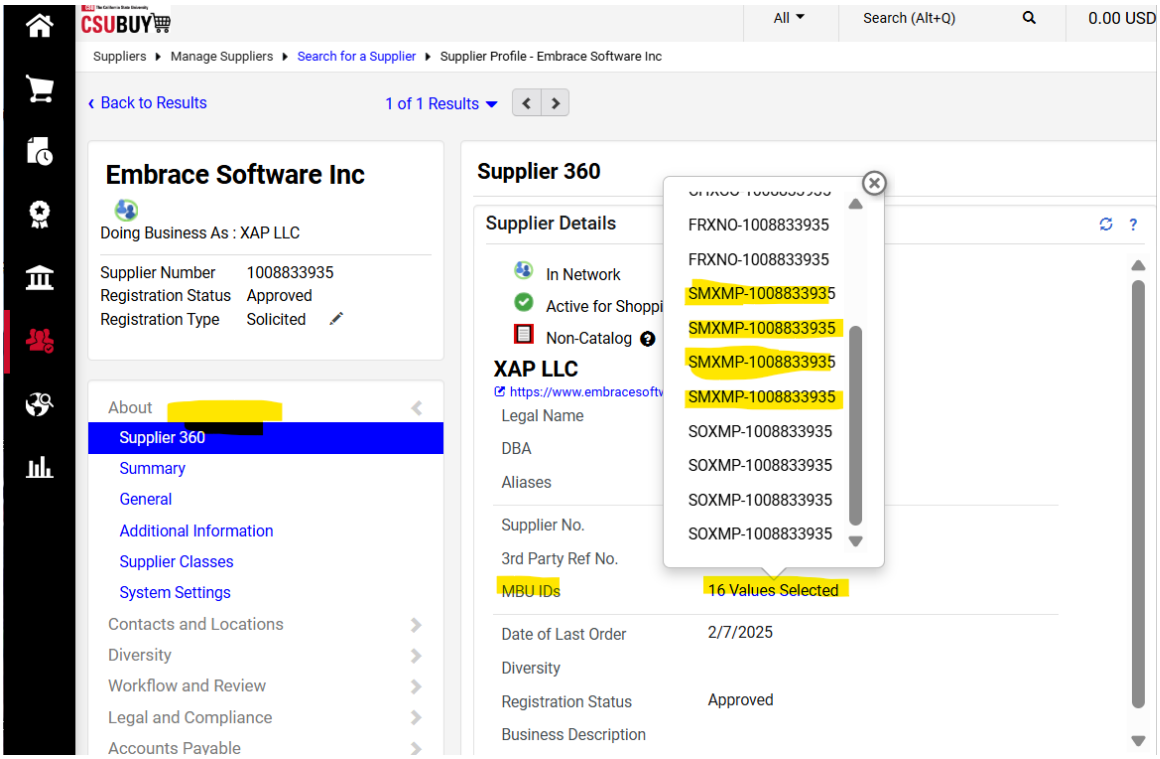


Type the supplier's name in the Quick search box and click magnifying glass like the example below:



Click on the company's name:

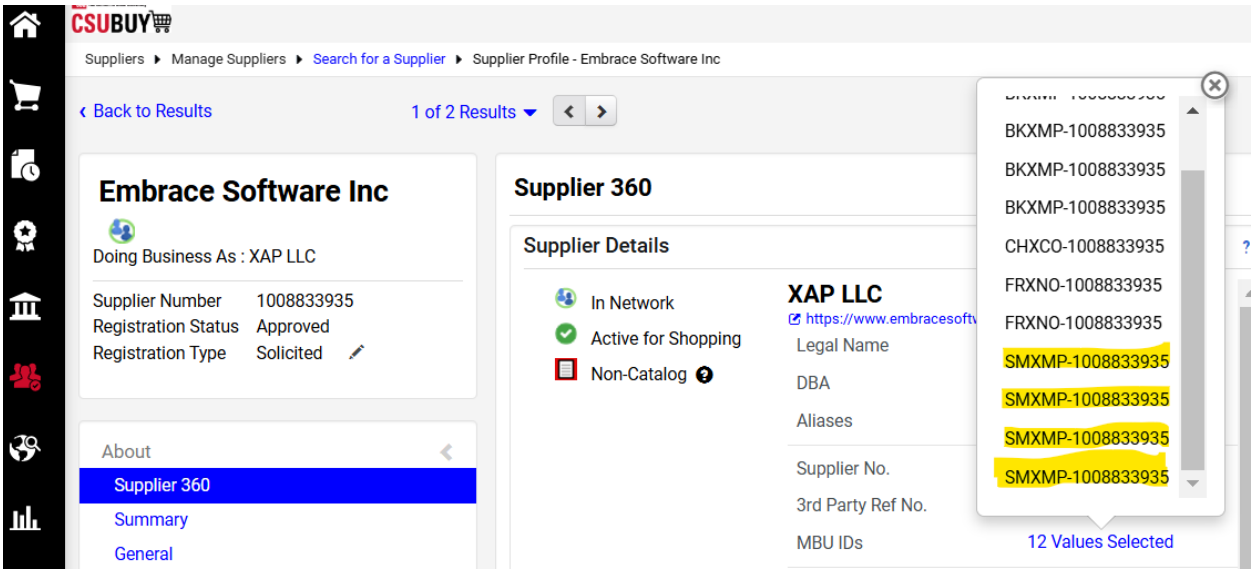




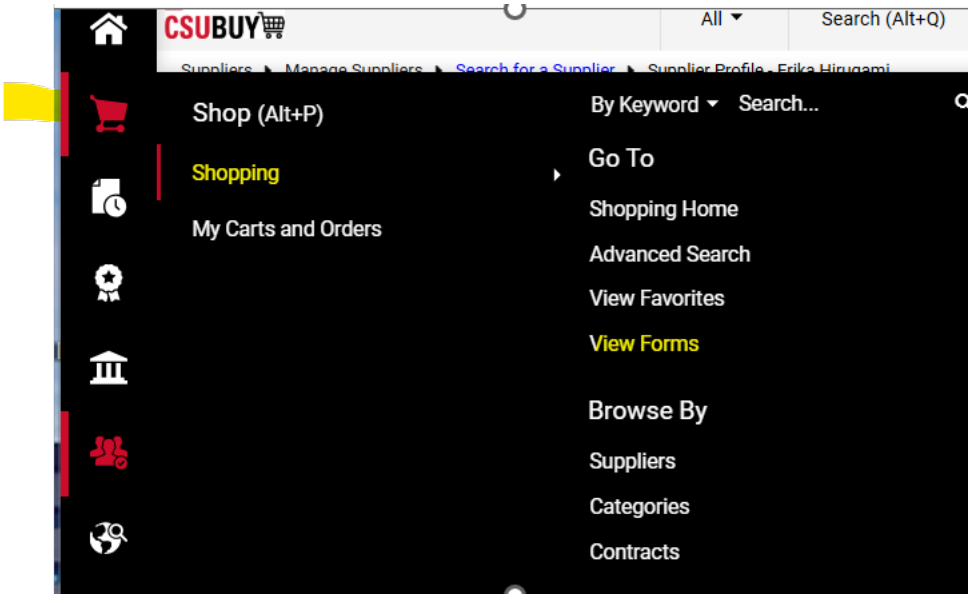
Click on “Supplier 360” on the left side of the page like the image above (highlighted in blue).

Look at “MBU IDs” to the right of that and see if our campus ID **SMXMP** is listed. You should see SMXMP on the MBU ID list 4 times. This represents all four of our campus Business Units. If the SMXMP MBU ID is missing, then you will need to add it by submitting an **Extension Form**. SMXMP is the San Marcos Campus ID. There should be four SMXMPs listed on the list: one for SMXMP, one for SMXRS, one for SMXND, and one for SMXSI.

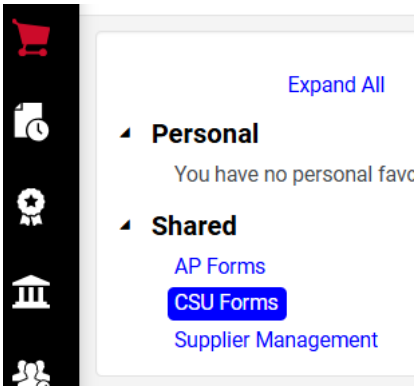
To see if our campus is currently able to use the supplier, the SMXMPs are highlighted below.



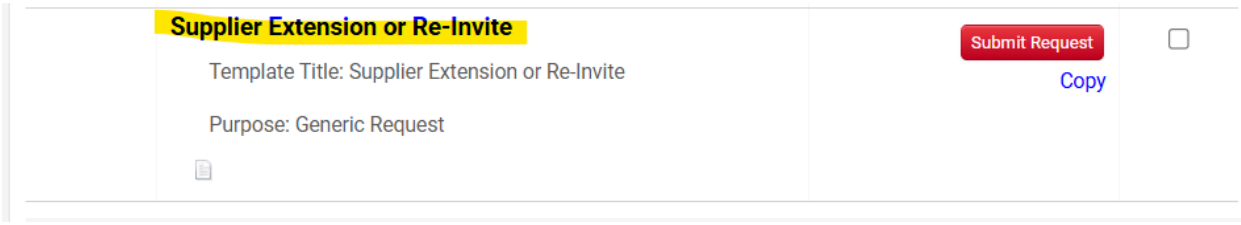
If SMXMP is not listed when you bring up the supplier, then you will need to initiate a **Supplier Extension Form** by going to the **Shop flyout (the little red shopping cart), Shopping, View Forms**:



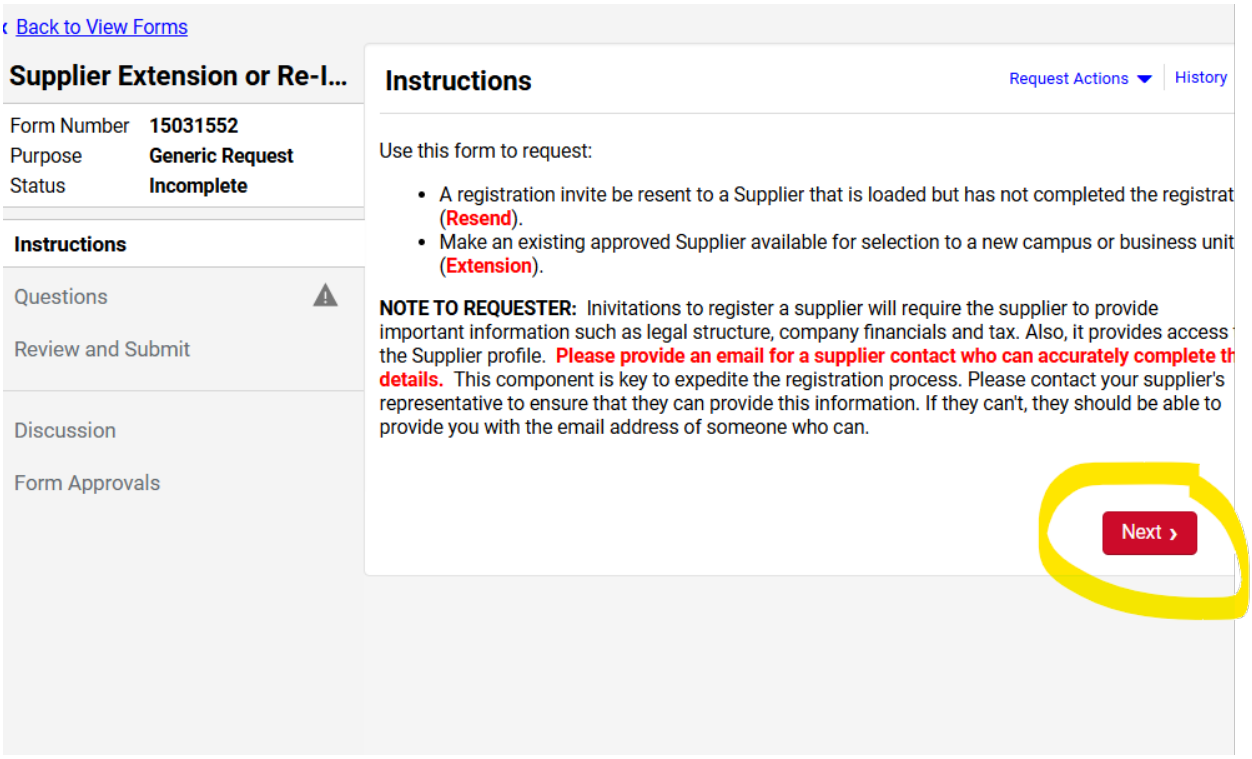
Click on CSU Forms (see below in blue):



Click on the **Supplier Extension Form** or **Re-invite Form** (t is usually the last form at the bottom):

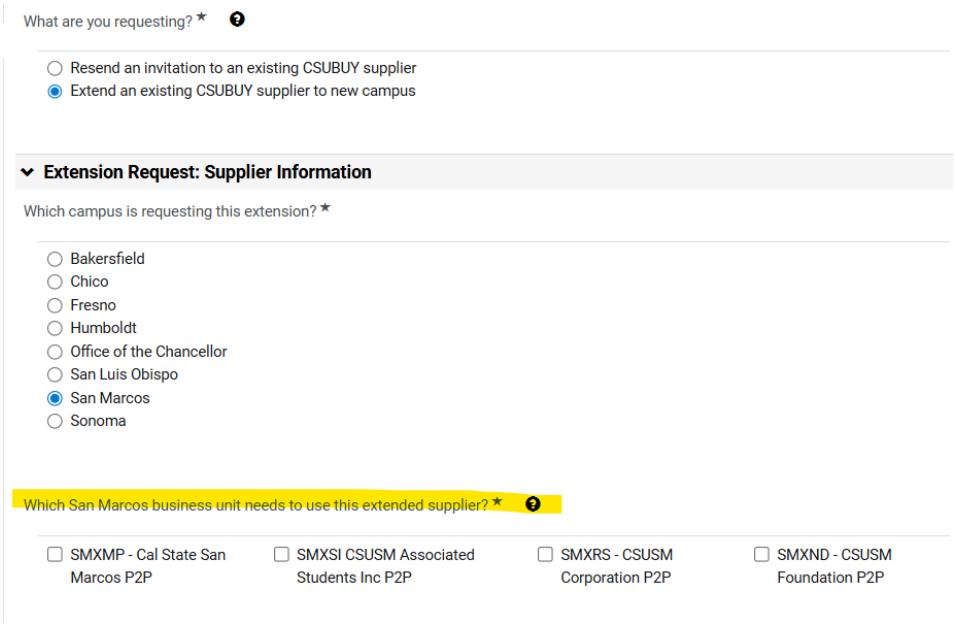


Click Next:



Then click on "**Extend an Existing Supplier to New Campus**" bubble like the below example, and click the "**San Marcos**" bubble when it asks, "**what campus is requesting this extension**?"

Next, it asks "**which San Marcos business unit needs to use this extended supplier?**" Click the bubble for the Business Unit you need (SMXMP, SMXRS, SMXSI or SMXND).



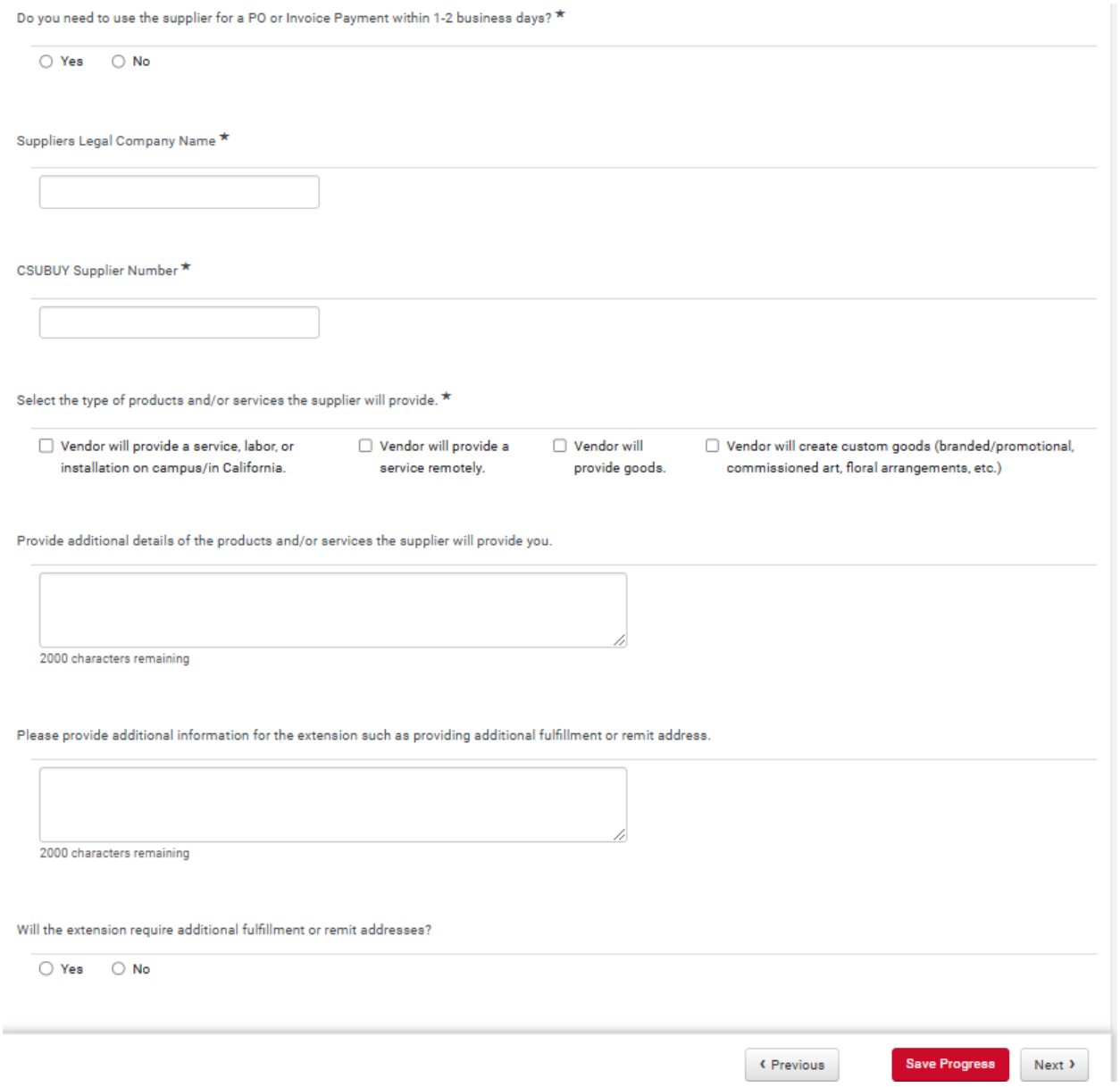
The next question asks, **“Do you need to use the supplier for a PO or Invoice payment within 1-2 business days?”** Choose the yes or no bubble. (example in image below)

Fill in the supplier’s name and CSUBUY supplier number as it is listed on the supplier profile.

Select the box for the type of products and/or services the supplier will provide to you.

In the next box below that, provide additional details if you can.

Where it asks, “**will the extension require additional remit or fulfillment address”?** add the address if you know it, otherwise, click next and submit the form.



Now you are done.

After the form is approved, the extension happens quickly, usually within a few hours.

Please search for and bring up the supplier profile in a few hours to look in the MBU ID section and make sure the SMXMPs are listed.

It will show in the Supplier 360 section when you click on MBU IDs link on the supplier profile.

Once SMXMP appears in the MBU ID section, you can shop using the supplier.