From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Berti and P2P Support
Date: Monday, April 28, 2025 3:16:05 PM
Attachments: image003.png
image001.png
image002.png
image006.png
image005.png
image007.png
ATT00001.txt

Partners in Campus Business Operations

Berti and P2P Support

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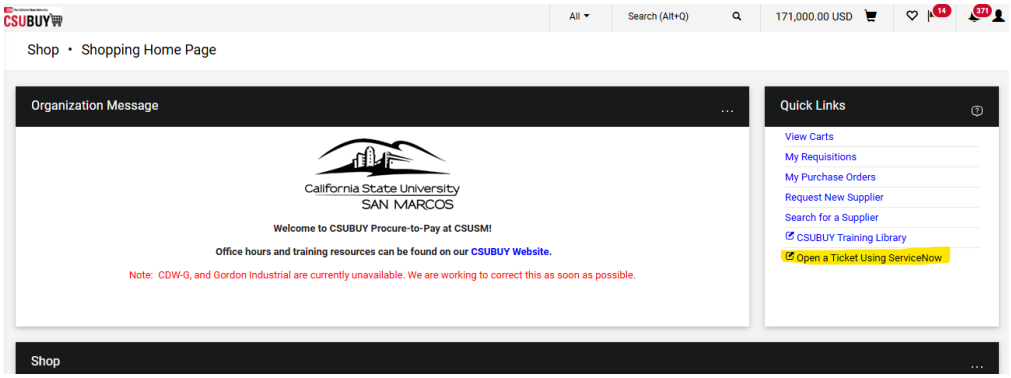
Sent on Behalf of: Procurement & Contracts

Hello PCBO Community,

Berti the P2P Support Bot has taken flight!

For P2P Support, please use the following resources in the order noted below:

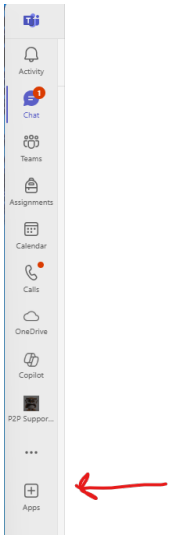
1. **Ask Berti! See instructions below for adding Berti to Teams!**
2. **Enter a CSUBUY Ticket by clicking on "Open a Ticket Using ServiceNow" on the P2P Home Screen. See below.**



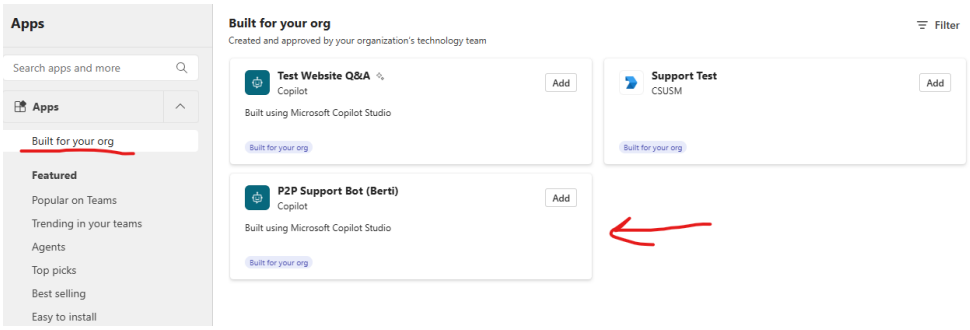
3. **Book an Appointment using the Booking Tool found at** https://www.csusm.edu/procurement/procurementservices/index.html**.**

To interact with Berti and get answers to your P2P questions, please follow the instructions below:

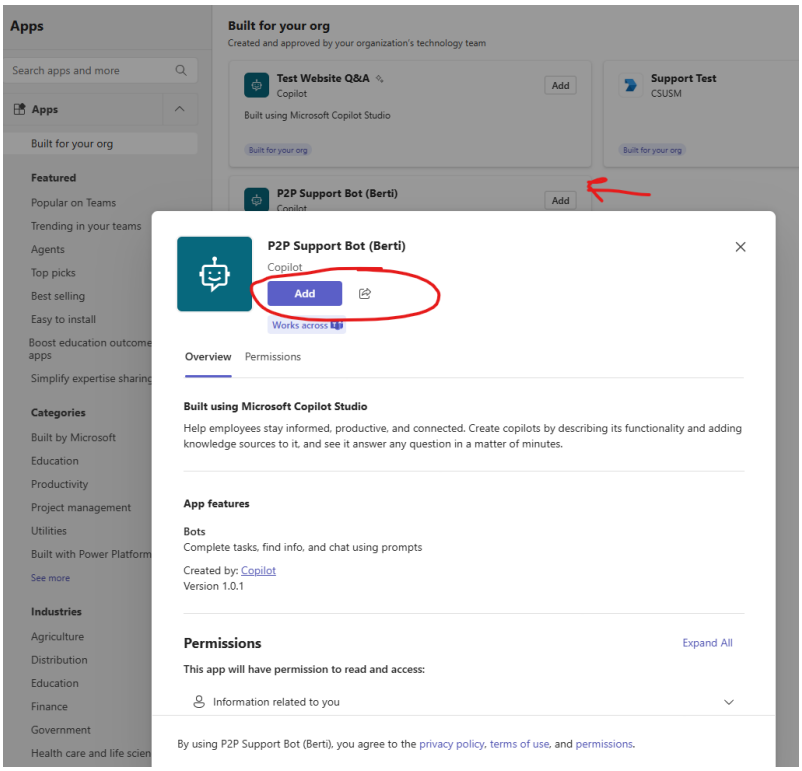
1. **Go to Microsoft Teams and click on "Apps."**



2. **Click on "Built for your Org" and select P2P Support Bot (Berti).**

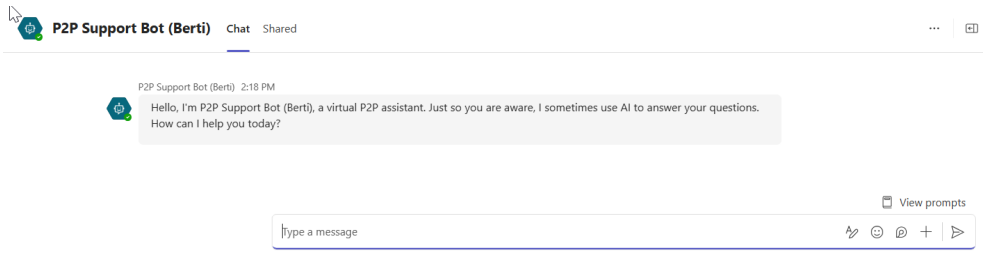


3. **Click on "Add."**



4. **Click on Open.**

5. **Ask Berti all of your P2P questions via Teams chat!**



Thank you,

Procurement & Contracts
procurementservices@csusm.edu
https://www.csusm.edu/procurement/