From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] CSUBUY P2P Updates and Training
Date: Tuesday, January 28, 2025 8:57:03 AM
Attachments: image001.png
image002.png
ATT00001.txt



Partners in Campus Business Operations

CSUBUY P2P Updates and Training

Sent On behalf of: Procurements & Contracts

Hello PCBO,

Now that we're live and using the system, we want to send some reminders and updated information on training for CSUBUY P2P!

TRAINING AND SUPPORT:

NEW! CSUBUY P2P: Requisition "Start to Finish" Training (Starts Today):

Come join us for a demonstration on how to enter a requisition in CSUBUY P2P. This session will cover:

- Searching for a supplier
- Checking your Persona
- Beginning and submitting a requisition
- Understand what happens once your requisition is submitted, or a PO is issued

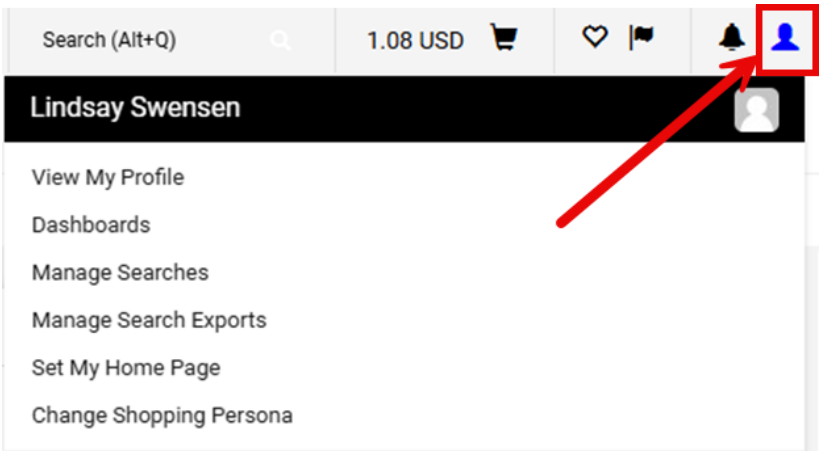
REQUISITION "START TO FINISH" TRAINING THROUGH MARCH 25, 2025		
Every Other Tuesday: • January 28th • February 11th & 25th • March 11th & 25th	Noon to 1:00 pm	Location: Zoom

ONGOING HYPERCARE OFFICE HOURS THROUGH FEBRUARY 27, 2025		
Tuesdays & Thursdays	1:00 pm to 2:30 pm	Location: **Zoom**

SHOPPING PERSONA:

After logging in and before starting a requisition, make sure you are in the correct shopping Persona (business unit) and know which business unit your Chartfield is under.

To check your shopping Persona, click on the person icon at the top right corner and click "Change Shopping Persona." Then click the appropriate Persona.



CSUBUY P2P ACCESS:

The CSUBUY P2P site is available at csubuy.calstate.edu

How do I get access to CSUBUY P2P?:

Please work with FSO to complete the form to request CFS security access. Use the link provided below. You'll need to enter your Department Manager's Name (MPP) on the form so your access can be approved. For CSUBUY access, select the "Create Requisitions" checkbox as indicated below.

CFS Security Access

Common Financial System

- ☐ Budget Transfer for Dept Admin
- ☐ Create Requisitions
- ☐ Data Warehouse Campus
- ☐ Delegation of Authority Approver
- ☐ Finance Inquiry
- ☐ ProCard Use & Inquiry
- ☐ Query – Run Only
- ☐ Other