From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] CSUBUY Reminders and Resources
Date: Thursday, November 14, 2024 2:58:07 PM
Attachments: ATT00001.txt



CSUBUY Reminders and Resources

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Sent on Behalf of: FAS Administration

Good afternoon, PCBO,

This email is a reminder that **today is the last day to submit requisitions in CFS. Beginning Monday, 11/18/24, we will be live in CSUBUY Procure-to-Pay (P2P).** See below for helpful information.

Hypercare Office Hours

Week of November 18th	Monday through Friday	10:00 am to 4:00 pm	Location: Zoom
Week of November 25th	Monday and Tuesday	10:00 am to 4:00 pm	Location: Zoom
Ongoing (Dec 1 - Jan 10)	Tuesdays & Thursdays	1:00 pm to 2:30 pm	Location: Zoom

Supplier Enablement

Suppliers received a communication on August 26, 2024, and multiple subsequent reminders, informing them that the California State University is changing the way it does business with its existing and new suppliers. The communication provided information regarding the registration process and advised them to be on the lookout for a separate supplier invitation email to register on the CSUBUY Supplier Portal.

Supplier training sessions and documentation have been provided to ensure their smooth transition and alignment with our processes. Also, dedicated supplier support channels have been established to address any questions or challenges encountered during the onboarding process.

Resources and Support

As we continue to embrace this transformative change, we want to remind you of the various support resources available to ensure your ongoing success and smooth adoption of **CSUBUY P2P**.

- **Self-Service Materials:** The Chancellor's Office has curated a comprehensive collection of self-service materials, including quick reference guides, instructor-led recordings, FAQs, and short videos. These resources are easily accessible through the CSUBUY Training Library on the CSYOU SharePoint Site. CSUSM-specific information can be found on our campus website at CSUBUY Procure-to-Pay (P2P) | Procurement & Contracts | CSUSM.

- **Office Hours:** Please see above for our Hypercare Office Hours, where you can bring specific questions, enter your first requisition in the system, or simply listen to others' questions.

Thank you for your support!
FAS Administration