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Date: Tue 7/22/2025 5:10 pm



Important Update
Procedures for ALL Punchout Vendor Purchases Under $5000

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Sent on Behalf of: Procurement & Contracts & Distribution Services

Hello Campus Community,

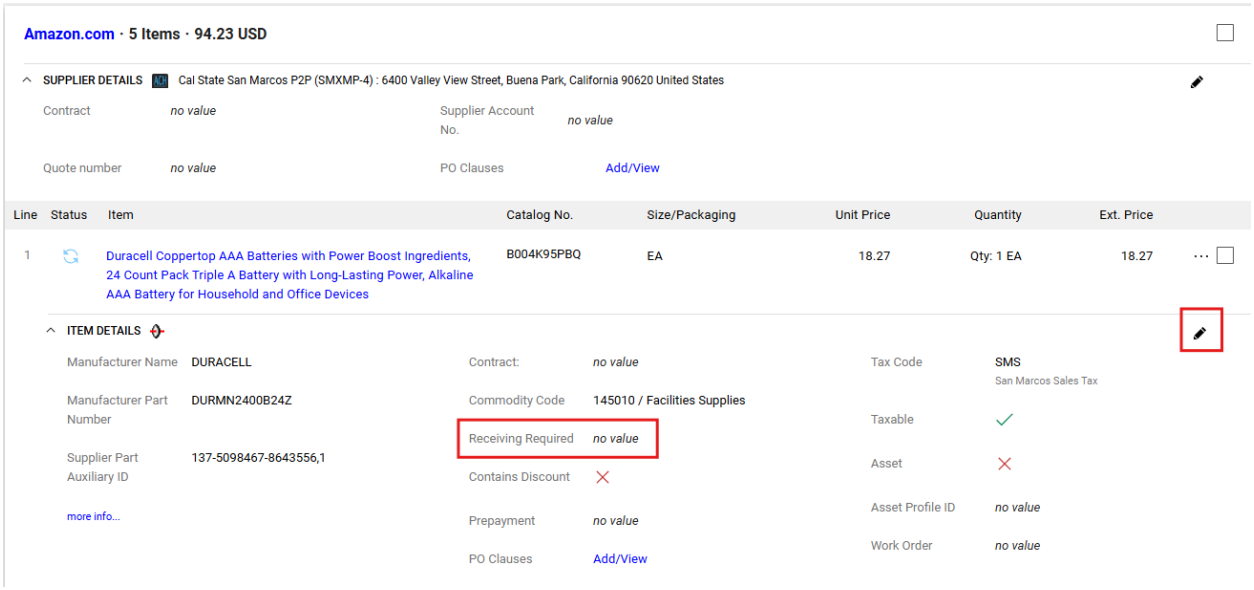
The following procedures need to be followed for **ALL punchout vendors for purchases under $5,000**. When the following instructions are not followed, your deliveries and payments will be delayed.

As we continue to refine our use of CSUBUY, we previously recommended selecting "Amount Only/Blanket PO" for punchout vendor requisitions to enable two-way matching and bypass receiving at Distribution Services. **This step is no longer required**.

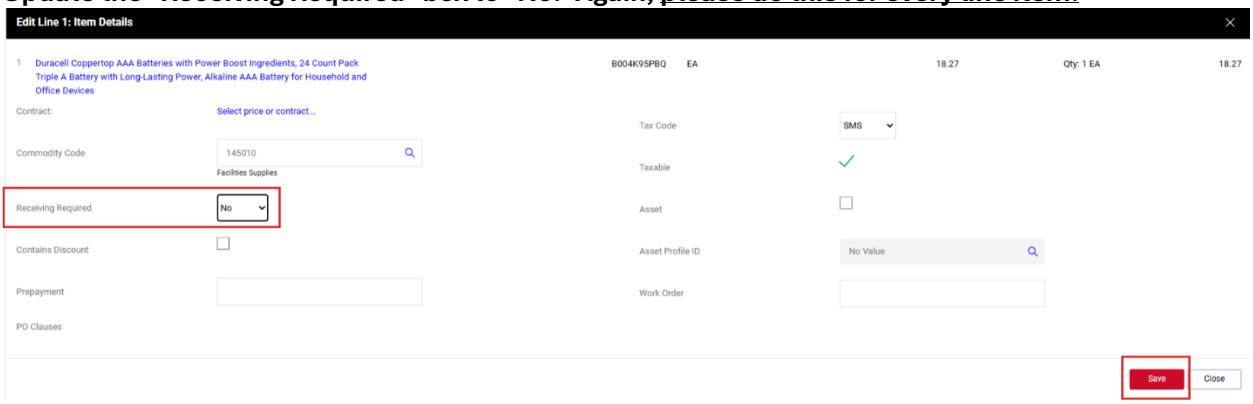
INSTRUCTIONS:

Please note: This must be done for each line on your requisition.

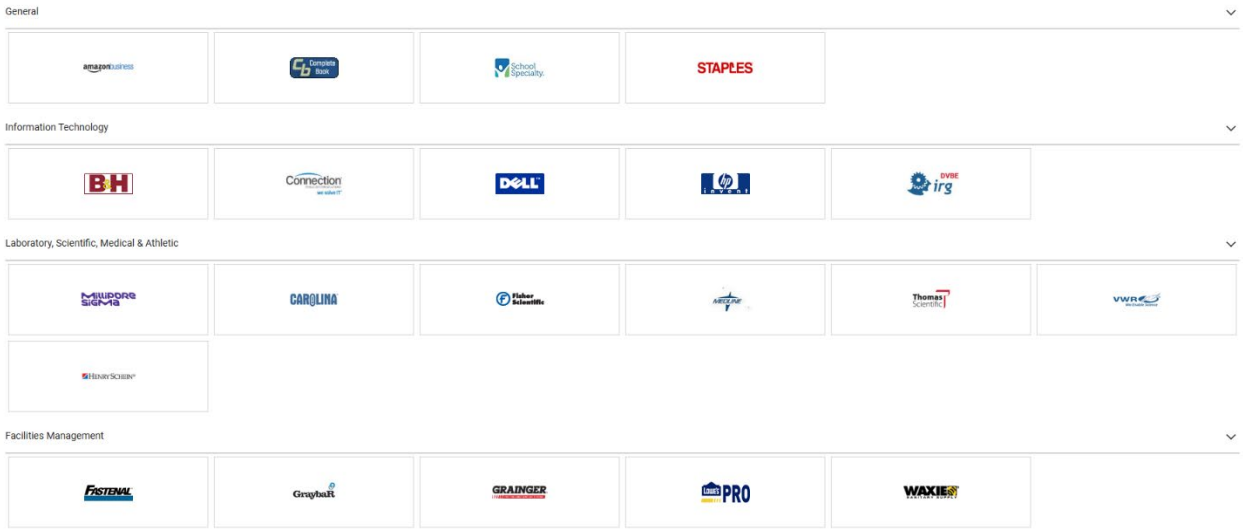
Click on the pencil to edit this section of the requisition:



Update the "Receiving Required" box to "No." Again, <u>please do this for every line item.</u>



Below is a list of our current Punchout Vendors:



An updated Start-to-Finish training video for the Punchout Form Training will be available on the **CSUBUY website** soon. Thank you!

Procurement & Contracts
California State University San Marcos

Distribution Services
California State University San Marcos