From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] P2P Reports and Copying a Requisition
Date: Thursday, February 5, 2026 12:09:17 PM
Attachments: image002.png
image003.png
image004.png
ATT00001.txt



P2P Reports and Copying a Requisition

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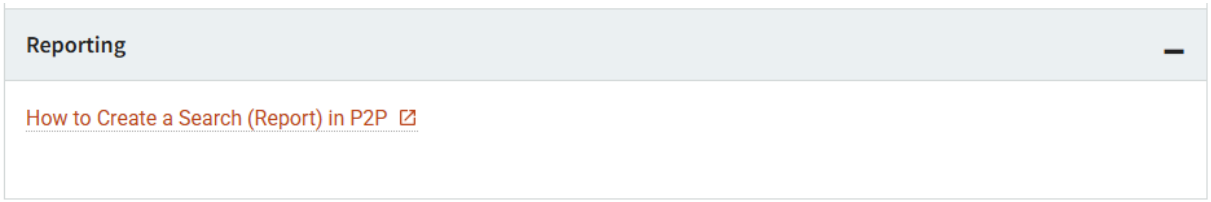
Sent on behalf of: Procurement & Contracts

Hi Campus Partners,

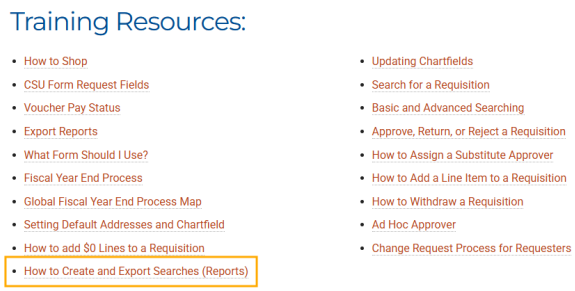
We wanted to provide information on how to create a Search or Report of your requisitions or POs in CSUBUY P2P along with information on how to copy a previous requisition to a new requisition.

REPORTS:

A new video is on our website with information on how to create a search or report in P2P. Please visit https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_p2p.html; go to Reporting, and click on How to Create a Search (Report) in P2P.



A guide is also available under Training Resources at: https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_p2p.html



How can the Report feature benefit you?

- Help track POs year-after-year to plan ahead
- Help track the remaining balance on your POs
- Help track POs to determine which ones are complete and can be closed (enter a Request to Close PO).

HOW TO COPY A PREVIOUSLY CREATED REQUISITION OR REQUISITION LINE:

A new video on our website contains information on how to copy from a previously created requisition or requisition line. You can copy from any non-Punchout catalog requisition! It does not have to be your own! Please visit https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_p2p.html; go to Requisition Training; and click on How to Copy a Previously Created Requisition or Requisition Line.

Requisition Training

Add a Line to a PO via Change Request

Goods and Services Form Training Recording

How to Copy a Previously Created Requisition or Requisition Line

How can this feature help you?

- Save time! Copy from a previous year's requisition for this year's PO. You just need to update the information and attachments!
- Create efficiencies by using another requestor's requisition for the same services or vendor. Copy from their requisition, and update with your own information for the purchase you are making!

Thank you,

Procurement and Contracts