From: Jill Heath
To: Jill Heath
Subject: FW: P2P Resources and Quick Tips
Date: Wednesday, December 10, 2025 11:03:00 AM
Attachments: csubuy_faqs.pdf
Berti and P2P Support.pdf
P2P Updates and Reminders 10.28.25.pdf
ATT00001.txt

From: PCBO Subscription <pcbo_subscribe@csusm.edu>
Sent: Tuesday, December 9, 2025 4:08 PM
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] P2P Resources and Quick Tips



P2P Resources and Quick Tips

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Sent on behalf of: Procurement & Contracts

Hello Campus Partners,

Now that we have passed our one-year CSUBUY P2P Anniversary, we wanted to remind you of resources available to help with entering requisitions, PO or requisition tracking, and reporting. We also wanted to include some quick tips!

If you need a refresher training on how to enter a requisition, copy from a previous requisition (doesn't have to be your own!), or would like help tracking your requisitions or PO's, please hop into our weekly Office Hours! We're happy to help!

Procurement Office Hours:
Date: Every Thursday
Time: 1:00 pm – 1:45 pm
Location: **Zoom**

Training guides, video walkthroughs, 15 minute appointment booking for specific questions are all

available on our website at:
https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_p2p.html.
We're also attaching the most recent **PCBO P2P presentation**.

FAQs are attached. The most up-to-date version can be found at:
https://www.csusm.edu/procurement/procurementservices/csubuy_p2p/csubuy_faqs.pdf

Quick Tips!

1. Make sure to use the correct form type and persona (business unit). Contact Procurement for assistance if you are unsure on what form type to use.
2. Please double check your commodity code to make sure it aligns with the goods or services you are purchasing.
3. Please attach the requested information and attachments to ensure timely processing.
4. Double check that you are only selecting Yes to "Receiving Required" for tangible items that will be shipped to, and received by, Distribution Services. This does not apply to supplies purchased through Punchout vendors (Amazon, Staples, etc.) in P2P.
5. Check out FAQ 4 for Software requisitions when a supplier is not cooperating or willing to be set up in CSUBUY.
6. If you are expecting more than one invoice, make sure you check the Amount Only/Blanket PO box so that your PO does not close after the first invoice is vouchered.

Thank you!

Procurement and Contracts
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