From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Suppliers in CSUBUY P2P
Date: Wednesday, March 26, 2025 12:19:01 PM
Attachments: image001.png
image004.png
image005.png
image002.png
ATT00001.txt



Partners in Campus Business Operations

Suppliers in CSUBUY P2P

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Sent On behalf of: Accounts Payable

Hello PCBO,

This is a reminder to make sure your suppliers are:

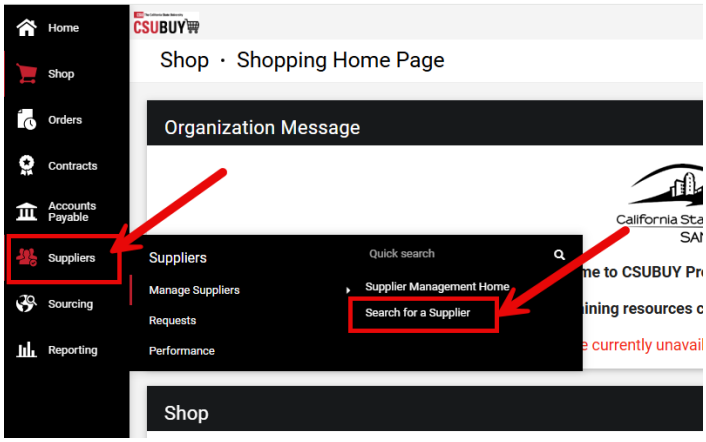
1. **Set up in CSUBUY P2P**, and
2. **Active for shopping for CSUSM**. Any blanket POs still in CFS for the 24/25 fiscal year must be moved to CSUBUY P2P for the 25/26 fiscal year. In order to set up a PO, the supplier must be active for shopping at CSUSM!

TIPS

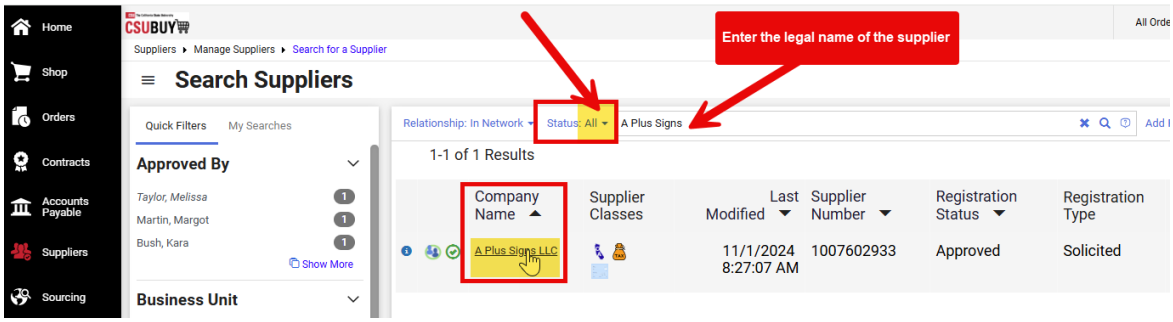
- Talk with a supplier that needs help registering. Send them these resources: **Supplier Resources | CSU**
- Talk with a supplier that refuses to register for CSUBUY. Remind them that CSUBUY is how the campus does business, and we cannot work with suppliers that are not registered. No suppliers are exempt from registering in CSUBUY, regardless of organization type.
- CSUBUY is not a third-party system, which is another concern we receive from suppliers.

How to Check if Suppliers are Set Up in CSUBUY

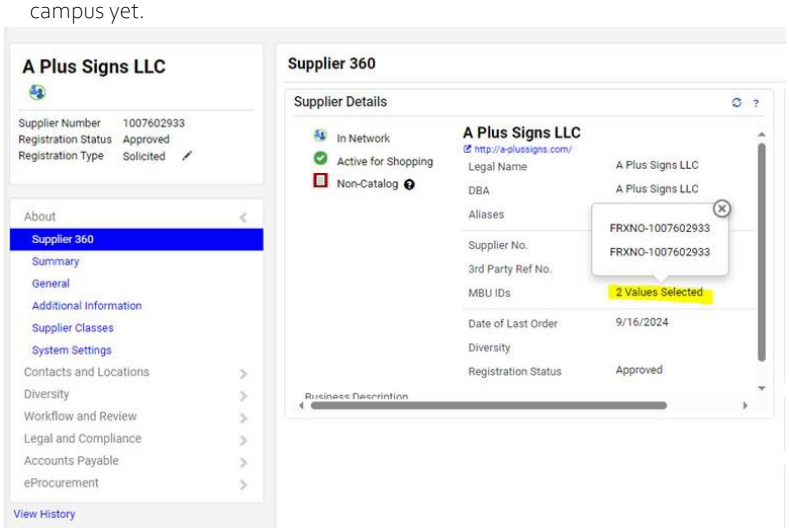
- Sign in to csubuy.calstate.edu
- Click on the Supplier icon, then Search for a Supplier



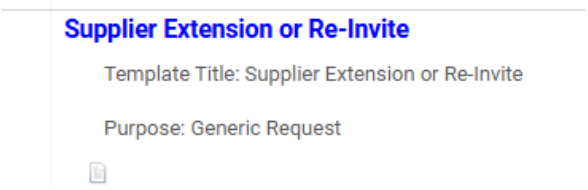
- On the Search screen, change the Status to "All" and then enter the legal name of the supplier.



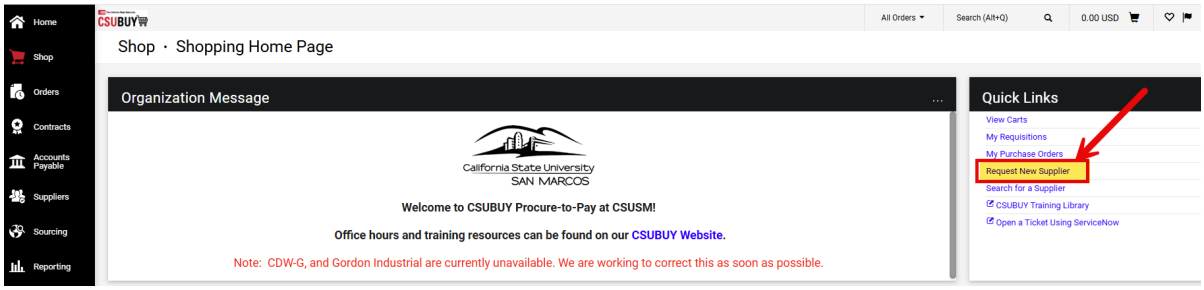
- Click on the Company Name, then click on MBU IDs. If SMXMP is not listed, the supplier is set up but not extended to our campus yet.



- Listed, but not extended to our campus? Submit a Supplier Extension Form (Under the Shopping Icon -> View Forms)



- Not listed at all? Request a new supplier here:



Please email **suppliersetup@csusm.edu** with any questions.

Thank you!
Accounts Payable Team