From: Jill Heath
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Updated Staples P2P Punchout Catalog Purchasing Instructions
Date: Wednesday, April 30, 2025 3:42:26 PM
Attachments: image002.png
image003.png
image004.png
ATT00001.txt

Updated Staples P2P Punchout Catalog Purchasing Instructions

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Sent on Behalf of: Procurement & Contracts and Distribution Services

Hello PCBO,

When the following option is not followed, your payments will be delayed.

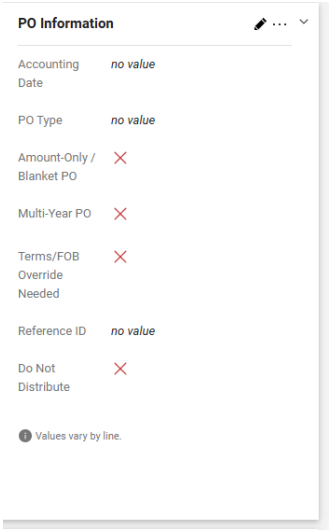
Please note, the following information also applies to Staples when ordering through P2P.

When entering a requisition **below $5,000 for one of the punchout vendors in CSUBUY P2P**, please update the PO Information to trigger two-way matching (see below for information on punchout vendors). This will prevent the system from requiring that Distribution Services enter a receipt for the item and trigger an approval from the requestor confirming receipt of the item prior to payment. Choosing this method will ensure the fastest delivery of your orders. If you choose **not** to use this method for punchouts, your package(s) will be held at the receiving dock until they can be opened and contents verified for receiving.

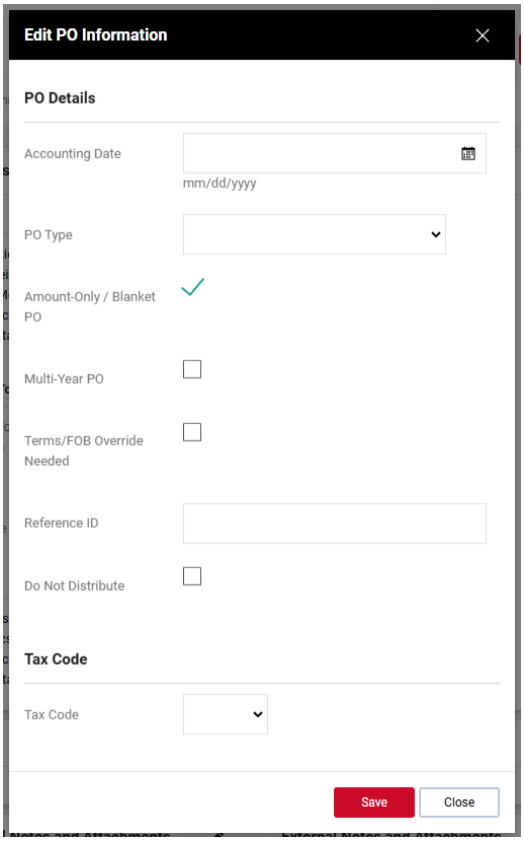
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INSTRUCTIONS:

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



Make sure Amount-Only/Blanket PO is checked:



Please see below for current P2P Punchouts available:

General

Information Technology

Laboratory, Scientific, Medical & Athletic

Facilities Management

Please reach out if you have any questions.

Procurement & Contracts
California State University San Marcos