



P2P Newsletter

Hello, P2P Requestors,

Due to the decrease in attendance for the Procurement P2P Open Labs, these labs will be reduced to every other week, beginning in February. Open Labs for February are scheduled for 9:00 A.M., Tuesday, February 11 (02/11/25) and Tuesday February 25 (02/25/25). The zoom link will remain the same:

<https://csub.zoom.us/j/81924671601>

Important P2P Updates:

- Change Request – “Adding a New Line to an Approved Purchase Order” QRG and Training in development.
- Transportation Charters – A new commodity code has been created for Bus Charter Services, commodity code 160006. Please be sure this commodity code populates for transportation charter requisitions so they don’t code incorrectly to Vehicle Rental, commodity code 140004. This means the Account Override step is no longer necessary for transportation charters and the QRG for “Bus Charter” has been retired.
- Tax Code – Now located at the line level to manually adjust the rate if applicable for supplies/diesel/gas.

All users, please take advantage of the multiple training resources located on the CSUB P2P website. Resources include Quick Reference Guides (QRGs), Quick Video Tutorials (QVTs), recorded training sessions, and much more, available [here](#).

P2P system “Requestor” Reminders:

1. **NEW P2P** users: Before beginning your first transaction, remove your default business unit and add your default shipping and delivery location.
2. Blanket Purchase Orders (Type of PO Request) – These require at least two (2) Requisition lines, one for Taxable goods and one for Non-Taxable services. Please submit accordingly.
3. Multi-Year Purchase Orders (Type of PO Request) – For requisitions/POs for payments on a multi-year contract, we recommend an encumbrance of \$1.00 for future years up to the end date of the contract. Requestors can then create a change order that will be routed for approvals to encumber funds in the current fiscal year.
4. IT Hardware Orders (P2P General Forms) – Review quotes carefully, as Dell and Apple suppliers normally include a non-taxable Environmental or Recycle Fee. These types of fees will need to be a separate line on the Requisition.
5. The Unauthorized Purchase (P2P General Forms) - Form should only be submitted for purchases for goods or services submitted after goods or services have been received without Procurement involvement and can be considered a personal obligation of the individual who made the purchase as opposed to an obligation of the University. If you are simply trying to process an invoice for payment and it meets the criteria for Direct Pay, then submit invoice on the P2P Direct Pay Form.

Please NOTE: Please contact Procurement if a supplier is not active in P2P so we can discuss options prior to goods or services being received.
6. Marketplace: If you are a new user to the Marketplace and have a ProCard you should email csubuy@csub.edu to ensure that you are set up to use your ProCard at checkout. Please add “New User to Marketplace” in the subject line of the email.
7. Commodity Codes: Always review the commodity code that populates on a requisition to verify accuracy. Use Code 160001 for “Rentals” for events such as tables, chairs, etc., as this maps to the General Services account code 660003 (S&S). Do not use Commodity code 140002 for rentals as this is for equipment leases only.
8. Hospitality Purchases: When submitting an order that contains food and/or beverage items, please use the Hospitality Form. In addition, please use the correct account number: 660090 if items are for employees (staff meetings, gatherings), 660828 (official guests).

The Campus P2P Team sincerely appreciates your consideration, patience, and resilience as we continue to implement this new system and resolve any configuration issues. For any questions, please email csubuy@csub.edu or attend the Open Labs.