

Quick Reference Guide New Supplier Request



Submit the New Supplier Request in P2P to add a new supplier.

Request New Supplier

1. On the P2P homepage, click **Request New Supplier** under Quick Links in the top right corner of the screen.

| | | | All • | Search (Alt+Q) | ~ | 0.00 030 |
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| | | | | Quick Link | S | |
| | | | | View Carts | | |
| | | | | My Requisit | ions | |
| Welcome CSU Bakersfie | Id to Procure-to-Pay (P2P) |) in CSUBUY! | | My Purchas | e Orders | |
| ject Team, have worked extremely hard to build and launch CSUBUY P2P for your campus. As you begin using the app g this time. Please report issues to your Campus Team by emailing csubuy@csub.edu. To support you through the init | | | | 1 Request Ner | w Supplier | |
| | | your campus. As you begin using the applicati sub.edu. To support you through the initial go | lication, you may experience technical ial go-live, in partnership with your Campus | CSUBUY | Help | |
| tions answered in real time. | | | | C Open a Ti | icket Usina Se | erviceNow |
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| s, pre-recorded training sessions and tra | aining materials, please visit: Procure-to-r | Pay (P2P) California State University, Bakersi | ileid (csub.edu) | - | | |
| red and activated in CSUBUY with up to Supplier available, please submit a sur | o date information. However, some Suppl pplier request and/or encourage them to | liers may not have completed this process yet register in the application. | t, and any additional encouragement | | | |
| Degrade Marrie Compliant | | | | | | |
| Request New Supplier | | | | | | |
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| Supplier request form | Cal State Supplier Request | | | | | |
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Quick Reference Guide

New Supplier Request



Fill in all required fields on the form. Required fields are marked with a ★. Fields without a ★ can be left blank. Click
 Next at the bottom of the screen when you are finished.

| Questions - Company Overview | | | | | |
|--|---|--|--|--|--|
| Potential matching suppliers have been for | und in your network based on information given. <u>Click here to view the list of potential match</u> | | | | |
| ✓ On This Page | | | | | |
| Request Details (5) Company Information (3) Supplier Contact Information (3) | | | | | |
| ✓ Request Details | Required Field | | | | |
| What products and/or services will this supplier | provide you? * | | | | |
| 2000 characters remaining | | | | | |
| To the best of your knowledge: Does on Employ | na Supplier relationship ovist2 * • | | | | |
| Yes No | e - Supplier relationship exist? ··· 😈 | | | | |

- 5. Review your contact information on the next screen and click **Next** again.
- 6. Review your request. Click to certify that the information provided in the request is accurate, and click **Complete Request.**

| Review and Complete | Print Request History ? |
|--|---|
| Potential matching suppliers have been found in your network based on infor | mation given. <u>Click here to view the list of potential matching suppliers.</u> |
| ✓ Required fields complete | |
| Section | Progress |
| Instructions | No Required fields |
| Questions | Required fields complete |
| Re uester Contact Information | No Required fields |
| fication | |
| □ I certify that the statements and information in this request are true and corre | ect to the best of my knowledge and belief. |
| ★ Required | Complete Request |