

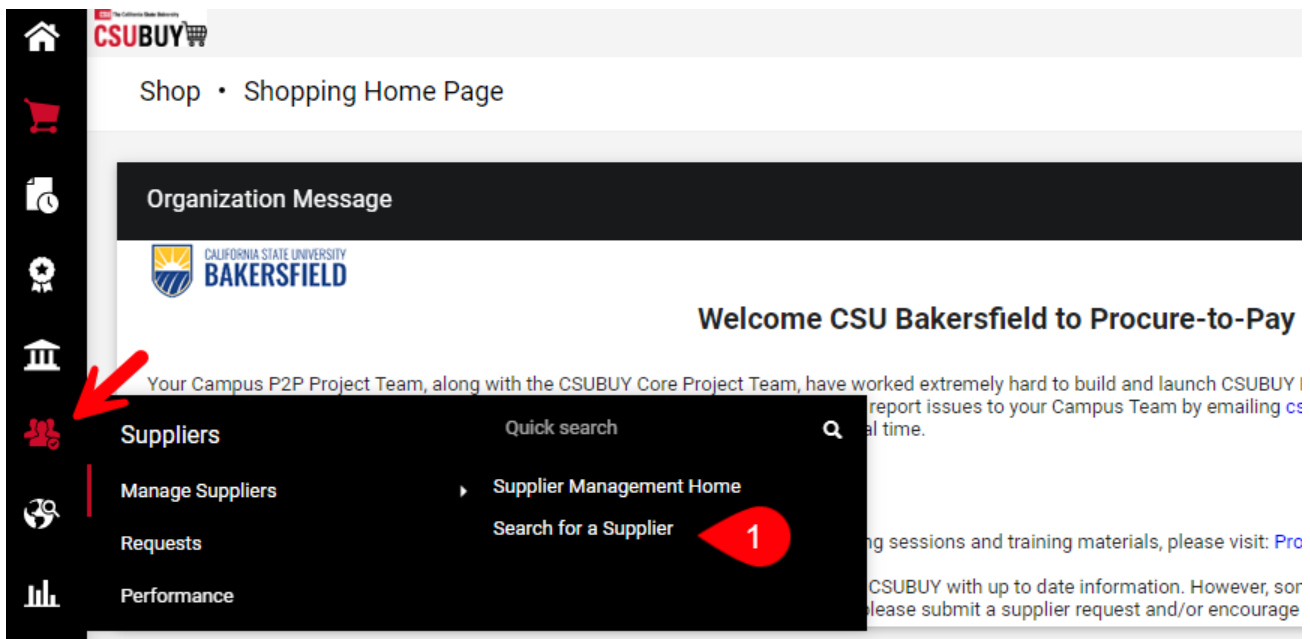


The P2P Supplier Active Supplier Report lets you see all suppliers currently active for your campus.

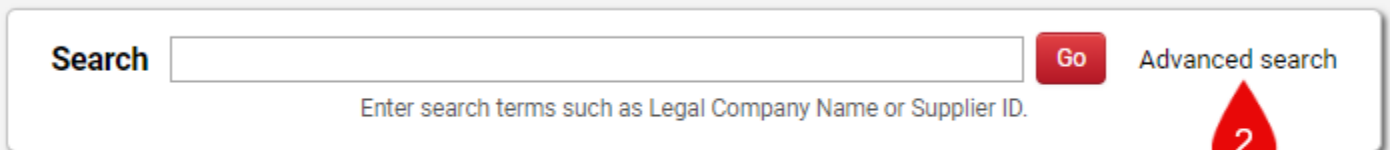
Report for Active Suppliers

Follow these steps to search for a supplier:

1. From the P2P homepage, navigate to **Suppliers > Search for a Supplier**.



2. Select **Advanced Search**.



3. Ensure relationships are set to **In Network**.



Advanced search

Simple Search | ?

Expand All | Collapse All

Supplier	<input type="text"/>
Relationship	In Network <input type="button" value="3"/>
Type	All <input type="button" value="v"/>
Class	<input type="text"/>
Shopping/AP Status	All <input type="button" value="v"/>
Country Of Origin	Country of Origin <input type="button" value="Q"/>
Contract Party Type	Type to filter... <input type="button" value="Q"/>
Include Organizational Nodes	<input type="checkbox"/>
Profile Last Updated By Supplier	<input type="text"/>
Suppliers Set to Sync with ERP	All <input type="button" value="v"/>

- Click the > **Registration Information** drop-down list on Registration Status, select **Approved** from the dropdown, then click **Save Changes**.

Registration Status

1-6 of 6 Results 10 Per Page

Name	
Approved	<input type="button" value="Remove"/>
In Progress	<input type="button" value="Select"/>
Invited	<input type="button" value="Select"/>
None	<input type="button" value="Select"/>
Profile Complete	<input type="button" value="Select"/>
Rejected	<input type="button" value="Select"/>

1-6 of 6 Results 10 Per Page

Selected Values



5. Click **Search** at the bottom of the screen.

> Products / Services

> Company Classification

> 2nd Tier Reporting

5

Search

Refine Supplier Search

6. Scroll down on the left-hand side menu to **Which campuses use this supplier?** Select your campus.

solutions.sciquest.com/apps/Router/SupplierSearch

CSUBUY

Suppliers > Manage Suppliers > Search for a Supplier

CSU Chico (33)
CSU Fresno (60)
CSU Fullerton (2)
CSU Long Beach (3) [more]

CA-DGS Expiration Date

CA-CSLB Expiration Date

CA-DTFA Expiration Date

Which campuses use this supplier? 6

CSU Bakersfield (605)
CSU Fresno (1336)
Cal Poly San Luis Obispo (737)
Cal State Univ, Chico (754)

CA-DIR Expiration Date

Supplier Classification

Attorney (18)
Foreign (36)
Government (51)
Supplier (2536)

Bulk Loaded For Registration

Supplier Review Workflow Step

CSU System SM Admin Review (61)

Class

ACH Supplier (1667)

Save Search



7. Click Save New Search.

Suppliers

Manage Suppliers

Search for a Supplier

[Back to Search](#) | [Start Over](#)

Showing 1 - 10 of 605 results

Search Details

Filtered By

Supplier [Remove All]

Registration Status

Approved

Network

In Network

Which campuses use this supplier?

CSU Bakersfield

Save New Search

7

Refine Supplier Search ?

Profile Last Updated By Supplier

Last Invitation Date

Registration Type

Individual Profile (12)

Solicited (593)

Registration Method

Proxy (6)

Solicited (599)

Registration Date

Shopping/AP Status

Active (591)

Results Per Page

***Supplier Not Known** Type:

Supplier Number: 1004350900

Registration Status: Approved

Registration Type: Solicited

Contract Party Types: Supplier

Diversity C

42 Lines Inc Type:

Supplier Number: 1003511808

Registration Status: Approved

Registration Type: Solicited

Contract Party Types: Supplier

Diversity C

4GB Restaurants Inc (La Cabana Restaurants) Type:

Supplier Number: 1008459127

Registration Status: Approved

Registration Type: Solicited

Contract Party Types: Supplier

Diversity C

A1 Battery Company Inc Type:

Supplier Number: 1007750378

Registration Status: Approved

Registration Type: Solicited

Contract Party Types: Supplier

Diversity C

AAHHE (American Association of Hispanics in Higher Ed) Type:

Supplier Number: 1007750490

Registration Status: Approved

Registration Type: Solicited

Contract Party Types: Supplier

Diversity C

Academic HealthPlans Inc Type:

Supplier Number: 1001479268

Registration Status: Approved

Diversity C



8. Enter a **Nickname** for your report, i.e., Approved Suppliers for Campus. Click the **Add New** dropdown arrow and select **Top level personal folder**. If you don't have saved reports, click **Add New**.

Showing 1 - 200 of 614 results

Results Per Page: 200 Sort by: Best Match

<input checked="" type="checkbox"/> *Supplier Not Known	Type: <input type="checkbox"/>	Date Register
Supplier Number: 1004350900	Diversity Classifications: <u>None</u>	Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> 42 Lines Inc		Date Register
Supplier Number: 1003511808		Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> 4GB Restaurants Inc (La Cabana		Date Register
Supplier Number: 1008459127		Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> A1 Battery Company Inc		Date Register
Supplier Number: 1007750378		Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> AAHHE (American Association of		Date Register
Supplier Number: 1007750490		Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> Academic HealthPlans Inc		Date Register
Supplier Number: 1001479268	Diversity Classifications: <u>None</u>	Last Update
Registration Status: Approved		
Registration Type: Solicited		
Contract Party Types: Supplier		
<input checked="" type="checkbox"/> Access American Education Vietnam LLC	Type: <input type="checkbox"/> Preferences:	Date Register

Add to Saved Searches

Step 1: Edit Saved Document Search Details

Nickname *

> Add Description

Step 2: Select Destination Folder

Add New ▾

- Top level personal folder
- Subfolder of selected folder

Personal
You have no personal searches.

Shared
You have no shared searches.

8

Save Close



When you select Top level personal folder, the window shown below will open. Enter a name for the folder, and a description if desired, and click **Save Changes**. This will return you to the previous screen shown above.

The screenshot shows a web application interface with a list of suppliers. A modal window titled "Add to Saved Searches" is open, displaying a form for editing search details. The form includes a "Nickname" field with the value "Approved Suppliers for Campus" and a "Save" button highlighted with a red box. The background shows a list of suppliers with columns for "Date Register" and "Last Updated".

Supplier Name	Supplier Number	Registration Status	Registration Type	Contract Party Types	Type	Diversity Classifications	Date Register	Last Updated
*Supplier Not Known	1004350900	Approved	Solicited	Supplier		None		
42 Lines Inc	1003511808	Approved	Solicited	Supplier		None		
4GB Restaurants Inc (La Cabana	1008459127	Approved	Solicited	Supplier		None		
Academic HealthPlans Inc	1001479268	Approved	Solicited	Supplier		None		
Access American Education Vietnam LLC								

Report Retrieval

9. Go to **Suppliers** and Click **View Saved Searches**.



Shop • Shopping Home Page

Organization Message

WELCOME CSU BAKERSFIELD TO PROCURE-TO-PAY (P2P) IN CSUBUY!

Your Campus P2P Project Team, along with the CSUBUY Core Project Team, have worked extremely hard to build and launch CSUBUY P2P for your campus. As you begin using the application, you may experience technical report issues to your Campus Team by emailing csubuy@csub.edu. To support you through the initial go-live, in partnership with your Campus

ing sessions and training materials, please visit: [Procure-to-Pay \(P2P\) | California State University, Bakersfield \(csub.edu\)](#)

CSUBUY with up to date information. However, some Suppliers may not have completed this process yet, and any additional encouragement please submit a supplier request and/or encourage them to register in the application.

Suppliers (9)

- Manage Suppliers
- Approvals
- Requests
- Performance

Search for products, suppliers, forms, part number, etc.

Approvals

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER
Requisitions	Number: 186646535	Bakersfield - Commodity - Services	11

Orders Search

All Orders Document Numbers, Supplier, Product Information

SHORTCUTS

My Requisitions

10. Click on the name of your report and it will load on the next page.

Suppliers > Manage Suppliers > View Saved Searches

Add New

Expand All | Collapse All

Personal

- Approved Supplier for Campus** (10)
- Voucher pending approval by requestor

Shared

You have no shared searches.

Approved Supplier for Campus

Folder Actions ?





Actions for Selected Favorites

Select All

Add Shortcut Go

Edit | Move | Copy | Delete



Suppliers > Manage Suppliers > Search for a Supplier
All Search (Alt+F) 0.00 USD    

← Back to Search | Start Over
Showing 1 - 200 of 614 results

Search Details	Results Per Page	Sort by	Page 1 of 4
<p>Saved: Approved Suppliers for Campus</p> <p>Search:</p> <p>Filtered By</p> <p>Supplier: [Remove All]</p> <p>Registration Status</p> <p><input checked="" type="checkbox"/> Approved</p> <p>Network</p> <p><input checked="" type="checkbox"/> In Network</p> <p>Which campuses use this supplier?</p> <p><input checked="" type="checkbox"/> CSU Bakersfield</p> <p>Save Changes</p> <p>Refine Supplier Search</p> <p>Profile Last Updated By Supplier</p> <p>Last Invitation Date</p> <p>Registration Type</p> <p>Individual Profile (12)</p> <p>Solicited (602)</p> <p>Registration Method</p> <p>Proxy (6)</p> <p>Solicited (608)</p> <p>Registration Date</p> <p>Shopping/AP Status</p> <p>Active (601)</p> <p>Inactive (13)</p> <p>Type</p> <p>Hosted Catalog (6)</p> <p>Mobile PunchOut (18)</p> <p>Non-Catalog (589)</p> <p>PunchOut Supplier (25)</p>	<p>200</p>	<p>Best Match</p>	<p>Page 1 of 4</p>
<p><input checked="" type="checkbox"/> *Supplier Not Known</p> <p>Supplier Number: 1004350900</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Diversity Classifications: None</p> <p>Date Registered: 11/11/2023 9:49 PM</p> <p>Last Updated: 5/2/2024 7:00 AM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> 42 Lines Inc</p> <p>Supplier Number: 1003511808</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 4/1/2024 7:18 AM</p> <p>Last Updated: 4/4/2024 8:14 AM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> 4GB Restaurants Inc (La Cabana Restaurants)</p> <p>Supplier Number: 1008459127</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 4/16/2024 3:23 PM</p> <p>Last Updated: 4/17/2024 12:19 PM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> A1 Battery Company Inc</p> <p>Supplier Number: 1007750378</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 8/17/2023 12:13 PM</p> <p>Last Updated: 4/12/2024 9:47 PM</p> <p>Manage</p>
<p><input checked="" type="checkbox"/> AAHHE (American Association of Hispanics in Higher Ed)</p> <p>Supplier Number: 1007750490</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 10/4/2023 12:05 PM</p> <p>Last Updated: 4/3/2024 6:35 PM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> Academic HealthPlans Inc</p> <p>Supplier Number: 1001479268</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 12/29/2023 6:45 AM</p> <p>Last Updated: 5/17/2024 12:30 PM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> Access American Education Vietnam LLC</p> <p>Supplier Number: 1008393913</p> <p>Registration Status: Approved</p> <p>Registration Type: Solicited</p> <p>Contract Party Types: Supplier</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 3/20/2024 7:43 PM</p> <p>Last Updated: 4/11/2024 6:58 PM</p> <p>Manage</p>	<p><input checked="" type="checkbox"/> ACCO Engineered Systems</p> <p>Supplier Number: 1008312587</p> <p>Type: Preferences: Diversity Classifications: None</p> <p>Date Registered: 3/4/2024 3:16 PM</p> <p>Last Updated: 3/20/2024 5:00 PM</p> <p>Manage</p>

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