CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Quick Reference Guide
Navigating a Supplier Profile

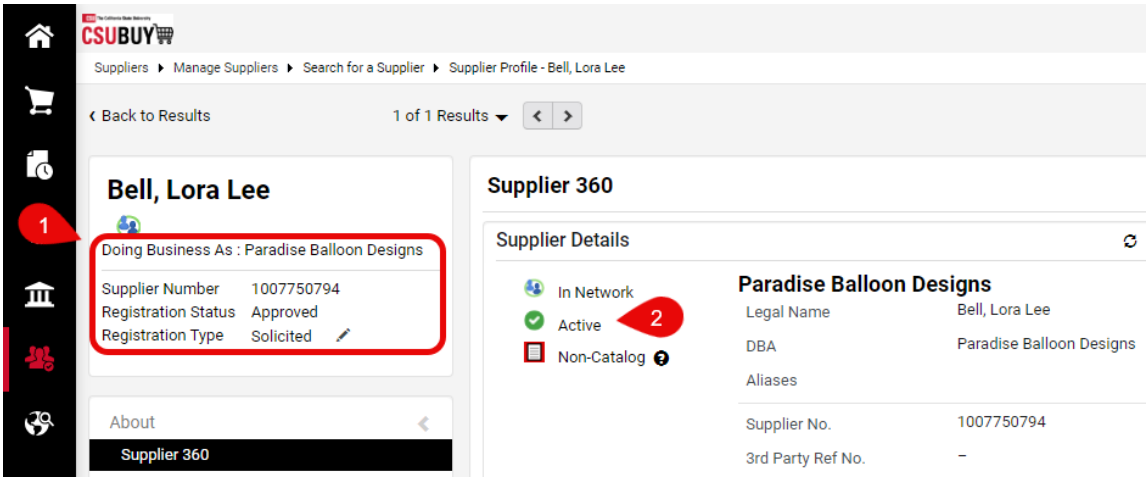
To view a supplier's profile in P2P, search for the supplier in the **P2P Supplier Search** and click on their name in the search results.

Supplier 360 Tab

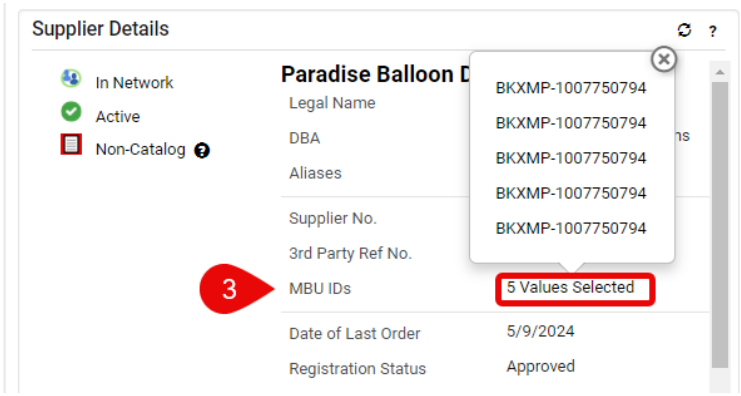
The **Supplier 360** tab shows the following information:

1. The supplier's legal name, Doing Business As (DBA) name, supplier ID number, and registration status display at the left side of the screen. Note that suppliers can be searched in the Supplier Search by both their legal name and their DBA.

2. Active/inactive status displays further toward the center of the screen, under Supplier Details.

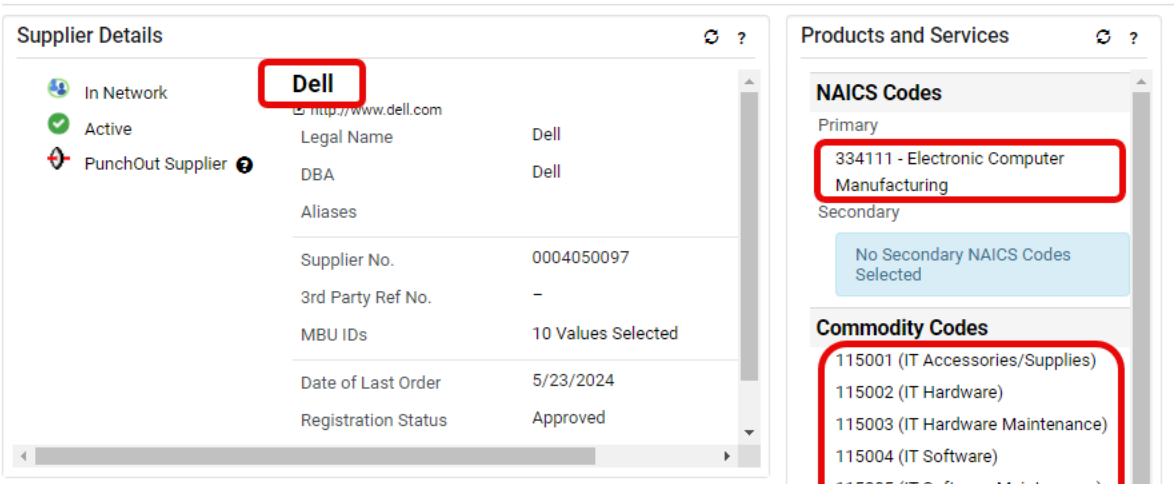


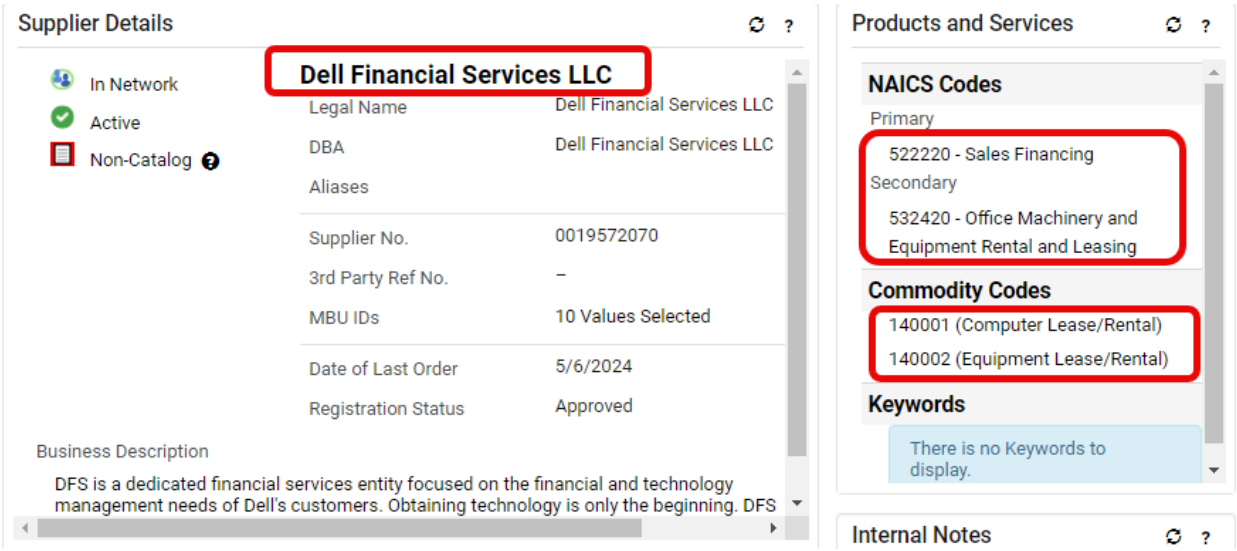
3. **MBU IDs,** also shown under Supplier Details, indicate which campuses and business units the supplier is set up for. Click the number of values selected to view the supplier's MBU IDs. **BKXMP** will display 5 times if the supplier is set up for all 5 Bakersfield business units.



4. **NAICS Codes** and **Commodity Codes** are shown at the right side of the screen. NAICS codes are general classifications that describe the supplier's industry or business sector; commodity codes are more specific codes for the various products and services offered by the supplier.

   Note that NAICS codes and commodity codes are useful for differentiating between suppliers with similar names, as shown below with Dell and Dell Financial Services LLC. You can also scroll down to the bottom of the Supplier Details box to view the supplier's **Business Description** (short description of the supplier and/or the services they offer), as shown on the next page.





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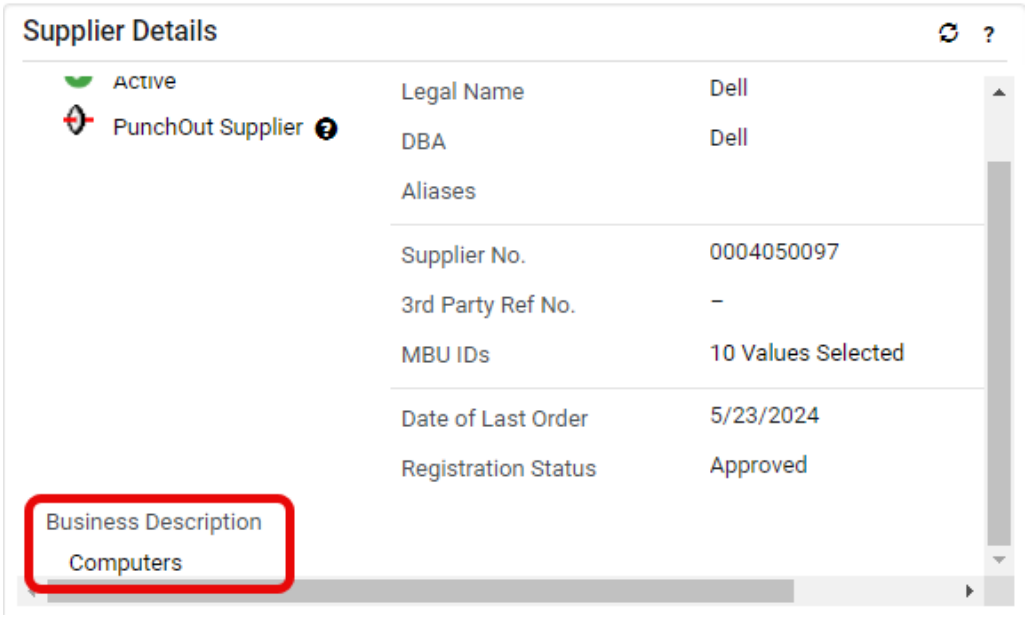
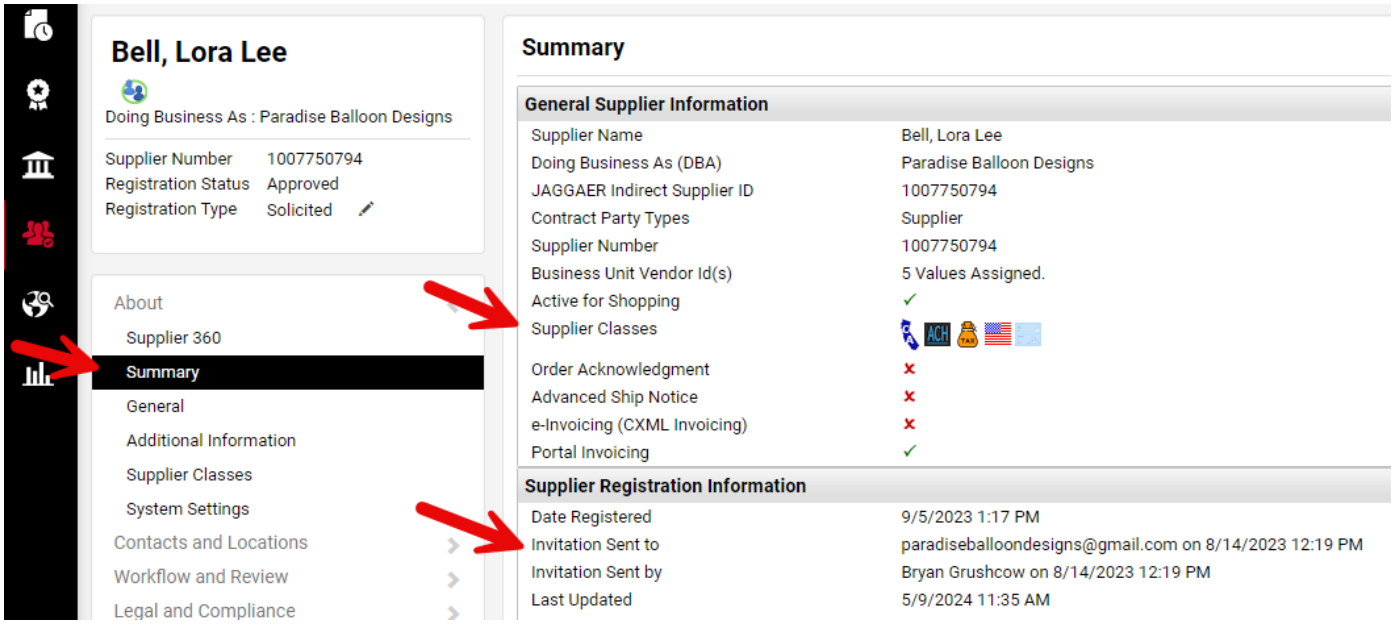


Summary Tab

The **Summary** tab shows the supplier's classes and contact email address. A legend of supplier class icons is provided on the final page of this guide.



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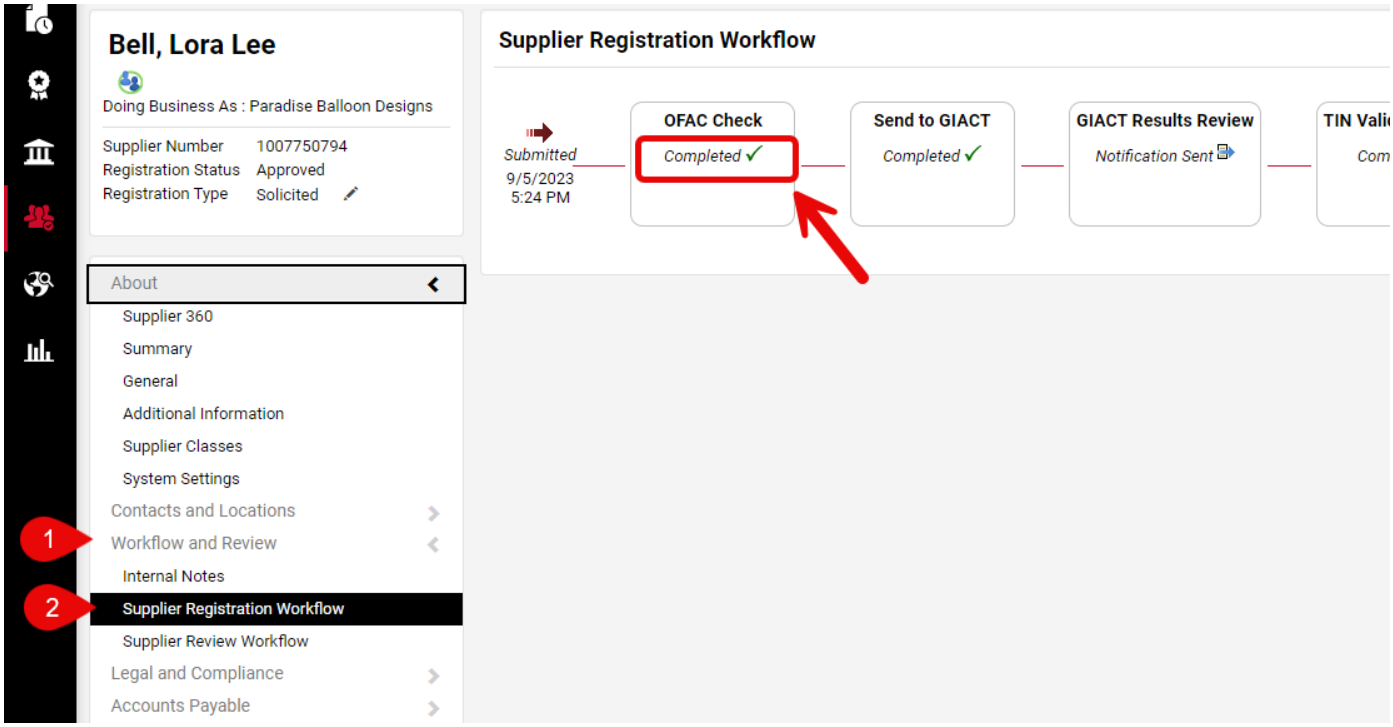
Registration Workflow

To view registration workflow, navigate to **Workflow and Review > Supplier Registration Workflow**. The last step in the flowchart with a green checkmark is the last step that has been completed.



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Supplier Class Legend

See legend below for the various supplier class icons that may appear on the Summary tab of a supplier's profile.

Icon	Supplier Class
	Preferred Supplier
	ACH Supplier
	CA Supplier
	Certified Service Disabled Veteran Owned Small Business (DBVE)
	Certified Veteran Owned Small Business
	Check Supplier
	Foreign Supplier
	Independent Contractor
	Insurance Provided
	Non-Resident Withholding
	Nonresident Alien Withholding
	Wire Transfer Supplier
	Withholding Applicable