

Quick Reference Guide Supplier Search



The P2P Supplier Search lets you find suppliers and view the status of their profiles.

Search for a Supplier

Follow these steps to search for a supplier:

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

$\hat{\mathbf{n}}$			
	Shop • Shopping Home	Page	
ſ	Organization Message		
Q.			
		Wel	come CSU Bakersfield to Procure-to-Pay
血	Your Campus P2P Project Team, al	long with the CSUBUY Core Project	Team, have worked extremely hard to build and launch CSUBUY I report issues to your Campus Team by emailing cs
<u>-12</u>	Suppliers	Quick search	Q al time.
39	Manage Suppliers	Supplier Management Home	
V	Requests	Search for a Supplier	ng sessions and training materials, please visit: Pro
հր	Performance		CSUBUY with up to date information. However, sor lease submit a supplier request and/or encourage

2. Set Relationship to In Network and Status to All

Suppliers Manage Suppliers Search for	Suppliers Manage Suppliers Search for a Supplier						
≡ Search Suppliers							
Quick Filters My Searches	2	Relationship: In Network - Status: All - Quick search					
Approved By	~	Page 1 of All Active					
Albrecht Peterson, Melanie	1671	Company Name	Last Modified 🔻 🗧				
Taylor, Melissa	1359	Supplier Not Know Apply Cancel	5/2/2024 7:00:20 AM				
Avery, Ann	838						
Martin, Margot	698	🚯 🛞 1-A District Agricultural Associaion (Cow	5/17/2024 4:10:27 AM				



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- 3. Type part of the supplier's name into the search bar and click the search icon.
- 4. The icon that displays to the left of the supplier's name in the search results indicates whether or not the profile is active. A green checkmark indicates an active profile. A red X indicates an inactive profile. Active profiles are available for shopping, and inactive profiles are not.

A District Agricultural Association (Cow Pain Inactive)		5/17/2024 4:10:27 AM	1007952053
(3) 8 101 LIVESTOCK MARKET INC		3/20/2024 11:00:47 AM	15001
12twenty Inc Active	🗞 🔤	5/13/2024 9:54:07 AM	1000686614
I9six Architects	1	4/2/2024 8:27:35 AM	1007840955

- 5. The **Registration Status** field shows a more specific description of the profile's status. All active profiles have a status of **Approved.** Inactive profiles may be any of the following five statuses:
 - None: supplier has not yet received the invitation to register their profile.
 - Invited: supplier has received the invitation but has not initiated registration.
 - In Progress: supplier has initiated registration but has not completed it.
 - **Profile Complete:** supplier has completed registration, profile is awaiting approval from the Chancellor's Office.
 - **Rejected:** profile was rejected by the Chancellor's Office.

Rel	telationship: In Network - Status: All - california 🗶 Q 🔅				X Q 💿	Add Filter - Cle	
<	>	Page 1 of 4 1-20 of 79 Results				K	
		Company Name 🔺	Supplier Classes	Last Modified 🔹	Supplier Number 🔹	Registration Status	Registration Type
6	🕙 😢	FWD MG, Inc. (The Bakersfield Californian)		4/15/2024 9:23:04 AM		Invited	Solicited
8	© 🚯	CBJ Building Maintenance (California's Best Janitorial)	\$ 09	2/9/2024 5:15:22 PM	0018343004	Approved	Solicited
6	🕙 🛞	AEP California		5/10/2024 1:04:38 PM		Invited	Solicited