

CSUBUY, Procure to Pay (P2P)

End User Training

Agenda

Module 1- Introduction

Module 2- Basic Navigation

Module 3- Supplier

Module 4- Punchout Catalogs

Module 5- Form Requests

Module 6- Detailed Functionality

Module 7- Purchase Orders

Module 8- Receiving

Module 9 - Payment (Voucher)

Module 1- Introduction

- What is CSUBuy P2P?
- P2P vs. CFS
- Integration
- Roles and Permissions

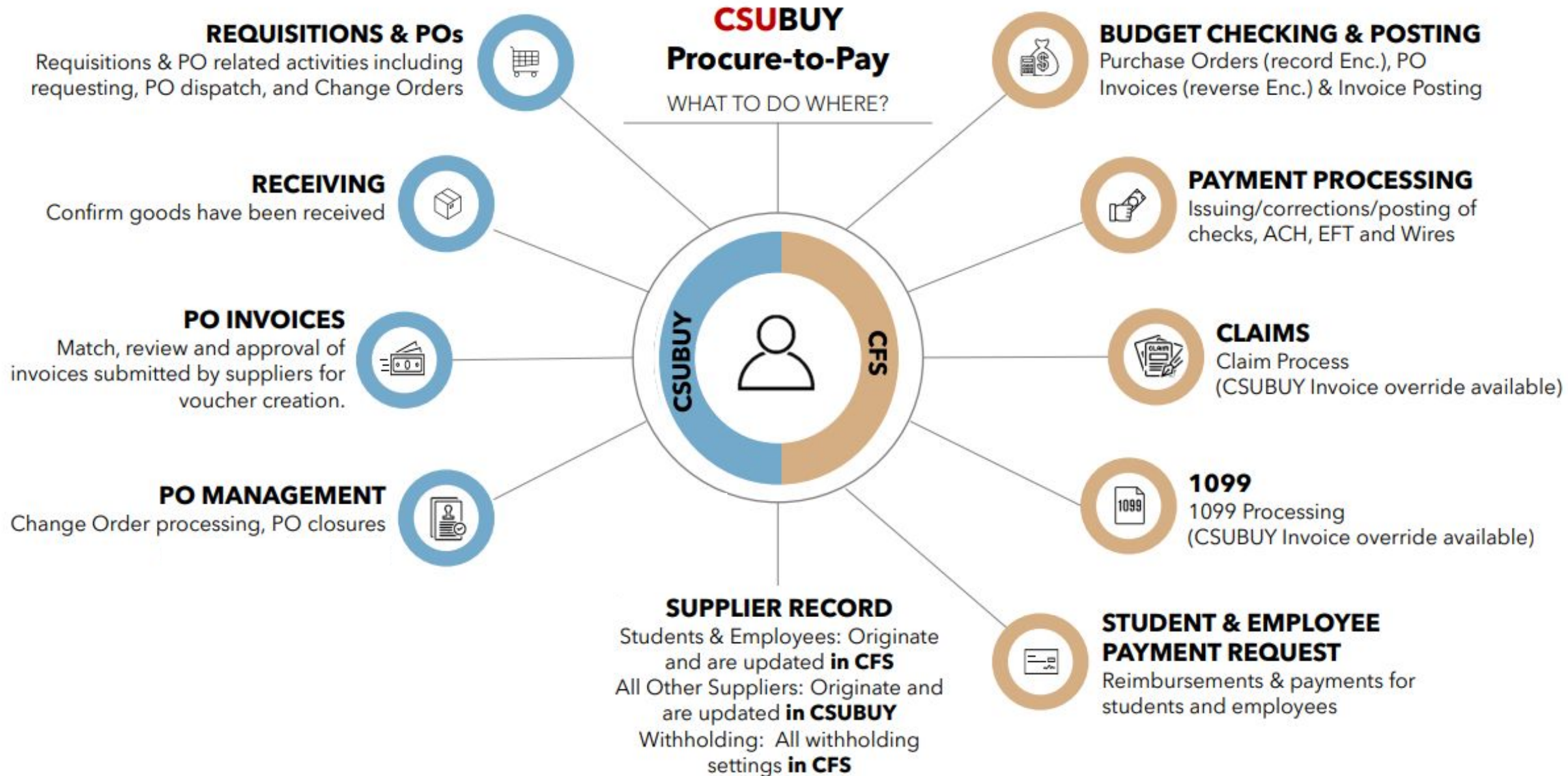
What is CSUBUY?

CSUBUY is the implementation of strategic, standardized procurement processes that allows for the elimination of manual touchpoints and steps resulting in efficiencies through automation, risk mitigation and cost savings for the California State University

The screenshot displays the CSUBUY web application interface. At the top, there is a header bar with the CSUBUY logo, navigation links (All, Search (Alt+Q)), and user information (5,000,000.00 USD, heart icon, 11 notifications, and user profile). Below the header, the main content area is divided into several sections:

- Organization Message:** A large banner area with the text "Welcome to the CSUBUY **TEST ENVIRONMENT**".
- Quick Links:** A sidebar on the right containing links: View Carts, My Requisitions, My Purchase Orders, Search for Supplier, Request New Supplier, CSUBUY Training Library, and Open a Ticket Using ServiceNow.
- Shop:** A section with a search bar and filters. It includes a "Go to:" dropdown with options: Favorites, Suppliers, Categories, and Contracts. Below this, there are tabs for "Simple" and "Advanced" search, and a search bar with the placeholder text "Search for products, suppliers, forms, part number, etc." and a search button.
- My Approvals:** A table showing approval results. It includes a "Showing Results 1 - 5 of 11" and a "5 Per Page" dropdown. The table has columns: TYPE, DETAILS, FOLDER NAME, and DAYS IN FOLDER. The first row shows a Requisition with Number: 4345447, Name: 2025-08-25 05000010639 01, Folder Name: East Bay - Commodity - Bhavesh Patel, and Days in Folder: 1. The second row shows a Requisition with Number: 4345873, Name: 2025-08-25 05000010639 01, Folder Name: East Bay - Commodity - Chris Lam-Vazquez, and Days in Folder: 1.
- Orders Search:** A section with a search bar and filters. It includes a "All Orders" dropdown and a search bar with the placeholder text "Document Numbers, Supplier, Product Information". Below this, there are links for "My Requisitions", "My Purchase Orders", and "My Vouchers".

At the bottom of the page, there is a footer bar with the text "Powered by JAGGAER | Privacy Policy" and the time "9:14 AM".

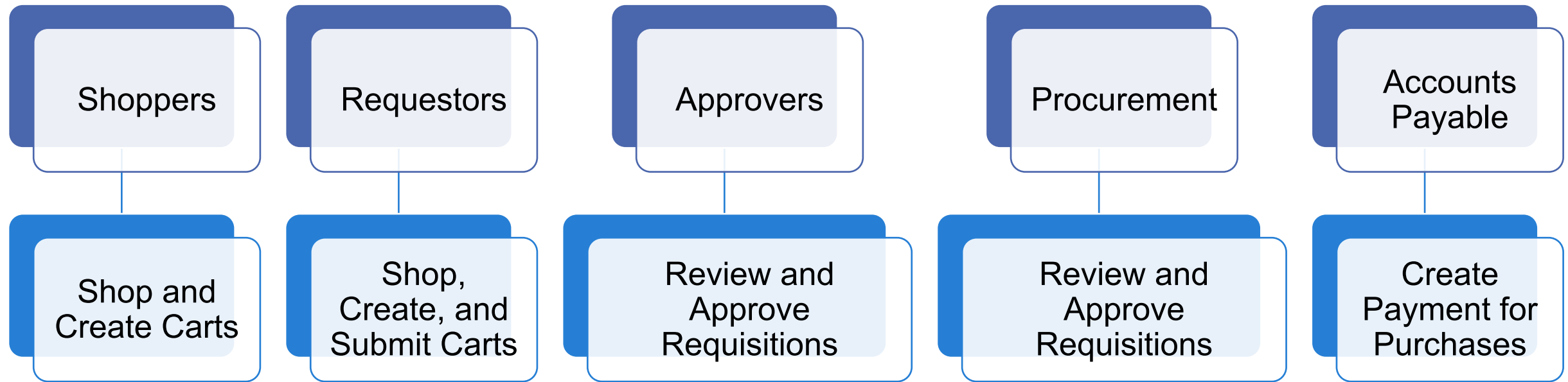


P2P- Roles and Permissions

- **Shopper-** Ability to create shopping carts and assign to a requestor to submit into workflow.
- **Requestor-** Ability to query, create and submit requisitions.
- **Approver-** Ability to review and approve requisitions (Compliance Review) Examples: HR, IT, Fleet, EH&S....etc
- **DOA Approver-** Ability to review and approve requisitions (Financial Review)

Who Uses CSUBUY?

- Overview of the user groups that use CSUBUY for purchasing.



Q&A

Module 2- Basic Navigation

- Profile Settings
- Bill To/Ship To Set Up
- Notifications
- Default Settings

CSUBUY P2P Login –Need to update once P2P link is posted on Financial Services Home page and Procurement homepage



Shopping Home Page

Home Shop Orders Contracts Accounts Payable Suppliers Sourcing Reporting

Dashboards • Shopping Home Page

Accounts Payable Dashboard Approver Dashboard Central Receiving Dashboard Contracts Dashboard Procurement Dashboard Shopping Home Page Sourcing Dashboard

Organization Message

Welcome to the
CSUBUY
TEST ENVIRONMENT

Quick Links

- View Carts
- My Requisitions
- My Purchase Orders
- Search for Supplier
- Request New Supplier
- CSUBUY Training Library
- Open a Ticket Using ServiceNow

Shop

Go to: Favorites Browse: Suppliers Categories Contracts

Simple Advanced

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

My Approvals

Showing Results 1 - 5 of 11 5 Per Page

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Requisitions	Number: 4345447 Name: 2025-08-25 05000010639 01	East Bay - Commodity - Bhavesh Patel	1

Orders Search

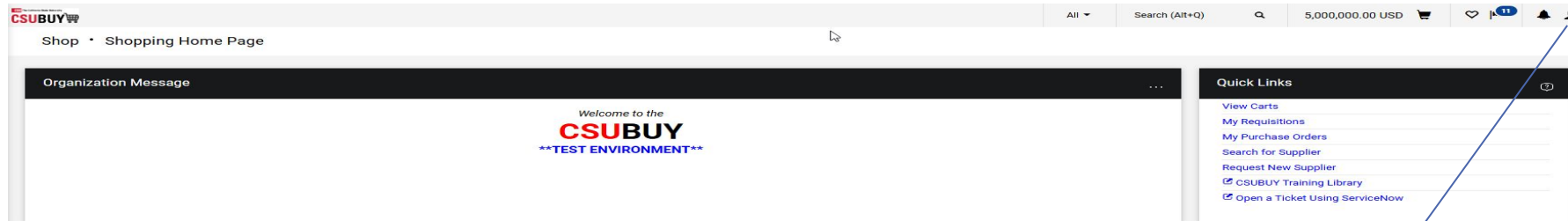
All Orders Document Numbers, Supplier, Product Information

SHORTCUTS

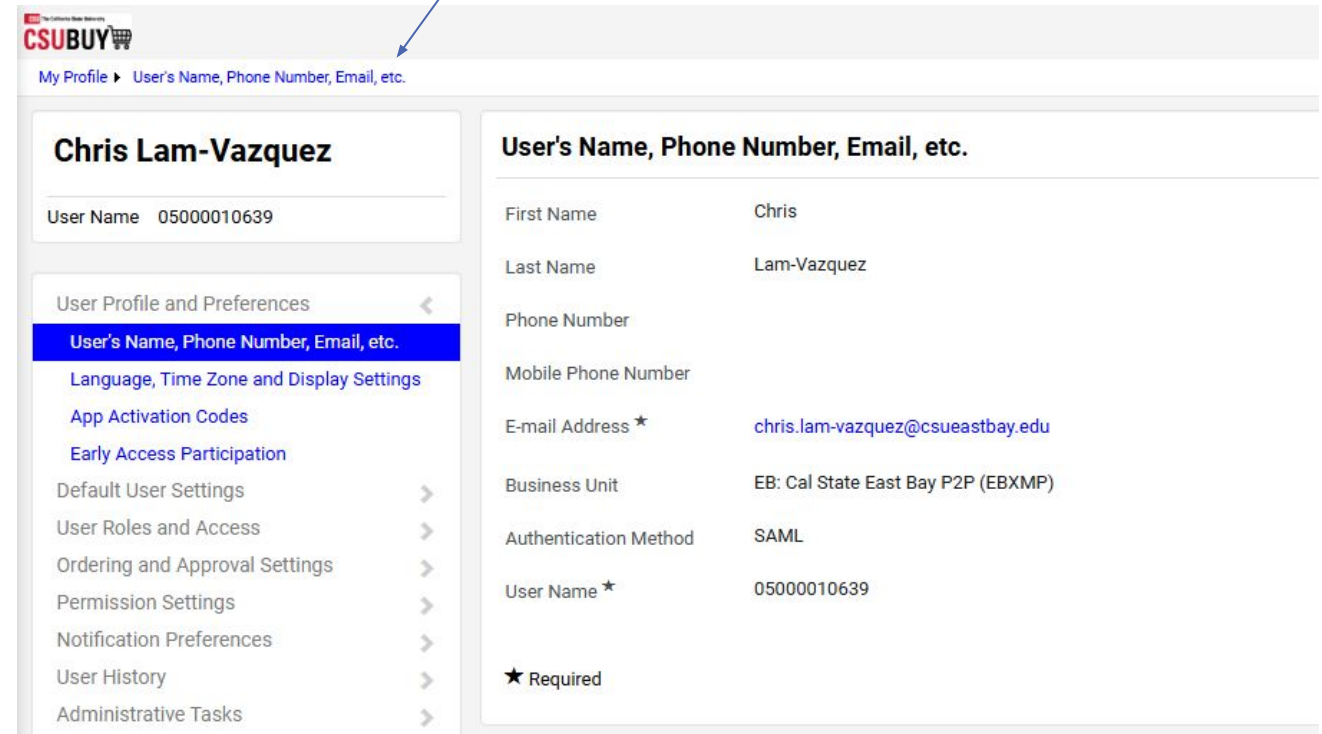
- My Requisitions
- My Purchase Orders

- Shopping Cart and Total
- Heart – Bookmarks
- Flag- Action Items
- Bell- Notification
- Person- Profile

How to Access Profile Settings



You will need to go
and make sure your
Profile is updated



Update Default Address- Ship to and Bill to

CSUBUY

My Profile ▸ Default Addresses

Chris Lam-Vazquez

User Name 05000010639

User Profile and Preferences ▸
Default User Settings <
Custom Field and Accounting Code Defaults
Default Addresses
Cart Assignees
User Roles and Access ▸
Ordering and Approval Settings ▸
Permission Settings ▸
Notification Preferences ▸
User History ▸
Administrative Tasks ▸

Default Addresses

Ship To Bill To

Select an address to edit

Shipping Addresses

CSU East Bay - Receiving

EBCMP

Select Addresses For Profile

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses For Profile Delete Address

Shipping Addresses

CSU East Bay - Receiving

EBCMP

Edit Selected Address

Nickname CSU East Bay - Receiving

Default ☐

Current Default Address EBCMP

ADDRESS

Attn: * ★ Chris Lam-Vazquez

Contact Line 2 c/o Shipping and Receiving

Address Line 1 25800 Carlos Bee Blvd

City Hayward

State CA

Zip Code 94542-3000

Country United States

Save

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses For Profile Delete Address

Billing Addresses

CSU East Bay - Campus Bill To

Edit Selected Address

Nickname CSU East Bay - Campus Bill To

Default ☒

Current Default Address CSU East Bay - Campus Bill To

ADDRESS

Contact Line 1 Accounts Payable, CSU East Bay

Address Line 1 25800 Carlos Bee Blvd

City Hayward

State CA

Zip Code 94542-3000

Country United States

Save

Shopping Home Page

The screenshot displays the CSUBUY Shopping Home Page. A red box on the left highlights the navigation menu, and a blue box on the right highlights the Quick Links section. Red and blue diamond icons point from the text labels to these respective areas.

Navigation Menu (Left Sidebar):

- Home
- Shop
- Orders
- Contract
- Accounts Payable
- Suppliers
- Sourcing
- Reporting

Header:

CSUBUY | All | Search (Alt+Q) | 5,000,000.00 USD | [Heart] [11] [Bell] [User]

Shop • Shopping Home Page

Organization Message

Welcome to the
CSUBUY
TEST ENVIRONMENT

Quick Links

- View Carts
- My Requisitions
- My Purchase Orders
- Search for Supplier
- Request New Supplier
- CSUBUY Training Library
- Open a Ticket Using ServiceNow

Shop

Go to: [Favorites](#) | Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

[Simple](#) | [Advanced](#)

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

My Approvals

Showing Results 1 - 5 of 11 | 5 Per Page | [1] 2 3 →

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Requisitions	Number: 4345447 Name: 2025-08-25 05000010639 01	East Bay - Commodity - Bhavesh Patel	1
Requisitions	Number: 4345873	East Bay - Commodity - Chris Lam-Vazquez	1

Orders Search

All Orders | Document Numbers, Supplier, Product Information [Search]

SHORTCUTS

- [My Requisitions](#)
- [My Purchase Orders](#)
- [My Voucher](#)

Set Up Your Notification Preferences

- Notifications Preferences

Notification Preferences: Shopping, Carts & Requisitions

Prepared By - Cart Assigned Notice ?	None
Prepared By - PR line item(s) rejected ?	None
Prepared By - PR rejected/returned ?	None
Cart Assigned Notice ?	None
Receive PR and PO notifications for Carts Assigned to Me ?	None
Assigned Cart Processed Notification ?	None
Assigned Cart Deleted Notification ?	None

- ❖ Notifications are individual
- ❖ You can customize options
- ❖ Turning on/off Email or Notifications per type

Notifications are globally defaulted and can be modified by the user.

The screenshot displays the CSUBUY shopping interface. On the left, a blue sidebar contains navigation links: Home, Shop (highlighted with a red box), Orders, Contracts, Accounts Payable, Suppliers, Sourcing, and Reporting. The 'Shop' menu is open, showing options like Shopping, My Carts and Orders, Admin, and a 'Browse By' section (also highlighted with a red box) containing Suppliers, Categories, and Contracts. The main content area features a 'Welcome to the CSUBUY **TEST ENVIRONMENT**' banner. Below this is a 'Shop' section with a search bar and filters. The 'My Approvals' section shows a table of requisitions. The 'Orders Search' section includes a dropdown menu and a search bar. The 'Quick Links' section on the right lists various actions like View Carts, My Requisitions, and Search for Supplier.

Home Shop Orders Contracts Accounts Payable Suppliers Sourcing Reporting

Shop (Alt+P)

Shopping

My Carts and Orders

Admin

Go To

Shopping Home

Advanced Search

View Favorites

View Forms

Browse By

Suppliers

Categories

Contracts

Welcome to the
CSUBUY
TEST ENVIRONMENT

Quick Links

View Carts

My Requisitions

My Purchase Orders

Search for Supplier

Request New Supplier

CSUBUY Training Library

Open a Ticket Using ServiceNow

Shop

Go to: Favorites Browse: Suppliers Categories Contracts

Simple Advanced

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

My Approvals

Showing Results 1 - 5 of 11 5 Per Page

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Requisitions	Number: 4345447 Name: 2025-08-25 05000010639 01	East Bay - Commodity - Bhavesh Patel	1
Requisitions	Number: 4345873	East Bay - Commodity - Chris Lam-Vazquez	1

Orders Search

All Orders Document Numbers, Supplier, Product Information

SHORTCUTS

My Requisitions

My Purchase Orders

My Vouchers

Menu Search

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Note: Shop Fly Out—Browse By Suppliers will give you only CSUEB approved suppliers ready for shopping.

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

CSUBUY

Orders ▸ Search ▸ All Orders

Search All Orders

Quick search

All Orders

Requisitions

Purchase Orders

Change Requests

Procurement Request

Vouchers

Receipts

Patel, Bhavesh23

Libiran, Sonia15

Lewis, Lana11

Higgins, Gisella8

See More

Show More

Approved By

Patel, Bhavesh18

Campos, Carlos16

Lam-Vazquez, Chris10

Libiran, Sonia7

McNairn, Michael5

All ▾

Search (Alt+Q)

5,000,000.00 USD

Save As

Pin Filters

Export All

1-20 of 73 Results

Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier	Total Amount
Purchase Order	Pending	Bhavesh Patel	8/27/2025 2:24:42 PM		Acme Corporation ⓘ	298.44 USD
Purchase Order	Complete	Chris Lam-Vazquez	8/27/2025 9:09:09 AM	8/27/2025 9:09:35 AM	Acme Corporation ⓘ	429.60 USD
Requisition	Pending	Chris Lam-Vazquez	8/26/2025 4:34:01 PM		Outstanding Officiating ⓘ	5,000.00 USD
Requisition	Pending	Chris Lam-Vazquez	8/26/2025 4:18:28 PM		Edwin's Equipment New & Refurbished ⓘ	3,765.50 USD
Purchase Order	Pending	Gisella Higgins	8/26/2025 3:44:15 PM		Acme Corporation ⓘ	10,000.00 USD
Requisition	Pending	Chris Lam-Vazquez	8/25/2025 2:17:21 PM		BD Biosciences, Inc ⓘ	443.00 USD
Voucher	Pending	Chris Lam-Vazquez, Sonia Libiran	8/22/2025 3:40:30 PM		Acme Corporation ⓘ	450.00 USD
Requisition	Pending	Lana Lewis	8/22/2025 10:29:47 AM		Acme Corporation ⓘ	415.31 USD
Receipt	-	Chris Lam-Vazquez	8/20/2025 1:05:28 PM	8/20/2025 1:06:44 PM	Academic Recruiting Services ⓘ	
Purchase Order	Pending	Chris Lam-Vazquez	8/20/2025 12:59:35 PM		Acme Corporation ⓘ	525.26 USD
Requisition	Complete	Chris Lam-Vazquez	8/20/2025 12:41:12 PM	8/20/2025 12:59:38 PM	Acme Corporation ⓘ	498.38 USD
Voucher	Pending	Bhavesh Patel	8/20/2025 11:45:12 AM		Acme Corporation ⓘ	4,468.00 USD
Receipt	-	Bhavesh Patel, Nicole Yu	8/20/2025 10:33:12 AM	8/20/2025 10:33:33 AM	Acme Corporation ⓘ	4,468.00 USD
Receipt	-	Chris Lam-Vazquez, Sonia Libiran	8/20/2025 10:31:47 AM	8/20/2025 10:32:32 AM	BD Biosciences, Inc ⓘ	
Receipt	-	Chris Lam-Vazquez, Sonia Libiran	8/20/2025 10:30:26 AM	8/20/2025 10:33:19 AM	Steelcase Distributor ⓘ	
Receipt	-	Chris Lam-Vazquez, Lana Lewis	8/20/2025 10:30:23 AM	8/20/2025 10:52:10 AM	Stanley ⓘ	

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

Menu Search

CSUBUY

Accounts Payable > Vouchers > Search For Vouchers

Search Vouchers

My DraftsSearch

Quick FiltersMy Searches

Created Date: Last 90 daysQuick search

Quick search

Accounts Payable

Vouchers

Receipts

Approvals

Reports

AP Home

View Draft Vouchers

Search For Vouchers

Search Direct Pay Requests

Create New Voucher, Credit Memo...

Voucher Type

PO Voucher10

Voucher Source

Manual8

Business Unit

EB: Cal State East Bay P2P (EBXMP)10

Invoiced By

Libiran, Sonia3

Patel, Bhavesh3

Save AsPin FiltersExport All

20 Per Page

Invoice	Supplier	PO Number	Voucher Workflow Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Voucher Source	Voucher Type	Pay Status	Total Amount
...	Acme Corporation ⓘ	240003511T	Pending	8/22/2025 3:40:30 PM	9/21/2025		0.00 USD	8/22/2025 4:06:32 PM	Manual	PO Voucher	In Process	450.00 USD
...	Acme Corporation ⓘ	240003497T	Pending	8/20/2025 11:45:12 AM	9/19/2025		0.00 USD	8/20/2025 11:46:08 AM	Manual	PO Voucher	In Process	4,468.00 USD
...	Acme Corporation ⓘ	240003497T	Pending	8/20/2025 9:57:37 AM	9/19/2025		0.00 USD	8/20/2025 10:02:45 AM	Manual	PO Voucher	In Process	4,468.00 USD
...	Academic Recruiting Services ⓘ	240003383T	Pending	8/20/2025 9:49:19 AM	9/4/2025		0.00 USD	8/20/2025 9:56:05 AM	Manual	PO Voucher	In Process	12.00 USD
...	Steelcase Distributor ⓘ	240003473T	Complete	8/20/2025 9:43:53 AM	9/19/2025		0.00 USD	8/20/2025 9:56:03 AM	Manual	PO Voucher	Payable	300.00 USD
...	Academic Recruiting Services ⓘ	240003498T	Pending	8/20/2025 9:43:51 AM	9/19/2025		0.00 USD	8/20/2025 9:56:01 AM	Manual	PO Voucher	In Process	10,010.00 USD
...	Acme Corporation ⓘ	240003497T	Pending	8/20/2025 9:43:48 AM	8/20/2025		0.00 USD	8/20/2025 10:05:30 AM	Manual	PO Voucher	In Process	4,840.81 USD
...	Acme Corporation ⓘ	240003474T	Pending	8/19/2025 4:10:41 PM	8/19/2025		0.00 USD	8/20/2025 11:27:36 AM	Manual	PO Voucher	In Process	1,750.00 USD
...	Academic Recruiting Services ⓘ	DP0000180T	Pending	8/19/2025 12:18:01 PM	9/18/2025		0.00 USD	8/19/2025 12:18:01 PM	Automated	PO Voucher	In Process	10,000.00 USD

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

CSUBUY

Suppliers > Manage Suppliers > Search for a Supplier

Search Suppliers

Quick Filters

My Searches

Approved By

Bush, Kara

Martin, Margot

Suppliers

Manage Suppliers

Approvals

Requests

Performance

Commodity Code

No Commodity Code

Contract Party Type

Supplier

Customer

Country of Origin

United States

No Country

Canada

Antarctica

Relationship: In Network

Status: Active for Shop...

Quick search

Page 1 of 18

1-20 of 357 Results

20 Per Page

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
		7/23/2025 12:29:18 PM	1003736726	Approved	Solicited	5/12/2023	Non-Catalog		None (None)
		8/26/2025 3:40:24 PM	1004752210	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/28/2025 2:19:33 PM	1004752232	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/29/2025 9:26:18 AM	1004752222	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/12/2025 4:13:34 PM	1004752492	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
		7/31/2025 1:49:59 PM	1004753370	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
		8/29/2025 9:13:37 AM	1004819801	Approved	Solicited	5/21/2025	Non-Catalog		None (None)
		4/3/2025 10:07:57 AM	1004041955	In Progress	Solicited	3/28/2024	Non-Catalog		None (None)
		8/12/2025 12:40:20 PM	1003873861	Approved	Solicited	9/14/2023	Non-Catalog		None (None)
		8/26/2025 9:24:06 AM	1004408208	Approved	Solicited	8/27/2024	Non-Catalog		None (None)

❖ Supplier Fly Out- Search for all suppliers in CSUBuy

Q&A

Module 3- Supplier

Search for Suppliers

- Two Options for Searching
 - Shop Flyout
 - Supplier Flyout (All Campuses in P2P)
 - Supplier Extension Request Form
 - Request New Supplier Form

Search for CSUEB Suppliers Shop Flyout

The screenshot shows the CSUBUY website interface. On the left, a blue sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, and Reporting. The 'Shop' link is highlighted with a red box. A flyout menu for 'Shop (Alt+P)' is open, showing sub-links: Shopping, My Carts and Orders, Admin, Go To, Shopping Home, Advanced Search, View Favorites, View Forms, Browse By, Suppliers (highlighted with a red box), Categories, and Contracts. The main content area displays a list of suppliers under the heading 'Suppliers'. The list is sorted by 'Best Match' and shows 18 results. The first few suppliers are: Academy of Nutrition and Dietetics, Acco Engineered Systems Inc, ACH August Testing, Acme Corporation, ACS Group LLC, address test 1, AGB Search LLC, Amazon.com, Apple Inc., and April COMR 2. Each supplier entry includes a 'Type' column, a 'Preference' column, and a 'Supplier Name' column. The 'ACH' logo is visible next to several suppliers. The bottom of the page shows 'Results Per Page' set to 20 and 'Page 1 of 18'.

Type	Preference	Supplier Name	Type	Preference
		Academy of Nutrition and Dietetics		
		Acco Engineered Systems Inc		
		ACH August Testing		
		Acme Corporation		
		ACS Group LLC		
		address test 1		
		AGB Search LLC		
		Amazon.com		
		Apple Inc.		
		April COMR 2		

- Check here to see if your supplier is available, if yes, you can select them and move your requisition forward

Search for Suppliers Flyout- All Campuses

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

CSUBUY

Suppliers > Manage Suppliers > Search for a Supplier

Search Suppliers

Save AsPin FiltersActions

Quick Filters

My Searches

Approved By

Bush, Kara91

Martin, Margot45

Suppliers

Quick search

Manage Suppliers

Supplier Management Home

Search for a Supplier

Approvals

Requests

Performance

Commodity Code

No Commodity Code3552

Show More

Contract Party Type

Supplier346

Customer7

Show More

Country of Origin

United States337

No Country12

Canada2

Antarctica1

Relationship: In NetworkStatus: Active for Shop...

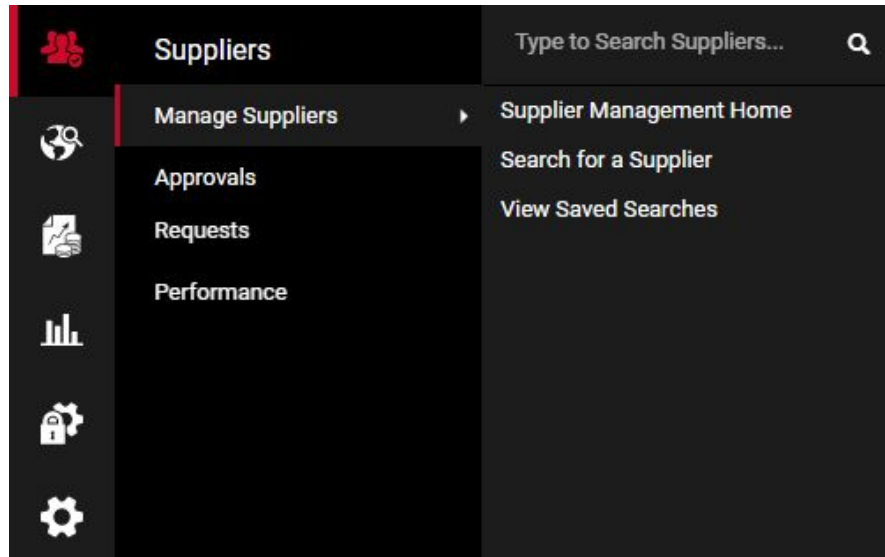
Quick search

Add FilterClear All Filters

Page 1 of 181-20 of 357 Results20 Per Page

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
		7/23/2025 12:29:18 PM	1003736726	Approved	Solicited	5/12/2023	Non-Catalog		None (None)
		8/26/2025 3:40:24 PM	1004752210	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/28/2025 2:19:33 PM	1004752232	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/29/2025 9:26:18 AM	1004752222	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
		8/12/2025 4:13:34 PM	1004752492	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
		7/31/2025 1:49:59 PM	1004753370	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
		8/29/2025 9:13:37 AM	1004819801	Approved	Solicited	5/21/2025	Non-Catalog		None (None)
		4/3/2025 10:07:57 AM	1004041955	In Progress	Solicited	3/28/2024	Non-Catalog		None (None)
		8/12/2025 12:40:20 PM	1003873861	Approved	Solicited	9/14/2023	Non-Catalog		None (None)
		8/26/2025 9:24:06 AM	1004408208	Approved	Solicited	8/27/2024	Non-Catalog		None (None)

Suppliers Menu



Manage Suppliers

- ❖ Search for Suppliers

Approvals

- ❖ Review Previously Requested Suppliers
- ❖ Review and Approve Suppliers

Requests

- ❖ Search for Previous Requests

Performance

- ❖ My Evaluations

CSUBUY The California State University

Suppliers ▶ Manage Suppliers ▶ Search for a Supplier

Search Suppliers

Quick Filters My Searches

Approved By

- Martin, Margot (42)
- Bush, Kara (32)
- McClurg, Tu (29)
- Jones, Chris (11)
- Requester, Rocky (9)
- See More Show More

Business Unit

- No Business Unit (257)

Commodity Code

- No Commodity Code (255)

Relationship: In Network Status: Active Quick search Add Filter Clear All Filters ?

Page 1 of 13 1-20 of 257 Results 20 Per Page

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
*Supplier Not Known		9/20/2024 7:31:06 AM	1003736726	Approved	Solicited	5/12/2023	Non-Catalog		None (None)
500 Replication (500)	ACH	8/6/2024 3:57:42 PM	1004041955	In Progress	Solicited	3/28/2024	Non-Catalog		None (None)
A-TOWN AV		9/12/2024 11:52:21 AM	1003873861	Approved	Solicited	9/14/2023	Non-Catalog		None (None)
Academic Recruiting Services		9/20/2024 7:26:15 AM	1004408208	Approved	Solicited	8/27/2024	Non-Catalog		None (None)

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1. Who Approved the Supplier
2. Should always be In Network
3. Should always be Enabled for Procurement
4. Quick Search Field
5. Add Filter
6. Save As
7. Configuration Columns
8. Registration Status

Suppliers

Manage Suppliers

Search for a Supplier

Shopping Cart

Document

Star

Bank

People

Search

Bar Chart

Search Suppliers

Quick Filters

My Searches

Approved By

Martin, Margot2220

Taylor, Melissa2004

Albrecht Peterson, Melanie1790

Bush, Kara1692

Kuhnert, Kathryn1451

See More

Show More

Business Unit

No Business Unit4735

Relationship: In Network

Status: Active for Shop...

Quick search

Clear All Filters

Page 1 of

Company Name

All

Active for Shopping

Not Active for Shopping




Apply

Cancel

Supplier	Registration Status	Supplier Number	Registration Date	Registration Time	Registration Status	Registration Type
*Supplier Not Known	Approved	1004350900	11/18/2024	3:34:31 PM	Approved	Sc
10,000 Degrees	Approved	1008873040	10/7/2024	3:11:21 PM	Approved	Sc
101Netlink	Approved	1008951027	11/12/2024	9:22:53 AM	Approved	Sc

Company Name	Supplier Number	Registration Status
*Supplier Not Known	11/18/2024 3:34:31 PM 1004350900	Approved
10,000 Degrees	10/7/2024 3:11:21 PM 1008873040	Approved
101Netlink	11/12/2024 9:22:52 AM 1008951027	Approved

Supplier Status

Registration Status #8:		Definition
None		Loaded, not invited
Invited		Registration invitation sent to supplier
In Progress		Supplier has started registration
Registration Complete		Supplier has completed a registration
Approved		Supplier profile has been approved through registration workflow
Status #3:		Definition
Active for Shopping		Active for Shopping/Requisition
Not Active for Shopping		Inactive for Shopping/Requisition
CSUBUY Network Relationship #2		
In Network		Search results should be limited to “In Network”

*Is Supplier Available to CSUEB

CSUBUY

All

Search (Alt+Q)

5,000,000.00 USD

11

Logout

Suppliers
Manage Suppliers
Search for a Supplier

Search Suppliers

Save As

Pin Filters

Actions

Quick Filters

My Searches

Approved By

Bush, Kara

92

Martin, Margot

45

McClurg, Tu

29

Jones, Chris

11

Requester, Rocky

9

See More

Show More

Business Unit

No Business Unit

359

Commodity Code

No Commodity Code

357

2

Show More

Contract Party Type

Supplier

348

Customer

7

Show More

Relationship: In Network

Status: Active for Shop...

Quick search

Add Filter

Clear All Filters

Page 1 of 18

1-20 of 359 Results

20 Per Page

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
*Supplier Not Known		7/23/2025 12:29:18 PM	1003736726	Approved	Solicited	5/12/2023	Non-Catalog		None (None)
4.8 Control Supplier		8/26/2025 3:40:24 PM	1004752210	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
4.8 Test line 4		8/28/2025 2:19:33 PM	1004752232	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
4.8 Test line 7		8/29/2025 9:26:18 AM	1004752222	Approved	Solicited	4/8/2025	Non-Catalog		None (None)
4.9 Test supplier line 22		8/12/2025 4:13:34 PM	1004752492	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
4.9 Test supplier line 26		7/31/2025 1:49:59 PM	1004753370	Approved	Solicited	4/9/2025	Non-Catalog		None (None)
5.21 control		8/29/2025 9:13:37 AM	1004819801	Approved	Solicited	5/21/2025	Non-Catalog		None (None)
500 Replication (500)		4/3/2025 10:07:57 AM	1004041955	In Progress	Solicited	3/28/2024	Non-Catalog		None (None)

Is Supplier Available to CSUEB

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

Menu Search

CSUBUY

Suppliers > Manage Suppliers > Search for a Supplier

Search Suppliers

Quick FiltersMy Searches

Approved By

Martin, Margot

Bush, Kara

Show More

Business Unit

No Business Unit

Commodity Code

No Commodity Code

Contract Party Type

Supplier

Country of Origin

United States

Customer Commodity Code

115001 (IT Accessories/Supplies)

115002 (IT Hardware)

115003 (IT Hardware Maintenance)

115004 (IT Software)

115005 (IT Software Maintenance)

See More

Show More

Diversity Classification

All

Search (Alt+Q)

5,000,000.00 USD

11

Logout

Save As

Pin Filters

Actions

Relationship: In Network

Status: Active for Shop...



dell

Add Filter

Clear All Filters

1-1 of 1 Results

20 Per Page

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type	Duns Number	Diversity Classification
 Dell		8/12/2025 4:20:50 PM	0004050097	Approved	Solicited	3/30/2023	Mobile PunchOut, PunchOut Supplier	624007902	None (None)

Supplier 360 - What BU's that Supplier is Extended to

The screenshot displays the CSUBUY Supplier 360 interface for the supplier Dell. The left sidebar contains navigation links: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, and Reporting. The main content area is titled 'Supplier 360' and includes a 'Back to Results' link and a '1 of 1 Results' indicator. The supplier details section shows the following information:

Supplier Details	
Dell	http://www.dell.com
Legal Name	Dell
DBA	Dell
Aliases	
Supplier No.	0004050097
3rd Party Ref No.	-
Active Business Unit(s)	19 Values Selected
Date of Last Order	7/8/2025
Diversity	
Registration Status	Approved

The 'Business Description' section states: 'There is no business description available for this supplier.'

The 'Products and Services' section includes NAICS Codes (Primary: 334111 - Electronic Computer Manufacturing; Secondary: No Secondary NAICS Codes Selected) and Commodity Codes (115001 (IT Accessories/Supplies), 115002 (IT Hardware), 115003 (IT Hardware Maintenance), 115004 (IT Software), 115005 (IT Software Maintenance), 140001 (Computer Lease/Rental)).

The 'Keywords' section lists: Laptop Laptops Notebook Notebooks Printer Printers Dell Computer.

The 'Internal Notes' section states: 'There are no Internal Notes to display.'

The 'RSS Feed' section states: 'No RSS feed is configured.'

The 'Contract Alerts' section includes a 'Filter Contract Alerts' section with the following filters:

Contracts	Alert Type
All Contracts	All Alerts

The 'Contract Type' section includes a search bar and a filter for 'Occurs Within' set to '0-30 Days'.

MBU IDs in the Supplier 360 is where users can see if the supplier is available for their campus to shop from.

Supplier 360 - What BU's that Supplier is Extended to

The screenshot displays the CSUBUY Supplier 360 profile for Dell. The page is divided into several sections:

- Supplier Details:** Includes fields for Supplier Number (0004050097), Registration Status (Approved), Registration Type (Solicited), and a Supplier Search button. It also lists status indicators: In Network, Active for Shopping*, Enabled for Contracts, and PunchOut Supplier.
- Products and Services:** Displays NAICS Codes (Primary: 334111 - Electronic Computer Manufacturing; Secondary: No Secondary NAICS Codes Selected) and Commodity Codes (115001 (IT Accessories/Supplies), 115002 (IT Hardware), 115003 (IT Hardware Maintenance), 115004 (IT Software), 115005 (IT Software Maintenance), 140001 (Computer Lease/Rental)).
- Keywords:** Lists keywords such as Laptop, Laptops, Notebook, Notebooks, Printer, Printers, Dell, and Computer.
- Contract Alerts:** Includes a Filter Contract Alerts section with dropdowns for Contracts (All Contracts), Alert Type (All Alerts), Contract Type (Type to filter...), and Occurs Within (0-30 Days).

A red arrow points to a dropdown menu showing MBU IDs: BKXDN-0004050097, BKXMP-0004050097, BKXPA-0004050097, BKXSI-0004050097, BKXTU-0004050097, CHXCO-0004050097, COXDN-0004050097, COXMA-0004050097, FRXNO-0004050097, FRXTH-0004050097, and HMXDV-0004050097.

CSUEB has 3 Business Units:
EBXMP (main campus)
EBXDN (Foundation)
EBXDF (Ed Foundation)
**The campus community will use EBXMP.

MBU IDs in the Supplier 360 is where users can see if the supplier is available for their campus to shop from.

Supplier 360 - What BU's that Supplier is Extended to

The screenshot displays the CSUBUY Supplier 360 profile for A Plus Signs LLC. The page is divided into several sections:


- Supplier Details:** Includes status (In Network, Enabled for Procurement, Non-Catalog), legal name (A Plus Signs LLC), and MBU IDs (FRXNO-1007602933).
- Products and Services:** Lists NAICS Codes (Primary: 339950 - Sign Manufacturing, Secondary: No Secondary NAICS Codes Selected) and Commodity Codes (100002 (Construction Services)).
- Internal Notes:** Contains a note: "Ready for 1099/WH review".
- RSS Feed:** Indicates "No RSS feed is configured."

A red box highlights the MBU IDs section, which lists FRXNO-1007602933. Below this, a tooltip indicates "2 Values Selected".

If EBXMP is not listed but this Supplier should be Extended to CSUEB for use, a Supplier Extension Request should be submitted

MBU IDs in the Supplier 360 is where users can see if the supplier is available for their campus to shop from.

Supplier 360 – Supplier Registration Invitation




All ▾


Search (Alt+Q)

Suppliers ▸ Manage Suppliers ▸ Search for a Supplier ▸ Supplier Profile - 24-7 Software Inc

< Back to Results10 of 4735 Results ▾<>

24-7 Software Inc



Supplier Number1007466414
Registration StatusApproved
Registration TypeSolicited 

About

Supplier 360

Summary

General

Additional Information

Supplier Classes

System Settings

Contacts and Locations

Diversity

Workflow and Review




Legal and Compliance

Accounts Payable

eProcurement

Summary

General Supplier Information

Supplier Name	24-7 Software Inc
JAGGAER Indirect Supplier ID	1007466414
Contract Party Types	Supplier
Supplier Number	1007466414
Business Unit Vendor Id(s)	2 Values Assigned.
Active for Shopping	✓
Supplier Classes	 
Web Site URL	http://www.247software.com 
Order Acknowledgment	✗
Advanced Ship Notice	✗
e-Invoicing (CXML Invoicing)	✗
Portal Invoicing	✓

Supplier Registration Information

Date Registered	7/11/2023 11:47 PM
Invitation Sent to	pbaid@247software.com on 7/6/2023 6:13 AM
Invitation Sent by	Bryan Grushcow on 7/6/2023 6:13 AM
Last Updated	11/5/2024 4:10 PM
Profile Last Updated by Supplier	4/26/2024 1:06 AM
Registration Method	Solicited
Registration Status	Approved
Registration Type	Solicited

Supplier Extension or Re-Invite Request

The screenshot displays the CSUBUY website interface. At the top, the header includes the CSUBUY logo, a navigation menu with 'Shop' and 'Shopping Home Page', a search bar with 'Search (Alt+Q)', and a currency indicator '0.0'. Below the header, a section titled 'Showcases' contains a grid of request forms. The 'Supplier Requests' section is highlighted with a red box, and the 'Supplier Extension or Re-Invite' option is also highlighted with a red box. A hand cursor is visible over the 'Independent Contractor Request' button.

CSUBUY

Shop • Shopping Home Page

- New Request

Showcases









CSU Form Requests



Goods and Services Request	IT Hardware Request	IT Software Request	Independent Contractor Request	Hospitality Request (non-travel)	Payroll Request
Request to Close PO	Facilities and Construction Request For Facilities Use Only				

Supplier Requests

Supplier Extension or Re-Invite	Supplier Maintenance Request
---	--

Supplier Extension or Re-Invite Request



The California State University
CSUBUY

Shop › Shopping › [View Forms](#)

[‹ Back to Shopping Home](#)


Supplier Extension or Re-I...

Form Number **15398993**

Purpose **Generic Request**

Status **Incomplete**

Instructions


Questions 

Review and Submit

Discussion


Form Approvals

Questions - General

[Request Actions](#)  [History](#) [?](#)

★ Response Is Required

▼ Request Type

What are you requesting? ★ 

☐ Resend an invitation to an existing CSUBUY supplier

☐ Extend an existing CSUBUY supplier to new campus

[‹ Previous](#)

[Save Progress](#)

[Next ›](#)

Supplier Extension Request

Complete all Questions and
Submit into Workflow
Helpful Hint:
Only the * are Required

If extending please extend
to all 3 Business Units:
EBXMP
EBXDN
EBXDF

The screenshot shows the CSUBUY Supplier Extension Request form. The top navigation bar includes the CSUBUY logo, a search bar, a currency selector (0.00 USD), a shopping cart icon, a heart icon, a notification bell, and a user profile icon with a 'Logout' button. The left sidebar contains links for 'Shop', 'Shopping', 'View Forms', 'Review and Submit', 'Discussion', and 'Form Approvals'. The main content area is titled 'What are you requesting?' and includes two radio button options: 'Resend an invitation to an existing CSUBUY supplier' and 'Extend an existing CSUBUY supplier to new campus'. A red error message states 'Required field cannot be empty'. Below this is a section titled 'Extension Request: Supplier Information' with the question 'Which campus is requesting this extension?'. A list of 20 campus options is provided, each with a radio button. The list includes Bakersfield, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Office of the Chancellor, Pomona, Sacramento, San Bernardino, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus. At the bottom, there is a question 'Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days?' with radio button options for 'Yes' and 'No'. The bottom navigation bar features 'Previous', 'Save Progress', and 'Next' buttons.

CSUBUY

Shop Shopping View Forms

Review and Submit

Discussion

[Form Approvals](#)

What are you requesting? *

☐ Resend an invitation to an existing CSUBUY supplier

☒ Extend an existing CSUBUY supplier to new campus

Required field cannot be empty

Extension Request: Supplier Information

Which campus is requesting this extension? *

☐ Bakersfield

☐ Channel Islands

☐ Chico

☐ Dominguez Hills

☐ East Bay

☐ Fresno

☐ Fullerton

☐ Humboldt

☐ Long Beach

☐ Los Angeles

☐ Monterey Bay

☐ Northridge

☐ Office of the Chancellor

☐ Pomona

☐ Sacramento

☐ San Bernardino

☐ San Francisco

☐ San Jose

☐ San Luis Obispo

☐ San Marcos

☐ Sonoma

☐ Stanislaus

Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days? *

☐ Yes ☐ No

Previous Save Progress Next

Supplier Re-Invite Request



Shop ▶ Shopping ▶ [View Forms](#)

Form Number **15398993**
Purpose **Generic Request**
Status **Incomplete**

Instructions

Questions



Review and Submit

Discussion

Form Approvals

All ▼

Search (Alt+Q)



★ Response Is Required

▼ Request Type

What are you requesting? ★ ?

- ☒ Resend an invitation to an existing CSUBUY supplier
- ☐ Extend an existing CSUBUY supplier to new campus

▼ Resend Invitation: Supplier Information

Suppliers Legal Company Name ★

CSUBUY Supplier Number ★

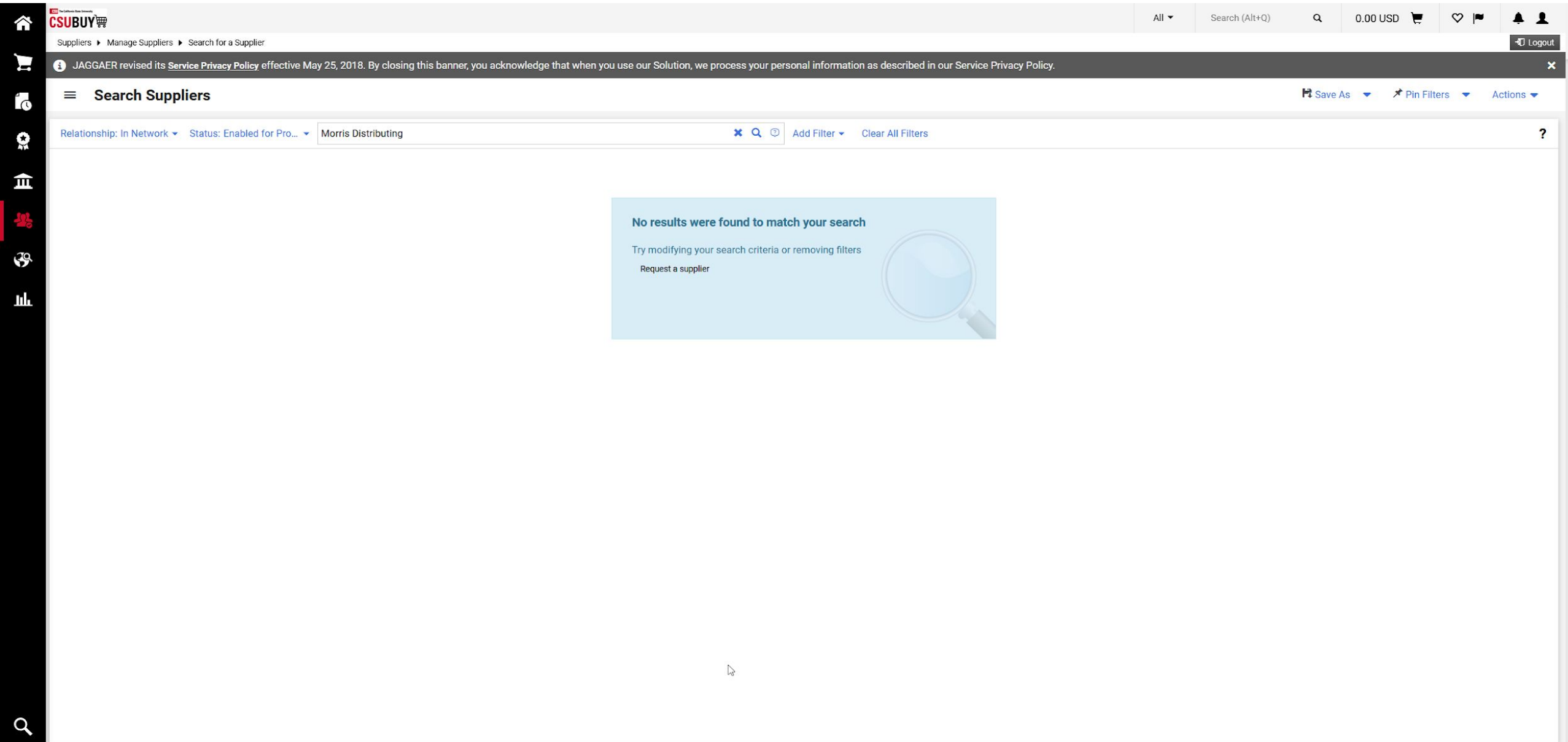
Invitation Email (Please see help text for guidance) ★ ?

◀ Previous

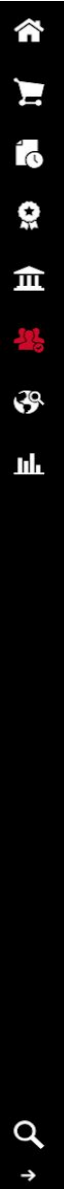
Save Progress

Next ▶

If Supplier Does Not Exist



Request New Supplier



Suppliers ▶ Requests ▶ Request New Supplier

All ▼

Search (Alt+Q)



0.00 USD



Logout

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Request New Supplier



Supplier request form

Cal State Supplier Request

Supplier name *

Submit

Request New Supplier

CSUBUY

Suppliers > Requests > My Supplier Requests

Questions

Requester Contact Inform...

Review and Complete

Supplier Request Workflow

General Supplier Request Details

Supplier Name *

Doing Business As (DBA)

Is this request for a full supplier profile to issue payment or for a Contract-only profile? *
☒ Full Supplier Profile with payment ☐ Contract-Only Profile with no payment

Full Supplier Profile Information

Which campus is requesting this new supplier? *

☐ Bakersfield

☐ Los Angeles

☐ San Francisco

☐ Channel Islands

☐ Monterey Bay

☐ San Jose

☐ Chico

☐ Northridge

☐ San Luis Obispo

☐ Dominguez Hills

☐ Office of the Chancellor

☐ San Marcos

☐ East Bay

☐ Pomona

☐ Sonoma

☐ Fresno

☐ Fullerton

☐ Sacramento

☐ Humboldt

☐ San Bernardino

☐ Long Beach

Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days? *
☐ Yes ☐ No

Select the type of products and/or services the supplier will provide *

☐ Supplier will provide a service remotely.

☐ Supplier will provide a service, labor, or installation on campus/in California.

☐ Supplier will provide goods.

☐ Supplier will create custom goods (branded/promotional, commissioned art, floral arrangements, etc.)

Provide additional details of the products and/or services the supplier will provide you. *

★ Required

Previous

Save Progress

Next

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Request New Supplier

Requests

☐ Yes ☐ No

▼ Additional New Supplier Request Details

Important Instructions:

For the Supplier to complete their registration, they must input important information such as legal structure, company financials and tax.

Please provide an email address of the supplier contact who will receive the invitation email, and who can accurately complete the registration.

This contact may not be your regular supplier representative.

Invitation emails cannot be forwarded to a different email address.

An incorrect email address will cause delays in processing the new supplier request.

Registration Contact First Name

Registration Contact Last Name

Email Address ★

Will transactions with this Supplier need to distinguish between different divisions or departments (operating under the same TIN)?

☐ No ☐ Yes

Please provide name(s) and address(es) for additional Supplier divisions or departments that need to be established in this Supplier's profile

★ Required

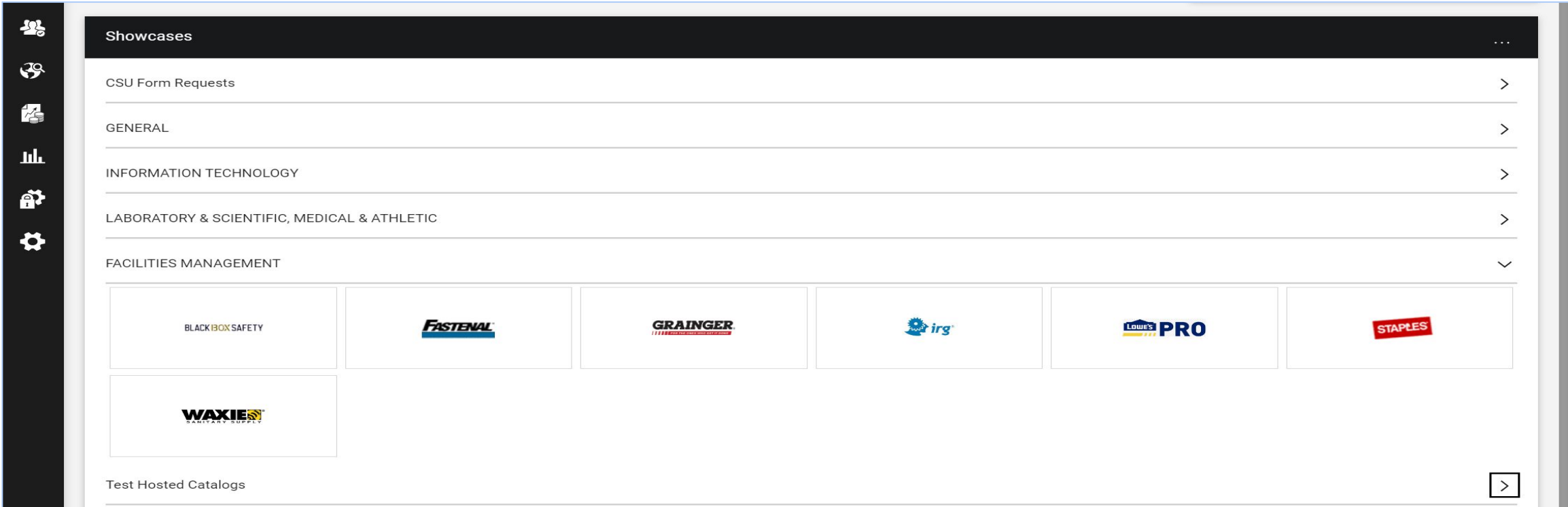
◀ Previous

Save Progress

Next ▶

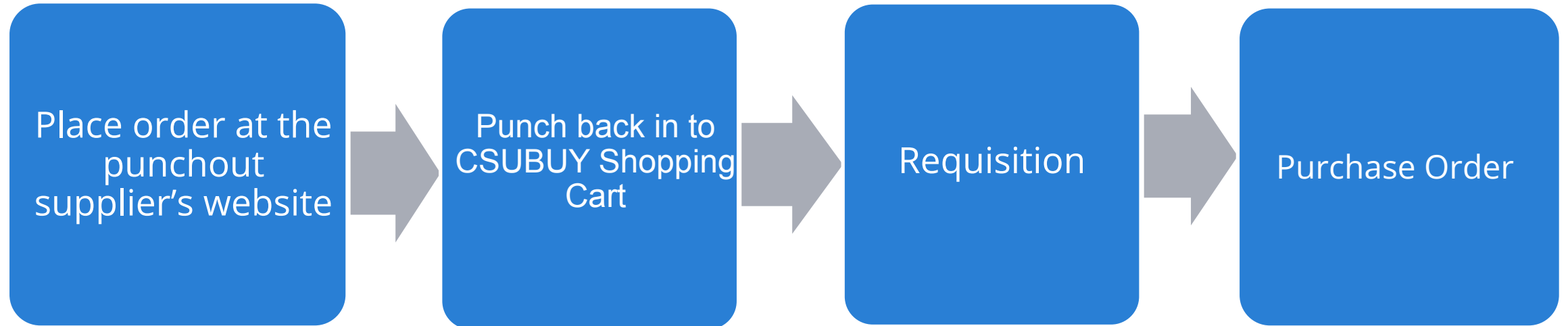
Q&A

Module 4- Punchout Catalogs



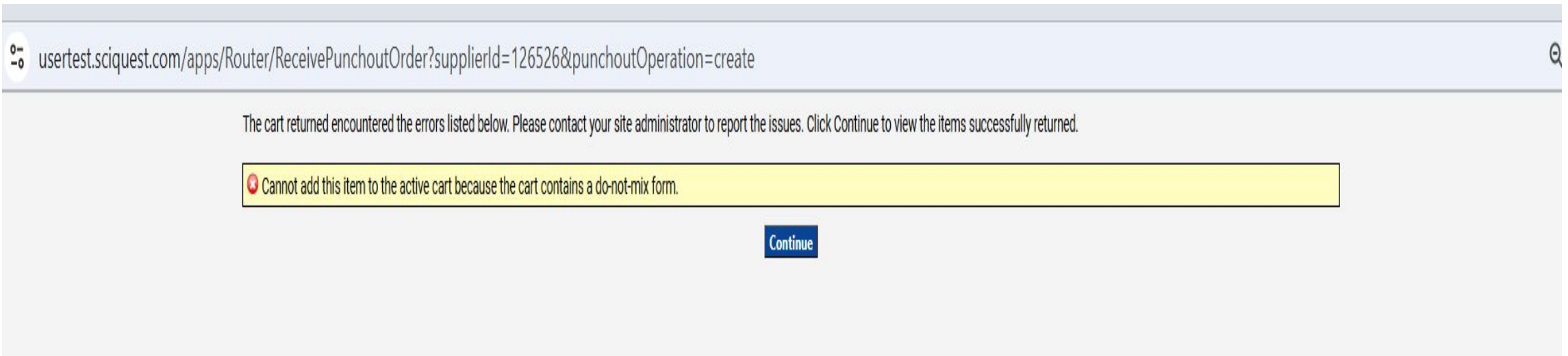
- ❖ Do not have both P2P and Marketplace browsers open at the same time.
- ❖ Do not use punchout catalog (Dell, CDWG...) for IT equipment. See Module 5 IT Hardware Form Request.

Punchout Catalog Purchase



Punchout Catalogs

- ❖ Make sure you are in the correct Business Unit--EBXMP (Persona)
- ❖ Make sure your cart is empty before you start shopping otherwise you will have to re do all the shopping again!



Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

CSUBUY

Purchase Orders

Search (Alt+Q)

80.32 USD

63

Shopping Cart • Shopping Cart

Assign Cart

Proceed To Checkout

SimpleAdvanced

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

Cart Name2024-11-05 850000000595 04

Deliver To LocationSearch

Required

1 Item

Staples • 1 Item • 74.89 USD

SUPPLIER DETAILS Sonoma State University P2P (SOXMP) : 7656 Eastland Road, Cleveland, Ohio 44024 United States

Contractno value

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 11/6/2024 3:53:09 PM

- Perk Ultra Soft Tissue, 2-Ply, 95 Sheets/Box, 6 Boxes/Pack, 6 Packs/Carton (PK57779CT)

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 Perk Ultra Soft Tissue, 2-Ply, 95 Sheets/Box, 6 Boxes/Pack, 6 Packs/Carton (PK57779CT)	24416521	CT	74.89	Qty: 1 CT	74.89

Summary

Details

For

Joy Ming-Lan Sun

Total (81.26 USD)

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

Cart Name

2024-11-05 85000000595 04

Attn: Joy Ming-Lan Sun
Receiving-Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

PO Type

no value

Business Unit

Sonoma State University P2P (SOXMP)

Amount-Only / Blanket PO

×

Multi-Year PO

×

Terms/FOB Override Needed

×

Reference ID

no value

Do Not Distribute

×

Values vary by line.

Deliver To

Deliver To Location

00011001B_SOCMP
Stevenson 1001B

Ship Via

Best Carrier-Best Way

Due Date

no value

Bill To

Accounts Payable, Sonoma State University
Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

Chartfield

Values vary by line.

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
no value Required	no value Required	no value Empty	no value	no value	no value	no value	no value

Other Participant Information

Prepared by

Jov Ming-Lan Sun

Internal Notes and Attachments

Internal Note

no value

External Notes and Attachments

Note to all

no value

Summary

Draft

Correct these issues.

You are unable to proceed until addressed.

Required: Business Unit
Required: Fund
Please add a DeptID to the Chartfield(s) for this requisition.

Be aware of these issues.

You may review and proceed.

Empty: DeptID

Total (81.26 USD)

What's next for my order?

Next Step Wait for Validation 1

Approver Approver (DO NOT DELETE), Workflow

Workflow

Draft

Active

Joy Ming-Lan Sun

Start - Parallel Steps

Requisition Validation 1

Future

usertest.scquest.com/apps/Router/SimpleCheckout?ReqId=4156546&tmstmp=1730938594801

Home

Shop

Orders

Contracts

Accounts Payable

Suppliers

Sourcing

Reporting

CSUBUY

Purchase Orders

Search (Alt+Q)

81.26 USD

63

23

Requisition • 4156546

Summary

Taxes/S&H

PO Preview

Comments

Attachments


History

General Information

Transaction Details

Cart Name2024-11-05 85000000595 04

Business UnitSonoma State University P2P (SOXMP)



Address Information

Ship To

Attn: Joy Ming-Lan Sun
Receiving-Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

Deliver To

Deliver To Location00011001B_SOCMP
Stevenson 1001B

Ship ViaBest Carrier-Best Way

Due Dateno value

Bill To

Accounts Payable, Sonoma State University
Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

PO Information

Accounting Dateno value

PO Typeno value

Amount-Only / Blanket PO

Multi-Year PO

Terms/FOB Override Needed

Reference IDno value

Do Not Distribute

Values vary by line.

Summary

Draft

Total (81.26 USD)

What's next for my order?

Next StepWait for Validation 1

ApproverApprover (DO NOT DELETE), Workflow

Workflow

Draft

Active

Joy Ming-Lan Sun

Start - Parallel Steps

Requisition Validation 1

Future

Wait for Validation 1

Future

Purchase Orders ▾ Search (Alt+Q)

Assign Cart: User Search

Assign Cart To: no value
o SEARCH

Note To Assignee:

Assign Close

Address Info

Ship To

595 04 Attn: Joy Min

Receiving-Sonoma State University

ity P2P (SOXMP) 1801 East Cotati Ave

Rohnert Park, CA 94928

United States

Deliver To

Deliver To 00011001B_SOCMP

Location Stevenson 1001B

Amount-Only / Blanket PO X

Multi-Year PO X

Terms/FOB X

Override Needed

User Search

Last Name

First Name

User Name

Email

Business Unit Sonoma State University P2P (SOXMP)

Role

Results Per Page 10

Search Close

- ❖ Assign cart is only applicable to “shopper” role, please work with your department to identify the correct “requestor” in your department.

“Prepared By” Versus “Prepared For”

Prepared By

The user that submitted the cart into workflow:

- ❖ May have created the cart.
- ❖ May have been assigned the cart by another user.
- ❖ Must have the Requester role

Prepared For

User that created the cart:

- ❖ If a Shopper, must assign cart to a Requester
- ❖ Becomes the PO Owner

- ❖ “Prepared By” and “Prepared For” can be the same user.
- ❖ This is applicable to all requisitions.

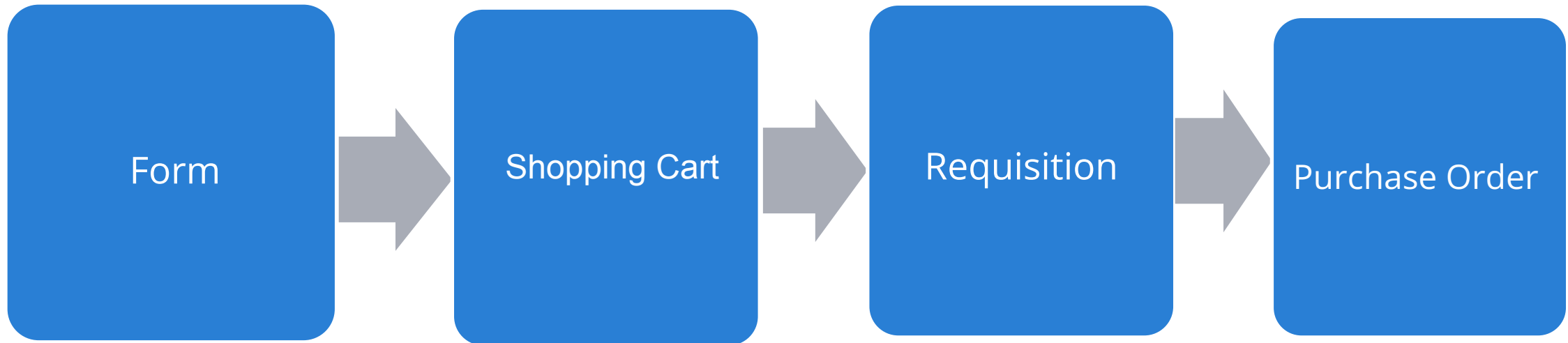
- Shopping cart turn into a “Requisition” and a PO will be issued (Procard will no longer be utilized).
- Since punchouts are managed by the suppliers, each will have a unique look and feel.
- Ensure web browser allows for pop-ups. Punchout supplier's site will appear as a separate browser screen.
- Make sure shopping cart is empty before shopping.
- Receiving is now required on punchout catalogs purchase over \$500.
- Best Practice – keep punchout catalog carts to eight (8) lines/items or less.

Q&A

Module 5-Form Requests

- ❖ Goods and Services Request
- ❖ IT Hardware Request-includes Technology Purchase Review (TPR)
- ❖ IT Software Request-includes Technology Purchase Review (TPR)
- ❖ Independent Contract Request- includes the ICR Process
- ❖ Hospitality Form (Non-Travel)- Includes the Hospitality Questions
- ❖ Payment for Unauthorized Purchase

Requisition Process



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

Approvals

No results found

Orders Search

All Orders

Document Numbers, Supplier, Product Information

SHORTCUTS

My Requisitions

[My Purchase Orders](#)

[My Vouchers](#)

[My Approvals](#)

Advanced Search

Showcases

CSU Form Requests

Goods and Services Request

IT Hardware Request

IT Software Request

Independent Contractor Request

Hospitality Form (Non-Travel)

Payment for Unauthorized Purchase

Request to Close PO

Facilities and Construction Request

For Facilities Use Only

CSUBUY

Shop ▸ Shopping ▸ View Forms

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Back to Shopping Home

Goods and Services Requ...

Form Number14630062

PurposeProcurement Request

StatusIncomplete

Instructions

Suppliers

Form Fields

Review and Submit

Instructions

Request Actions ▾ | History | ?

Use this form to request goods and/or services that are not available via catalog through the search bar. Examples are:

- Goods - Other
- Services - other
- Classroom or Laboratory Supplies
- Equipment
- Furniture
- Marketing or Branded Items
- Transportation Charters
- Legal Services
- Drone
- Vehicles

This form should not be used if the request:

- Is for Hospitality (non-Travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for services provided by an individual who is self-employed, guest speaker or guest lecturer. See the Independent Contractor Request Form.
- Is a payment for a Direct Payment invoice. See the Direct Payment Request Form.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

Note: A supplier must be identified in the Suppliers section to submit the form. If the supplier does not exist, submit a Supplier Request form before completing this request form.

Next ▸

❖ Each Request form will have an Instructions Page and a Suppliers Page

Clear

Goods and Services Requ...

Form Number 14630022
Purpose Procurement Request
Status Incomplete

Instructions

A

Review and Submit

Form Fields - Form Fields

Request Actions ▼ History ?

Field Name Is Searchable

★ Response Is Required

▼ General Information

What type of goods or services are you requesting? ★ 🔍

Is this a Blanket Order? ★

☐ Yes ☐ No

Is the request for a renewal of a previous purchase?

☐ Yes ☐ No

Does the request include performance terms (start & end date)? ★

☐ Yes ☐ No

Are you requesting the goods or services from a SOLE SOURCE or SOLE BRAND? ★

☒ No

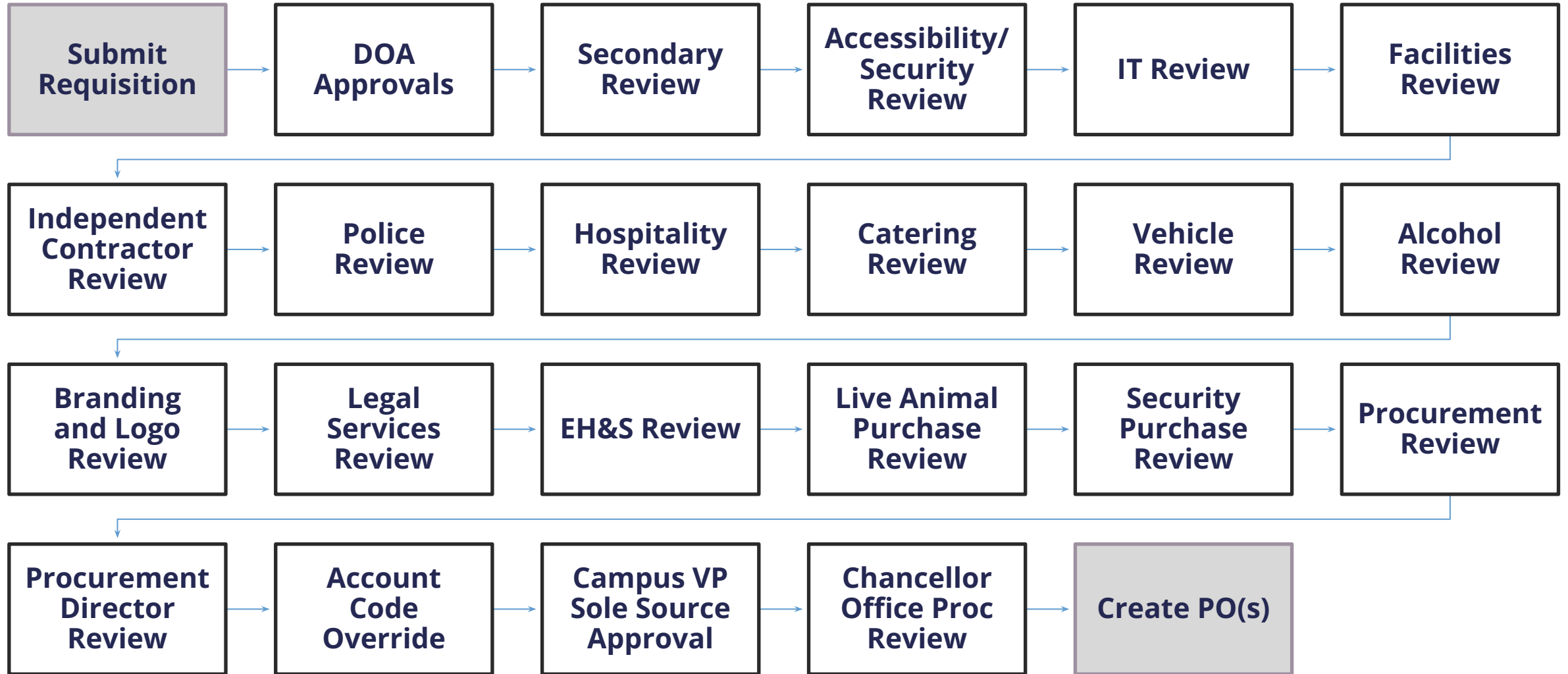
[← Previous](#)

Save Progress

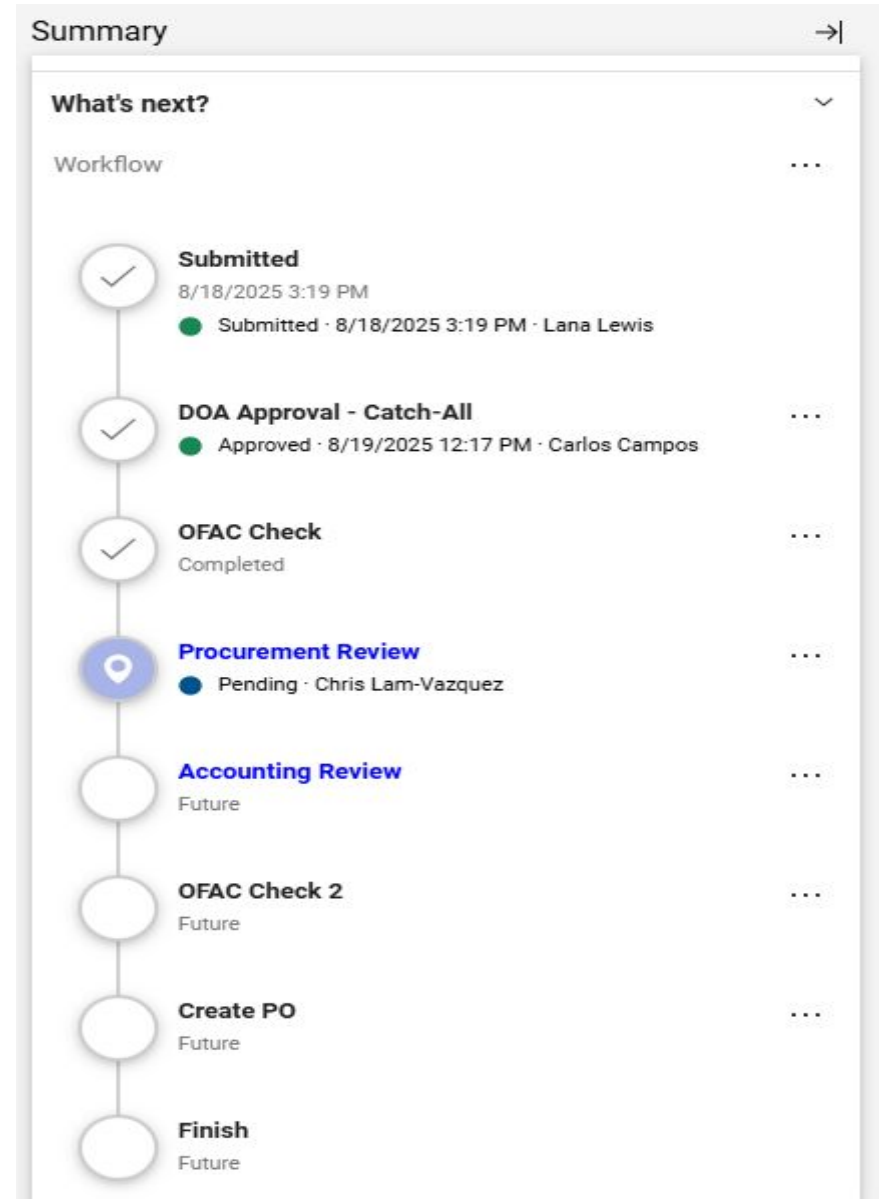
Next >

- ❖ Form Fields vary depending on the type of Request
- ❖ The questions can be dynamic based on your answers
- ❖ The answer to the Sole Source or Sole Brand Question will always be NO, unless prior approval from Procurement
- ❖ Questions are required to move the form forward
- ❖ Once complete the form can be submitted into workflow
- ❖ Make sure your shopping cart is empty before you start a new requisition

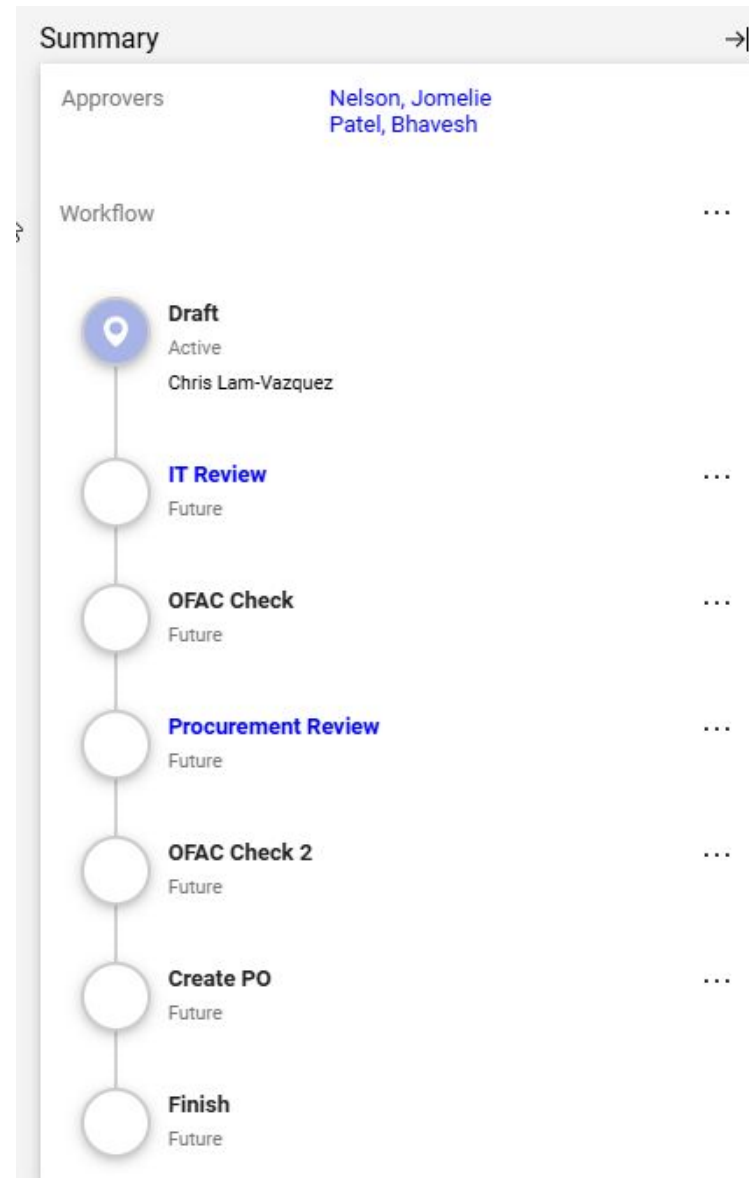
Workflow Overview



Workflow Goods/Services



Workflow IT Hardware



Workflow IT Software



IT Hardware/Equipment Purchase Process

- ❖ Work with IT to obtain a quote.
- ❖ Use IT Hardware Request Form. Do not use punchout catalog.
- ❖ Build the form/cart with information you have, for example -monitor, equipment or laptop/computer description, quantity, special request.....

Other Workflow Steps

- ❖ Facilities Review
- ❖ Vehicle Review
- ❖ Branding and Logo Review
- ❖ EH&S Review

Workflow – Segregation of Duties

Requestor/Shopper can not approve their own requisition

Requisition • 195130000

Summary Taxes/S&H PO Preview Comments Attachments 1 History

Chartfield

Values vary by line.

Other Participant Information	Internal Notes and Attachments	External Notes and Attachments				
<div>Prepared by Jennifer Aaseth</div> <div>Prepared for Jennifer Aaseth</div> <div>Buyer no value</div>	<div>Internal Note no value</div> <div><table><thead><tr><th>Internal Attachments</th><th>Date</th></tr></thead><tbody><tr><td>Updated Infoblox PFCM840 16,600.70.pdf</td><td>12/5/2024</td></tr></tbody></table></div>	Internal Attachments	Date	Updated Infoblox PFCM840 16,600.70.pdf	12/5/2024	<div>Note to all Suppliers no value</div> <div>Attachments for Bill suppliers</div>
Internal Attachments	Date					
Updated Infoblox PFCM840 16,600.70.pdf	12/5/2024					

1 Item

Summary

Approved: 12/5/2024 2:04 PM - Natalie Sanchez

DOA Approval - DeptID

Pending - Unassigned

DeptID: 3105_SOCMP (Network Security and Comm Svcs):
(0.00 - 999,999,999.00) USD

Amanda McGowan
beckwita@sonoma.edu

Evan Ferguson
fergusoe@sonoma.edu

Jennifer Aaseth
aaseth@sonoma.edu

For the purpose of this requisition, Jen Aaseth is the requestor and she is also listed under DOA Approval in the workflow therefore she can not approve this requisition. Amanda or Evan will have to approve this requisition.

Payment for Unauthorized Purchase

The screenshot displays the CSUBUY Operational Tasks - Guided Buying interface. On the left, a grid of categories is shown, including Office/Classroom, IT/Electronics, Laboratory/Scientific/Medical, Miscellaneous, General, Hospitality, and Facilities. A blue arrow points from the 'Miscellaneous' category to the 'Showcases' section. The 'Showcases' section contains two main areas: 'CSUBUY Operational Tasks - Guided Buying' and 'Payments - Guided Buying'. The 'CSUBUY Operational Tasks' section includes buttons for 'Request to Close PO', 'Supplier Extension or Re-Invite', and 'Supplier Maintenance Request'. The 'Payments' section includes buttons for 'Direct Pay Request' and 'Payment for Unauthorized Purchase'.

- ❖ Goods and/or services that are not placed on an authorize CSUBuy Form and completed workflow through finalization of Purchase Order, require the Unauthorized Purchase Form to be completed and appropriate documentation must be attached.

[◀ Back to Shopping Home](#)

Payment for Unauthorized...

Form Number **1034093**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers



Form Fields



Review and Submit

Instructions

[Request Actions](#) ▼ [History](#) ?

Use this form to process a payment for a good or service that has already been received without a CSUBUY Purchase Order.

Note: Goods and services that are not placed on an authorized CSUBUY Purchase Order, or via the Direct Pay Request, leave the CSU exposed to risk and are not allowed per CSU Policy. In the future, all goods and services should be acquired using an authorized CSUBUY Purchase Order or Direct Pay Request prior to order placement.

This form should not be used if the request:

- Is a payment for a Direct Payment invoice. See the Direct Pay Request Form.
- Is for Hospitality (non-Travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for services provided by an individual who is self-employed, guest speaker or guest lecturer. See the Independent Contractor Request Form.
- Is a payment for a Direct Payment invoice. See the Direct Payment Request Form.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

Use the Direct Payment form for the following:

- Academic Recruitment Commission/Fee
- Attorney Fee
- Freight / Postage / Shipping
- Legal Settlement
- Local & Federal Government Payment
- Medical Service Payment
- Memberships
- Official/Referee Payment
- Permit / License (non-IT)
- Royalty Payment
- Subscription/Publication (non-IT)
- Utilities



In order to complete the form, the supplier must have an APPROVED registration status available for shopping.

[Next >](#)

Requisition • 4161425

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General Information

Transaction Details

Cart Name

Testing Unauthorized Purchase Workflow

Business Unit

Sonoma State University P2P (SOXMP)

Address Information

Ship To

Attn: Carrie Schmidt
Receiving-Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

Deliver To

Deliver To Location

00000000_SOCMP
LAND SSU

Ship Via

Best Carrier-Best Way

Due Date

no value

Bill To

Accounts Payable, Sonoma State University
Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

PO Information

Accounting Date

no value

PO Type

no value

Amount-Only / Blanket PO

×

Multi-Year PO

×

Reference ID

no value

Do Not Distribute

×

Tax Code

no value

Chartfield

Values vary by line.

Other Participant Information

Prepared by

Carrie Schmidt

Prepared for

Carrie Schmidt

Buyer

no value

Ad-Hoc Approver

Select

Internal Notes and Attachments

Internal Note

no value

Internal Attachments

Add

External Notes and Attachments

Note to all Suppliers

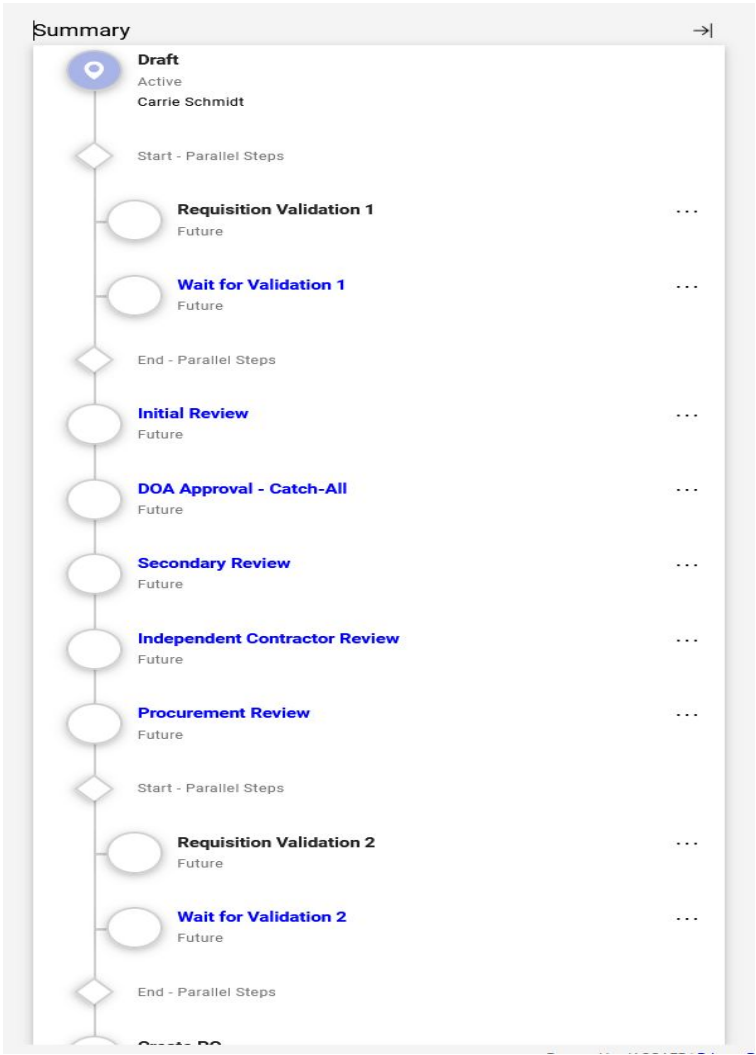
no value

Attachments for all suppliers

Add

15,000 Items

Consultant, David • 15,000 Items • 15,000.00 USD




A requisition and purchase order will be generated but the workflow will be different. Procurement review for these will be the Director of Procurement.

Q&A

Module 6-Detailed Functionality

- ❖ Blanket PO
- ❖ Multiple Line PO
- ❖ Ad-Hoc Approver
- ❖ Comments
- ❖ Internal Notes and Attachments
- ❖ External Notes and Attachments
- ❖ Assets
- ❖ Withdraw a Requisition
- ❖ Copy to New Cart
- ❖ Multiple Year PO

Blanket PO



Shop ▶ Shopping ▶ [View Forms](#)

[◀ Back to Requisition](#)

Goods and Services Requ...

Form Number **1027535**
Purpose **Procurement Request**
Status **On Document**

Instructions

Suppliers ✓

Form Fields ✓

General Information ✓

Other Goods & Services ✓

Cost Details ✓

Review and Submit

Form Fields - General Information

▼ **General Information**

What type of goods or services are you requesting? ★ 🔍

Services - Other ▼

Is this a Blanket Order? ★
☒ Yes ☐ No

Blanket PO

CSUBUYW

Purchase Orders Search (Alt+Q) 81.26 USD 63 22

Requisition • 4156546

Summary Taxes/S&H PO Preview Comments Attachments History

General Information **Address Information** **PO Information**

Transaction Details

Cart Name 2024-11-05 85000000595 04

Business Unit Sonoma State University P2P (SOXMP)

Ship To

Attr: Joy Ming-Lan Sun
Receiving-Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

Deliver To

Deliver To 00011001B_SOCMP
Location Stevenson 1001B

Ship Via Best Carrier-Best Way

Due Date no value

Bill To

Accounts Payable, Sonoma State University
Sonoma State University
1801 East Cotati Ave
Rohnert Park, CA 94928
United States

Accounting Date no value

PO Type no value

Amount-Only / Blanket PO ☒

Multi-Year PO ☒

Terms/FOB Override Needed ☒

Reference ID no value

Do Not Distribute ☒

Values vary by line.

Summary

Draft

Total (81.26 USD)

What's next for my order?

Next Step Wait for Validation 1

Approver Approver (DO NOT DELETE), Workflow

Workflow

Draft
Active
Joy Ming-Lan Sun

Start - Parallel Steps

Requisition Validation 1
Future

Wait for Validation 1
Future

End - Parallel Steps

Edit PO Information

PO Details

Accounting Date

PO Type

Amount-Only / Blanket PO ☒

Multi-Year PO ☐

Terms/FOB Override Needed ☐

Reference ID

Do Not Distribute ☐

Tax Code

Tax Code

Save Close

Multiple Line PO

CSUBUY

Purchase Orders Search (Alt+Q) 81

Shop Shopping View Forms

Back to Requisition

Goods and Services Requisition

Form Number 1030384
Purpose Procurement Request
Status On Document

Instructions

Suppliers ✓

Form Fields ✓

General Information ✓

Equipment ✓

Cost Details ✓

Review and Submit

Review and Submit

Request Actions History ?

✓ Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Previous Add to Favorites Add and go to Cart

Add and go to Cart

Save to Cart and Add Another

Add to Cart and Return

Add to new Cart

Add to Draft Cart or Pending PR/PO

Add to Draft Change Request

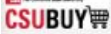
Add to PO Revision

How to create a multiple-line requisition:

1. Complete the first item/line, on the "Review and Submit" page, click on the **down arrow** next to Add and go to Cart, and click "**Save to Cart and Add Another**".
2. Repeat step 1 for each line.
3. For the last line, on the Review and Submit page, click "**Add and go to Cart**"

❖ If the quote/proposal has multiple lines, you must create multiple lines requisition.

Comments



All ▾

Requisition • 4361828

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General Information

Transaction Details

Cart Name2025-09-18 05000010639 01

Business UnitEB: Cal State East Bay P2P (EBXMP)

Address Information

Ship To

Attn: Chris Lam-Vazquez
c/o Shipping and Receiving
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

Deliver To

Deliver To LocationAE0111A_EBCMP
OFFICE

Ship ViaBest Carrier-Best Way

Due Dateno value

Bill To

Accounts Payable, CSU East Bay
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

PO Information

Accounting Dateno value

PO Typeno value

Amount-Only / Blanket PO✗

Multi-Year PO✗

Terms/FOB Override Needed✗

Reference IDno value

Do Not Distribute✗

Chartfield

...

Values vary by line.

Comments

Comments become a permanent record and can be viewed by any one.

CSUBUYAll ▾

Requisition • 4361828

Summary Taxes/S&H PO Preview **Comments** Attachments History

Records found: 0Show comments for Requisition ▾ +

ADD COMMENT ✓ ✕

Procurement, please reach out should you have any question(s). Thank you.

925 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

This will add a comment to the document.
Attach file (optional)

Attachment Type

☒ File
☐ Link/URL

File Name

Specification

File

Choose File

PC-Spec-Sheet-CAN-10x10-DP-STEEL-edit-1-1.pdf-2.pdf

No comments have been added

Internal/External Notes and Attachments

Requisition • 4361828

Summary

Taxes/S&H

PO Preview

Comments 1

Attachments 1

History

Multi-Year PO

×

Terms/FOB Override Needed

×

Reference ID

no value

Do Not Distribute

×

Deliver To

Deliver To Location

AE0111A_EBCMP

OFFICE

Ship Via

Best Carrier-Best Way

Due Date

no value

Bill To

Accounts Payable, CSU East Bay

25800 Carlos Bee Blvd

Hayward, CA 94542-3000

United States

Chartfield

Values vary by line.

Other Participant Information

Prepared by

Chris Lam-Vazquez

Prepared for

Chris Lam-Vazquez

Buyer

no value

Ad-Hoc Approver

Add

Internal Notes and Attachments

Internal Note

no value

Internal Attachments

Date

Add

↓ Specification

9/18/2025

...

External Notes and Attachments

Note to all Suppliers

no value

Attachments for all suppliers

Add

2 Items

...

□

Summary

Use Tax

What's next for my order?

Next Step

Procurement Review

Approvers

Ballinger, Thomas Jr

Lam-Vazquez, Chris

Patel, Bhavesh

Workflow

Draft

Active

Chris Lam-Vazquez

OFAC Check

Future

Procurement Review

Future

OFAC Check 2

Future

Create PO

Future

Finish

Internal/External Notes and Attachments

The screenshot shows a software interface with two tabs: 'Internal Notes and Attachments' and 'External Notes and Attachments'. The 'Internal Notes and Attachments' tab is active. A modal dialog box titled 'Edit Internal Notes And Attachments' is open. Inside the dialog, there is a section labeled 'Internal Notes & Attachments' with a text input field. The text 'Quote is attached' is entered in the field. Below the text field, it says '983 characters remaining' and 'expand | clear'. At the bottom of the dialog, there are two buttons: 'Save' and 'Close'. The 'Save' button is highlighted with a red box. The background of the application is dimmed.

- ❖ Internal notes and attachments stay within CSUBUY and can be viewed by any one has access to CSUBUY.

Internal/External Notes and Attachments

The screenshot shows a software interface with two tabs: 'Internal Notes and Attachments' and 'External Notes and Attachments'. The 'External Notes and Attachments' tab is active. A modal dialog box titled 'Edit External Notes And Attachments' is open. Inside the dialog, there is a section titled 'External Notes & Attachments' with a text input field labeled 'Note to all Suppliers'. The input field is highlighted with a red rectangle. Below the input field, it says '1000 characters remaining' and 'expand | clear'. At the bottom of the dialog, there are two buttons: 'Save' (highlighted with a red rectangle) and 'Close'.

- ❖ External notes and attachments can be viewed by any one has access to CSUBUY and Suppliers.

Withdraw a Requisition

The screenshot shows a requisition management interface for requisition 4148303. The top navigation bar includes tabs for Summary, Taxes/S&H, PO Preview, Comments, Attachments (1), and History. A dropdown menu is open from the 'Approve/Complete & Show Next' button, listing options: Approve & Next, Approve, Return to Shared Folder, Place on Hold, Return to Requisitioner, Forward to ..., and Withdraw Entire Requisition (highlighted with a red box). The main content area displays 'Consistent, Data 2 Items 17,000.00 USD' and 'Supplier Details' for Sonoma State University P2P (SOXMP-1). A table lists requisition items with columns: Status, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. A red box highlights the 'Quantity' column header. A modal dialog titled 'Withdraw Entire Requisition' is open in the foreground, containing a warning message, a text area for 'Reason', and 'OK' and 'Cancel' buttons.

- ❖ Withdraw requisition can only be used while the order is in requisition workflow. Once it becomes a PO it can no longer be withdrawn.
- ❖ Once withdrawn, you cannot resubmit that order, however, you can easily copy the items to a new cart/requisition.

Copy to New Cart

CSUBUY

All

Search (Alt+Q)

0.00 USD

50

5

Requisition • 4358649

Withdraw Entire Requisition

3 of 68 Results

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General Information

...

Transaction Details

...

Status

Pending

IT Review

Cart Name

2025-09-12 05000010639 01

Business Unit

EB: Cal State East Bay P2P (EBXMP)

Submitted

9/12/2025 3:31 PM

Address Information

...

Ship To

...

Attn: Chris Lam-Vazquez

c/o Shipping and Receiving

25800 Carlos Bee Blvd

Hayward, CA 94542-3000

United States

Deliver To

...

Deliver To Location

AE0111A_EBCMP

OFFICE

Ship Via

Best Carrier-Best Way

Due Date

no value

Bill To

...

Accounts Payable, CSU East Bay

25800 Carlos Bee Blvd

Hayward, CA 94542-3000

United States

PO Information

...

Accounting Date

no value

PO Type

no value

Amount-Only / Blanket PO

×

Multi-Year PO

×

Terms/FOB Override Needed

×

Reference ID

no value

Do Not Distribute

×

Chartfield

...

Values vary by line.

Other Participant Information

...

Prepared by

Chris Lam-Vazquez

Prepared for

Chris Lam-Vazquez

Internal Notes and Attachments

...

Internal Note

no value

Internal Attachments

...

External Notes and Attachments

...

Note to all Suppliers

no value

Attachments for all

...

Summary

Total

Shipping and handling charges

Subtotal

Sales Tax

Use Tax

10,000.00

1,075.00

0.00

11,075.00

What's next?

Workflow

Submitted

9/12/2025 3:31 PM

Submitted - 9/12/2025 3:31 PM - Chris Lam-Vazquez

IT Review

Pending - Unassigned

OFAC Check

Future

Procurement Review

Future

OFAC Check 2

Future

Multiple-Year PO

1. Requestor

- ❖ Build multiple lines in the cart. Follow the “Multiple Line PO” instruction.
- ❖ Make sure to label each line with year (Year 1 - 2025, Year 2 – 2026....)and description in Cost Detail.
- ❖ Submit the Requisition. In the PO Information, check “Multiple-Year PO”.

2. During Procurement Review (Buyer)

- ❖ Reduce the amount on the subsequent year PO line to \$0.01 so PO will not be closed.

3. Requestor

- ❖ Submit “Change Request” each year to encumber the fund

Multiple-Year PO

CSUBUY

AllSearch (Alt+Q)90,000.00 USD

Shopping CartShopping Cart

Assign CartProceed To Checkout

Quality Classroom Supplies • 3 items • 90,000.00 USD

SUPPLIER DETAILS

Cal State East Bay (EBXMP-1) • 5151 State University Drive, Chico, California 95926 United States

Contractno value

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
<div>Goods and Services Request</div> <div>Contract:Select price or contract...</div>						
1	Year 1 of 3: Repair/Maintenance of musical instrumtments. Procurement Request: Goods and Services Request		YR	30,000.00	Qty: 1	30,000.00
<div>ITEM DETAILS</div> <div><div>Performance Start Date7/1/2025</div><div>Performance End Date6/30/2026</div><div>more info...</div></div> <div><div>Commodity Code160001</div><div>General Services</div><div>Receiving RequiredNo</div></div> <div><div>Taxable</div><div>Asset</div></div>						
<div>Goods and Services Request</div> <div>Contract:Select price or contract...</div>						
2	Year 2 of 3: Repair/Maintenance of musical instrumtments. Procurement Request: Goods and Services Request		YR	30,000.00	Qty: 1	30,000.00
<div>ITEM DETAILS</div> <div><div>Performance Start Date7/1/2026</div><div>Performance End Date6/30/2027</div><div>more info...</div></div> <div><div>Commodity Code160001</div><div>General Services</div><div>Receiving RequiredNo</div></div> <div><div>Taxable</div><div>Asset</div></div>						
<div>Goods and Services Request</div> <div>Contract:Select price or contract...</div>						
3	Year 3 of 3: Repair/Maintenance of musical instrumtments. Procurement Request: Goods and Services Request		YR	30,000.00	Qty: 1	30,000.00
<div>ITEM DETAILS</div>						

Summary

Details

Total (90,000.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

Sales Tax

Use Tax

Total

90,000.00

0.00

0.00

90,000.00

Powered by JAGGAER | Privacy Pol

Multiple Line PO

CSUBUY

Requisition • 4361984

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General Information

Transaction Details

Cart Name2025-09-18 05000010639 01

Business UnitEB: Cal State East Bay P2P (EBXMP)

Address Information

Ship To

Attn: Chris Lam-Vazquez
c/o Shipping and Receiving
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

Deliver To

Deliver To LocationMB1577_EBCMP
MUSIC EDUCATION LAB

Ship ViaBest Carrier-Best Way

Due Dateno value

Bill To

Accounts Payable, CSU East Bay
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

PO Information

Accounting Date9/18/2025

PO TypeSB
Service Blanket

Amount-Only / Blanket PO✓

Multi-Year PO✓

Terms/FOB Override Needed✗

Reference IDno value

Do Not Distribute✗

Edit PO Information

PO Details

Accounting Date9/18/2025
mm/dd/yyyy

PO TypeSB - Service Blanket

Amount-Only / Blanket PO✓

Multi-Year PO✓

Terms/FOB Override Needed☐

Reference ID

Do Not Distribute☐

Save

Close

Q&A

Module 7-Purchase Orders

- ❖ Purchase Order Distribution
- ❖ Search for Purchase Orders & Locate Order Status
- ❖ Purchase Order Overview
- ❖ Purchase Order Change Requests
- ❖ Close a Purchase Order

Purchase Order Distribution

- ❖ There are 2 ways to distribute PO. The supplier's preferred PO distribution method is specified by the supplier during the registration process.
 - Method 1 Email - CSUBUY sends POs to the suppliers automatically. Department will not be copied.
 - or
 - Method 2 Manual – Buyer will distribute the PO to the supplier.
- ❖ Department can access CSUBUY and view PO.
- ❖ Department should never send PO to supplier.
- ❖ Set your notification preference is set up received notification once PO is distributed by CSUBUY.

Purchase Order Distribution

Purchase Order • [Acme Corporation](#) • 240003542T Revision 0

... 2 of 23 Results < >

Status

Summary

Revisions 1

Confirmations

Shipments

Change Requests

Receipts

Vouchers

Comments

Attachments

History

General Information

Supplier Name

Acme Corporation

Purchase Order No.

240003542T

Purchase Order Date

8/27/2025

Revision No.

0

Revision Date

8/27/2025

Owner Name

Chris Lam-Vazquez

Owner Email

chris.lam-vazquez@csueastbay.edu

Document Status

Requisition Number

4341509

view | print

Workflow

✓ Completed

(8/27/2025 9:09 AM)

PO Status

Open

Distribution Status

Sent To Supplier

The system distributed the purchase order using the method(s) indicated below the last time it was distributed: [view](#)

Email (HTML Body)

somebody@nobody.com

Distribution Date/Time

8/27/2025 9:09 AM

Summary

Completed

Details

Total (429.60 USD)

Related Documents

[Requisition: 4341509](#)

What's next?

Workflow Status

Completed

Workflow

Submitted

8/27/2025 9:09 AM

Submitted · 8/27/2025 9:09 AM · Chris Lam-Vazquez

Revise PO

Completed

PO Distribution

Completed

Export PO to CFS

Completed

Completed

8/27/2025 9:09 AM

Line Details

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price								
1	✓	Desks Procurement Request: Goods and Services Request		EA		129.00	3387.00								
<div>DETAILS</div> <table><thead><tr><th>Supplier</th><th>Receiving</th><th>Invoicing</th><th>Matching</th></tr></thead><tbody><tr><td>Sent To Supplier</td><td>none</td><td>none</td><td>No Matches</td></tr></tbody></table>								Supplier	Receiving	Invoicing	Matching	Sent To Supplier	none	none	No Matches
Supplier	Receiving	Invoicing	Matching												
Sent To Supplier	none	none	No Matches												
2	✓	test Procurement Request: Goods and Services Request		EA		1.00	1.00								

Search for Purchase Orders

If you are not the PO Owner

CSUBUY

Suppliers ▸ Manage Suppliers ▸ Search for a Supplier ▸ Supplier Profile - UniversityTickets.com Inc

◀ Back to Results 3 of 22 Results

Orders

Search

My Orders

Approvals

Quick search

All Orders

Requisitions

Purchase Orders

Change Requests

Procurement Requests

Vouchers

Receipts

Contacts and Locations

Last Updated

PO Status

Completed 14

Pending 1

Business Unit

EB: Cal State East Bay P2P (EBXMP) 13

EB: CSUEB - Ed Foundation P2P (EBXDF) 2

PO Owner

Lam-Vazquez, Chris 8

Patel, Bhavesh 4

Ballinger, Thomas Jr 2

Higgins, Gisella 1

Prepared By

Lam-Vazquez, Chris 7

Patel, Bhavesh 4

Ballinger, Thomas Jr 2

Higgins, Gisella 1

Lewis, Lana 1

Current Workflow Step

Terms/FOB Override Needed 1

Type in PO number, supplier name, PO owner name.....

Created Date: Last 90 days

Supplier: Acme Corporati...

1-15 of 15 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status
240004063T	Acme Corporation	9/10/2025 2:26:37 PM	Completed	4355146	Bhavesh Patel	Sent To Supplier
240004042T	Acme Corporation	9/10/2025 11:55:07 AM	Completed	4354960	Thomas Jr Ballinger	Sent To Supplier
240004039T	Acme Corporation	9/10/2025 11:45:35 AM	Completed	4354913	Thomas Jr Ballinger	Sent To Supplier
240004027T	Acme Corporation	9/10/2025 11:02:35 AM	Completed	4354771	Chris Lam-Vazquez	Sent To Supplier
240004026T	Acme Corporation	9/10/2025 11:02:04 AM	Completed	4354805	Chris Lam-Vazquez	Sent To Supplier
240004007T	Acme Corporation	9/10/2025 10:05:52 AM	Completed	4354726	Chris Lam-Vazquez	Sent To Supplier
240004001T	Acme Corporation	9/10/2025 9:38:12 AM	Completed	4354010	Chris Lam-Vazquez	Sent To Supplier
240003753T	Acme Corporation	9/6/2025 8:28:24 AM	Completed	4351064	Bhavesh Patel	Sent To Supplier
240003543T	Acme Corporation	8/27/2025 2:24:42 PM	Completed	4341013	Bhavesh Patel	Sent To Supplier
240003542T	Acme Corporation	8/27/2025 9:09:09 AM	Completed	4341509	Chris Lam-Vazquez	Sent To Supplier
240003539T	Acme Corporation	8/26/2025 3:44:15 PM	Completed	4340471	Gisella Higgins	Sent To Supplier
240003511T	Acme Corporation	8/20/2025 12:59:35 PM	Pending	4341988	Chris Lam-Vazquez	No Shipments
240003497T	Acme Corporation	8/20/2025 9:04:06 AM	Completed	4341484	Bhavesh Patel	Sent To Supplier
240003474T	Acme Corporation	8/19/2025 3:21:59 PM	Completed	4341287	Chris Lam-Vazquez	Sent To Supplier
240003381T	Acme Corporation	8/19/2025 1:32:14 PM	Completed	4341493	Chris Lam-Vazquez	Sent To Supplier

1-15 of 15 Results

Search for Purchase Orders

If you are the PO Owner

Suppliers ▸ Manage Suppliers ▸ Search for a Supplier ▸ Supplier Profile - UniversityTickets.com Inc

< Back to Results 3 of 22 Results

Orders

Search

My Orders

Approvals

Quick search

My Requisitions

My Purchase Orders

My Vouchers

My Receipts

My Change Requests

Draft Change Requests

My Procurement Requests

CSUBUY

Orders ▸ Search ▸ Purchase Orders

My Purchase Orders

Quick Filters My Searches

Supplier

Acme Corporation

Flooring by Fernando

Academic Recruiting Services

Megan's Marvelous Marketing

Edwin's Equipment New & Refurbished

See More Show More

PO Status

Completed

Pending

Business Unit

EB: Cal State East Bay P2P (EBXMP)

EB: CSUEB - Foundation, Inc. P2P (EBXDN)

EB: CSUEB - Ed Foundation P2P (EBXDF)

Prepared By

Lam-Vazquez, Chris

Lewis, Lana

Libiran, Sonia

Current Workflow Step

Terms/FOB Override Needed

Invalid Distribution

Manual PO Distribution

PO Invoice Status

No Vouchers

Fully Invoiced

Created Date: Last 90 days Quick search

PO Owner: Lam-Vazquez, ...

Page 1 of 2 1-20 of 23 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
240004073T	Flooring by Fernando	9/11/2025 8:26:40 AM	Completed	4356704	Chris Lam-Vazquez	Sent To Supplier	No Matches	\$4,267.50 USD
240004072T	Flooring by Fernando	9/11/2025 8:25:12 AM	Completed	4356694	Chris Lam-Vazquez	Sent To Supplier	No Matches	166,125.00 USD
240004052T	*Supplier Not Known	9/10/2025 1:40:54 PM	Pending	4354892	Chris Lam-Vazquez	No Shipments	No Matches	443.00 USD
240004033T	Edwin's Equipment New & Refurbished	9/10/2025 11:22:35 AM	Completed	4354841	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	100,000.00 USD
240004032T	Megan's Marvelous Marketing	9/10/2025 11:19:34 AM	Completed	4354795	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	100,000.00 USD
240004027T	Acme Corporation	9/10/2025 11:02:35 AM	Completed	4354771	Chris Lam-Vazquez	Sent To Supplier	No Matches	150,000.00 USD
240004026T	Acme Corporation	9/10/2025 11:02:04 AM	Completed	4354805	Chris Lam-Vazquez	Sent To Supplier	No Matches	100,000.00 USD
240004007T	Acme Corporation	9/10/2025 10:05:52 AM	Completed	4354726	Chris Lam-Vazquez	Sent To Supplier	No Matches	1,550.50 USD
240004003T	Victor's Vehicle & Repair	9/10/2025 9:43:05 AM	Pending	4354575	Chris Lam-Vazquez	No Shipments	No Matches	22,150.00 USD
240004002T	Quality Classroom Supplies	9/10/2025 9:38:43 AM	Completed	4353869	Chris Lam-Vazquez	Sent To Supplier	No Matches	667.82 USD
240004001T	Acme Corporation	9/10/2025 9:38:12 AM	Completed	4354010	Chris Lam-Vazquez	Sent To Supplier	No Matches	2,215.00 USD
240003998T	Megan's Marvelous Marketing	9/10/2025 9:22:13 AM	Completed	4354441	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	2,768.75 USD
240003570T	Outstanding Officiating	9/4/2025 8:51:18 AM	Completed	4345907	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	5,000.00 USD
240003569T	Edwin's Equipment New & Refurbished	9/4/2025 8:49:17 AM	Completed	4345873	Chris Lam-Vazquez	Sent To Supplier	No Matches	3,765.50 USD
240003542T	Acme Corporation	8/27/2025 9:09:09 AM	Completed	4341509	Chris Lam-Vazquez	Sent To Supplier	No Matches	429.60 USD
240003511T	Acme Corporation	8/20/2025 12:59:35 PM	Pending	4341988	Chris Lam-Vazquez	No Shipments	No Matches	525.26 USD
240003498T	Academic Recruiting Services	8/20/2025 9:04:34 AM	Completed	4341450	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	10,000.00 USD
240003474T	Acme Corporation	8/19/2025 3:21:59 PM	Completed	4341287	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	1,803.75 USD
240003473T	Steelcase Distributor	8/19/2025 3:21:41 PM	Completed	4341441	Chris Lam-Vazquez	Sent To Supplier	Fully Matched	332.25 USD
240003471T	BD Biosciences, Inc	8/19/2025 3:16:11 PM	Completed	4341658	Chris Lam-Vazquez	Sent To Supplier	Partially Matched	719.88 USD

Locate Purchase Order Status

CSUBUY

Orders ▸ Search ▸ Purchase Orders

Search Purchase Orders

Quick Filters

My Searches

Supplier

Acme Corporation 15

Academic Recruiting Services 11

Edwin's Equipment New & Refurbished 8

Consultant, David 6

Jackson Hardware Supply 6

See More Show More

PO Status

Completed 75

Pending 6

Show More

Business Unit

EB: Cal State East Bay P2P (EBXMP) 61

EB: CSUEB - Foundation, Inc. P2P (EBXDN) 10

EB: CSUEB - Ed Foundation P2P (EBXDF) 10

Show More

PO Owner

Lam-Vazquez, Chris 23

Puente, Chris 15

Libiran, Sonia 12

Patel, Bhavesh 11

Ballinger, Thomas Jr 9

See More Show More

Prepared By

Lam-Vazquez, Chris 21

Puente, Chris 15

Libiran, Sonia 12

Patel, Bhavesh 12

Ballinger, Thomas Jr 9

See More Show More

Created Date: Last 90 days Quick search

Add Filter Clear All Filters

Page 1 of 5 1-20 of 81 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status
240004073T	Flooring by Fernando ⓘ	9/11/2025 8:26:40 AM	Completed	4356704	Chris Lam-Vazquez	Sent To Supplier
240004072T	Flooring by Fernando ⓘ	9/11/2025 8:25:12 AM	Completed	4356694	Chris Lam-Vazquez	Sent To Supplier
240004065T	Edwin's Equipment New & Refurbished ⓘ	9/10/2025 2:36:52 PM	Completed	4355220	Bhavesh Patel	Sent To Supplier
240004063T	Acme Corporation ⓘ	9/10/2025 2:26:57 PM	Completed	4355146	Bhavesh Patel	Sent To Supplier
240004045T	Globex Co. ⓘ	9/10/2025 1:20:26 PM	Completed	4355014	Bhavesh Patel	Sent To Supplier
240004042T	Acme Corporation ⓘ	9/10/2025 11:55:07 AM	Completed	4354960	Thomas Jr Ballinger	Sent To Supplier
240004039T	Acme Corporation ⓘ	9/10/2025 11:45:35 AM	Completed	4354913	Thomas Jr Ballinger	Sent To Supplier
240004038T	Easy Conference Planning LLC ⓘ	9/10/2025 11:38:34 AM	Completed	4354889	Thomas Jr Ballinger	No Shipments
240004035T	Consultant, David ⓘ	9/10/2025 11:25:05 AM	Completed	4354855	Thomas Jr Ballinger	Sent To Supplier
240004036T	Flooring by Fernando ⓘ	9/10/2025 11:28:38 AM	Completed	4354906	Thomas Jr Ballinger	Sent To Supplier
240004032T	Megan's Marvelous Marketing ⓘ	9/10/2025 11:19:34 AM	Completed	4354795	Chris Lam-Vazquez	Sent To Supplier
240004033T	Edwin's Equipment New & Refurbished ⓘ	9/10/2025 11:22:35 AM	Completed	4354841	Chris Lam-Vazquez	Sent To Supplier
240004007T	Acme Corporation ⓘ	9/10/2025 10:05:52 AM	Completed	4354726	Chris Lam-Vazquez	Sent To Supplier
240004002T	Quality Classroom Supplies ⓘ	9/10/2025 9:38:43 AM	Completed	4353869	Chris Lam-Vazquez	Sent To Supplier
240004001T	Acme Corporation ⓘ	9/10/2025 9:38:12 AM	Completed	4354010	Chris Lam-Vazquez	Sent To Supplier
240003998T	Megan's Marvelous Marketing ⓘ	9/10/2025 9:22:13 AM	Completed	4354441	Chris Lam-Vazquez	Sent To Supplier
240004027T	Acme Corporation ⓘ	9/10/2025 11:02:35 AM	Completed	4354771	Chris Lam-Vazquez	Sent To Supplier
240004026T	Acme Corporation ⓘ	9/10/2025 11:02:04 AM	Completed	4354805	Chris Lam-Vazquez	Sent To Supplier
240004010T	Globex Co. ⓘ	9/10/2025 10:17:02 AM	Completed	4354330	Thomas Jr Ballinger	Sent To Supplier
240004000T	Academic Recruiting Services ⓘ	9/10/2025 9:32:27 AM	Completed	4353912	Thomas Jr Ballinger	Sent To Supplier

Page 1 of 5 1-20 of 81 Results

CSU

BUY

PO

The California State University (CSU) System Shopping Showcase Home

All

Search (Alt+Q)

90,000.00 USD

1 of 81 Results

Status

Summary

Revisions 1

Confirmations

Shipments

Change Requests

Receipts

Vouchers 1

Comments

Attachments

History

General Information

Transaction Details

PO Owner Information

Supplier Name

Purchase Order No.

Purchase Order Date

Revision No.

Revision Date

Business Unit Vendor Id

Owner Name

Owner Email

Owner Business Unit

Owner Department

Buyer

Supplier Information

Contract

Supplier Account No.

Quote number

Address

Address Information

Ship To

Delivery To

Ship Via

Due Date

F.O.B.

Bill To

Ship To

Delivery To

Ship Via

Due Date

F.O.B.

Bill To

PO Information

Accounting Date

FY Processing Options

PO Type

Amount-Only / Blanket PO

Multi-Year PO

Terms/FOB Override Needed

Payment Terms

Reference ID

Do Not Distribute

PO Terms & Conditions

Supplier Terms and Conditions

Order acceptance instructions

PO Clauses

Notes & Attachments

Internal Note

Internal Attachments

Note to Supplier

Attachments for supplier

Summary

Completed

Details

Total (54,267.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal

Sales Tax

Use Tax

Related Documents

Requisition: 4356704

Credit memo: C002925T

What's next?

Workflow Status

Workflow

Submitted

Revise PO

PO Distribution

Export PO to CFS

Completed

Purchase Order Change Requests

Search the PO that needs a change and create change request

CSUBUY

AllSearch (Alt+Q)90,000.00 USD

1 of 23 Results

Purchase Order • Flooring by Fernando • 240004073T Revision 0

StatusSummaryRevisions 1ConfirmationsShipmentsChange RequestsReceiptsVouchers 1CommentsAttachmentsHistory

General Information

Transaction Details

Supplier Name
Flooring by Fernando

Purchase Order No.
240004073T

Purchase Order Date
9/11/2025

Revision No.
0

Revision Date
9/11/2025

Business Unit Vendor Id
EBXMP-1004408172

PO Owner Information

Owner Name
Chris Lam-Vazquez

Owner Email
chris.lam-vazquez@csueastbay.edu

Owner Business Unit
EB: Cal State East Bay P2P (EBXMP)

Owner Department
no value

Buyer
05000111749
Bhavesh Patel

Address Information

Ship To

Attn: Chris Lam-Vazquez
c/o Shipping and Receiving
25800 Carlos Bee Blvd
United States

Delivery To

Deliver To Location
ACCTSREC_EBCMP
ACCOUNTS RECEIVABLE

Ship Via
Best Carrier-Best Way

Due Date
no value

F.O.B.
FOB Destination

Bill To

Accounts Payable, CSU East Bay
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

PO Information

Accounting Date
no value

FY Processing Options
no value

PO Type
no value

Amount-Only / Blanket PO
✗

Multi-Year PO
✗

Terms/FOB Override Needed
✗

Payment Terms
Net 30 (0% 0, Net 30)

Reference ID
no value

Do Not Distribute
✗

Supplier Information

Contract
no value

Supplier Account No.
no value

Quote number
no value

Address
5151 State University Drive
Chico, California 95926 United States

PO Terms & Conditions

Supplier Terms and Conditions
no value
add...

Order acceptance instructions
The Purchase Order number shall be referenced on all invoices and on the outside of all packages....
Show more

PO Clauses
Add

Notes & Attachments

Internal Note
no value

Internal Attachments
Add

Note to Supplier
no value

Attachments for supplier
Add

Chartfield

Summary

Completed

Details

Total (54,267.50 USD)

Shipping, Handling, and Tax charges are calculated and ch
values shown here are for estimation purposes, budget ch
Subtotal

Sales Tax

Use Tax

54,267.50

Related Documents

Requisition: 4356704

Credit memo: C002925T

What's next?

Workflow Status
Completed

Workflow

Submitted
9/11/2025 8:26 AM
Submitted - 9/11/2025 8:26 AM · Chris Lam-Vazquez

Revise PO
Completed

PO Distribution
Completed

Export PO to CFS
Completed

Completed

Add Comment

Create Change Request

Add Notes to History

Finalize Revision

Create Receipt

Create Credit Memo

Create Voucher

Print PO

Soft Close PO

Cancel/Close PO

Purchase Order Change Requests

Create Change Request

This will create a change request for this purchase order. If you select a user they will receive an email indicating that a change request has been created for this purchase order.

Email notification(s) | Add recipient

☐ Bhavesh Patel (Approved Requisition) <bhavesh.patel@csueastbay.edu>

☐ Chris Lam-Vazquez (Prepared by, Prepared for) <chris.lam-vazquez@csueastbay.edu>

User with change request permission:

☐ Brian Odle (Approved) <brian.odle@risenow.com>

☐ Chris [redacted] <[redacted]@risenow.com>

☐ McKinley [redacted] <[redacted]@risenow.com>

☐ Paige [redacted] <[redacted]@risenow.com>

☐ Thomas [redacted] (Approved) <[redacted]@risenow.com>

[add email recipient...](#)

Change Request Reason

Must provide reason/justification

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved. I.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Attach file to this change request (optional):

Attachment Type

☒ File

☐ Link/URL

File Name

File

Choose File

Upload your file

Create Change Request

Close

Purchase Order Change Request

CSUBUY

AllSearch (Alt+Q)90,000.00 USD

Change Requests • 4362201

Assign DraftSubmit Request

Summary

Taxes/S&H

PO Preview

External Communication

Comments 1

Attachments

History

Changes will not be sent to the Supplier.

Change Request Reason

ReasonTest

General Information

Transaction Details

Cart Name2025-09-11 05000010639 02 - CR

Business UnitEB: Cal State East Bay P2P (EBXMP)

Address Information

Ship To

Attn: Chris Lam-Vazquez
c/o Shipping and Receiving
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

Deliver To

Deliver To LocationACCTSREC_EBCMP
ACCOUNTS RECEIVABLE

Ship ViaBest Carrier-Best Way

Due Dateno value

Bill To

Accounts Payable, CSU East Bay
25800 Carlos Bee Blvd
Hayward, CA 94542-3000
United States

PO Information

Accounting Dateno value

PO Typeno value

Amount-Only / Blanket PO

Multi-Year PO

Terms/FOB Override Needed

Reference IDno value

Do Not Distribute

Chartfield

Values vary by line.

Other Participant Information

Prepared byChris Lam-Vazquez

Prepared forChris Lam-Vazquez

Internal Notes and Attachments

Internal Noteno value

Internal AttachmentsAdd

External Notes and Attachments

Note to all Suppliersno value

Attachments for all suppliersAdd

Summary

Draft

Total (54,267.50 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal49,000.00

Sales Tax5,267.50

Use Tax0.00

54,267.50

Related Documents

Purchase Order: 240004073T

Requisition: 4356704

What's next for my order?

Next StepProcurement Review

ApproversBallinger, Thomas Jr
Lam-Vazquez, Chris

Workflow

Draft

Active

Chris Lam-Vazquez

OFAC Check

Future

Procurement Review

Future

OFAC Check 2

Future

PO Update

Future

Close a Purchase Order

The screenshot shows the CSUBUY 'Dashboards - Miscellaneous' page. A navigation bar at the top includes links to various dashboards: Accounts Payable Dashboard, Approver Dashboard, Central Receiving Dashboard, Contracts Dashboard, Facilities, General, Guided Buying Home Page, and Hospitality. Below this, a 'Showcases' section is visible, containing two expandable panels. The first panel, 'CSUBUY Operational Tasks - Guided Buying', contains three buttons: 'Request to Close PO' (highlighted in yellow), 'Supplier Extension or Re-Invite', and 'Supplier Maintenance Request'. The second panel, 'Payments - Guided Buying', contains two buttons: 'Direct Pay Request' and 'Payment for Unauthorized Purchase'.

The screenshot shows the CSUBUY 'Request to Close PO' form. The top navigation bar includes 'Shop', 'Shopping', and 'View Forms'. A sidebar on the left contains a 'Back to Shopping Home' link and a list of form sections: 'Request to Close PO' (selected), 'Form Number 1175092', 'Purpose Generic Request', 'Status Incomplete', 'Instructions', 'Questions' (with a warning icon), 'Review and Submit', 'Discussion', and 'Form Approvals'. The main content area is titled 'Instructions' and contains the text: 'Use this form to request a status change to an existing PO (Cancel, Close, Reopen). This request will route to your Purchasing department for review and processing.' At the bottom right of the main content area is a 'Next >' button.

Close a Purchase Order

Questions - Request Details[Request Actions](#) [History](#) [?](#)

★ Response Is Required

▼ Request Details

Purchase Order Number ★

Supplier Name ★

Justification for Request ★

Services rendered and all invoices are paid.

1956 characters remaining

[< Previous](#) [Save Progress](#) [Next >](#)

Review and Submit[Request Actions](#) [History](#) [?](#)

✓ Required Fields Complete

Section	Progress
Questions	✓ Required Fields Complete

[< Previous](#) [Add to Favorites](#) [Submit](#)

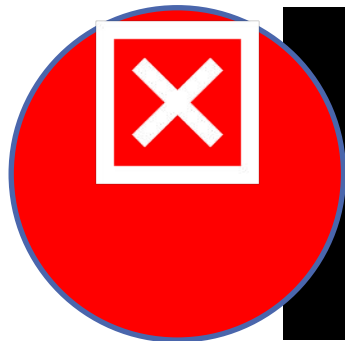
Q&A

Module 8 – Receiving



Goods

- 3-Way
- Receipt Required



Services or Blanket POs

- 2-Way
- No Receipt Required

3-Way Goods Receiving



Not required for purchase under \$500

2-Way Service Receipt

- ❖ Invoices will stop in workflow with the PO Owner.
- ❖ This person will have to approve before payment will move forward to Accounts Payable.
 - Service was complete
 - Service was satisfactory

My Approvals			
Showing Results 21 - 25 of 43		5 Per Page ▾	← 1 ... 4 5 6 ... 9 →
TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER ↑
Requisitions	Number: 4125251 Name: Test Accounting Workflow	2 Folders	42
Vouchers	Number: C001655T	My Voucher Approvals	42
Requisitions	Number: 4117530 Name: REquisition PR - 46 SOXDN (EH&S)	My PR Approvals	43
Requisitions	Number: 4120432 Name: PO/AP P2P Training-Joy-3	My PR Approvals	44

2-Way Service Receipt

- ❖ PO Owner must open and review the invoice in the Attachment field.

CSUBUY

Purchase Orders

Search (Alt+Q)

0.00 USD

64

10

Voucher • Acme Corporation • C001655T

Summary

Tax Details

Matching

Supplier Messages

Comments

Attachments


History

General Information

...

Invoice Details

Supplier Name

 Acme Corporation

Supplier No.1004408209

Supplier Invoice No.AP-15 (2ND TAX TEST)

Invoice Date9/27/2024

Invoice Received (mm/dd/yyyy)09/27/2024

Accounting Date9/27/2024

Payment TermsNet 30 (0% 0, Net 30)

Due Date9/27/2024

Is overridden

Discount Dateno value

PO Information

Buyer85000000595

Additional Information

...

Remit To

Neil Mink
5151 State University Drive
Chico, California 95926

United States
Email somebody@nobody.com
Phone 1-302-5551234-
Address Id 1

Discount, Tax, Shipping & Handling

Values vary by line.

Discount, Tax, Shipping & Handling

Sales Tax2,000.00 USD

AllocationWeighted

	Header-level
Terms Discount	0.00 USD
Discount	0.00 USD

Voucher & Payment Information

...

Voucher Information

Voucher bySonoma State University P2P (SOXMP)

Business Unit

Voucher NumberC001655T

Voucher TypeVoucher

Voucher OwnerJoy Ming-Lan Sun

Voucher SourceManual

Invoiced ByCarrie Schmidt

Create Date9/27/2024

PO Business UnitSonoma State University P2P (SOXMP)

Invoice Reviewed Byno value

Payment Information

Pay StatusIn Process

Payment MethodUnknown

Summary

Pending

Acme Corporation

Supplier Invoice No.AP-15 (2ND TAX TEST)

Total (7,820.00 USD)

Related Documents

Purchase Order: 240002408T

Requisition: 4124741

What's next?

Workflow

Submitted
9/27/2024 11:21 AM
Submitted · 9/27/2024 11:21 AM · Carrie Schmidt

Invoice Validation 1
Completed

Verify Received
Pending · Joy Ming-Lan Sun

Q&A

Module 9-Payment (Voucher)

- ❖ Invoice and Credit Memo Require PO
- ❖ Invoice Submission Options
- ❖ Voucher Process and Approval Workflow
- ❖ Payment Status

Invoice and Credit Memo Require PO

- ❖ Voucher creation is done when the supplier invoice is submitted into workflow.

Process Overview



Submission Of Invoice

- Supplier uploads its invoice(s) directly through their online portal
- For invoices that are not able to be uploaded by the supplier directly, such as PG&E invoices, those invoices can be routed to P2Pinvoice@csueastbay.edu as a separate attachment and will be uploaded by the AP Technician that handles that account.

CSUBUY

All ▾Search (Alt+Q) 🔍0.00 USD 🛒📌🔔65

Voucher • Acme Corporation • C003315T

👁️🖨️❓⋮

Assign & Further Actions ▾

2 of 4 Results ▾<

SummaryTax DetailsMatchingSupplier MessagesCommentsAttachmentsHistory

Please see the highlighted items below for any matching exceptions.

Accounts PayableQuick search 🔍

Vouchers▶AP Home

ReceiptsView Draft Vouchers

ApprovalsSearch For Vouchers

ReportsSearch Direct Pay Requests

Create New Voucher, Credit Memo...

PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
1	11111	Weapons	0/EA	750.00 USD	1	750.00 USD

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	1	1	
Unit Price	2,000.00 USD	--	750.00 USD	
Ext. Price	2,000.00 USD	--	750.00 USD	
Document TS&H	215.00 USD	--	80.63 USD	

VOUCHERS 0 / CREDITS 0 / RECEIPTS 1

Hide

Other Vouchers/CreditsNone

Receipts

Doc No.	Receipt Status	Quantity	Cost	Receipt Date
347994	✓	1	750.00 USD	10/16/2025

SummaryPending→|

Acme Corporation▼

Supplier Invoice No. help

Total (830.63 USD)▼

Subtotal	750.00
Discount	0.00
Sales Tax	80.63
Use Tax	0.00
Shipping	0.00
Handling	0.00
	830.63

Related Documents▼

Purchase Order: 240004974T🖨️

Requisition: 4369807🖨️

What's next?▼Workflow...

Submitted10/16/2025 12:30 PMSubmitted · 10/16/2025 12:30 PM · Isabel Contreras

i Please see the highlighted items below for any matching exceptions.

PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
1	11111	Weapons	0/EA	750.00 USD	1	750.00 USD

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	1	1	
Unit Price	2,000.00 USD	--	750.00 USD	
Ext. Price	2,000.00 USD	--	750.00 USD	
Document TS&H	215.00 USD	--	80.63 USD	

VOUCHERS 0 / CREDITS 0 / RECEIPTS 1

Other Vouchers/Credits

None

Receipts

Doc No.	Receipt Status	Quantity	Cost	Receipt Date
747204	Completed	1		10/16/2025

Summary

Pending

Acme Corporation

Supplier Invoice No.

Total (830.63 USD)

Subtotal	750.00
----------	--------

Discount	0.00
----------	------

Sales Tax	80.63
-----------	-------

Use Tax	0.00
---------	------

Shipping	0.00
----------	------

Handling	0.00
----------	------

830.63

830.63

Related Documents

Purchase Order: 240004974T

Requisition: 4369807

What's next?

Workflow

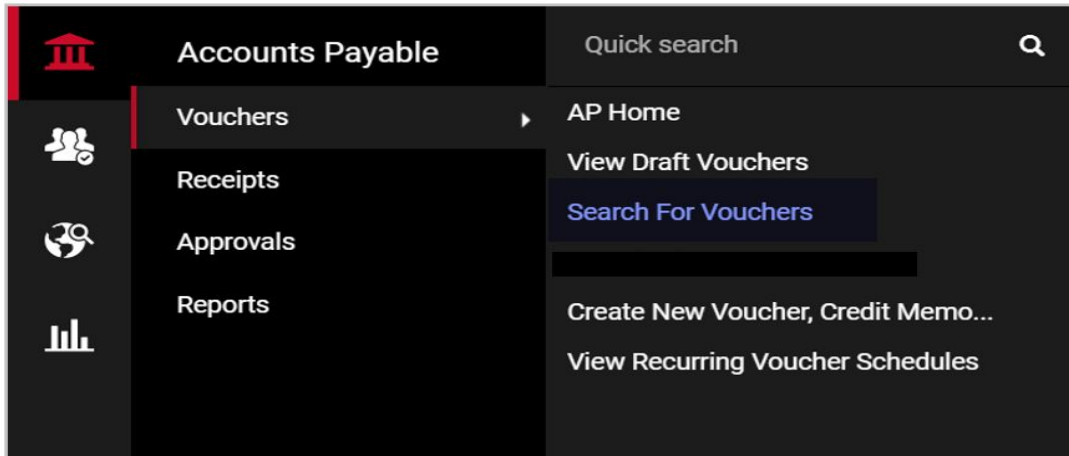


Submitted

10/16/2025 12:30 PM

Submitted · 10/16/2025 12:30 PM · Isabel Contreras

Voucher Process and Approval Workflow



Vouchers

- Search for Vouchers

Receipts

- View Match Status in Voucher

Approvals

- View Vouchers Approval Workflow

Payment Status

- Locate Payment Status

Search for Vouchers

Capability to search invoice status through a variety of ways: Invoice #, Voucher #, Supplier Name, PO#

The screenshot displays the CSUBUY Vouchers search interface. On the left, a sidebar contains filters for Supplier, Voucher Status, Voucher Type, Voucher Source, and Business Unit. The main area features a search bar with a 'Quick search' field and a 'Created Date' range selector. Below the search bar, a table lists voucher details including Voucher Number, Supplier Invoice Number(s), Supplier, PO Number, Voucher Status, Created Date/Time, Due Date, Discount, Submitted Date, Voucher Source, Voucher Type, Pay Status, and Total Amount. The table is paginated to show 1-20 of 280 results. Numbered callouts (1-8) highlight specific features: 1. Quick Filters, 2. Search Date Range, 3. Quick Search, 4. Add Filters, 5. Pin Filters, 6. Save Search, 7. Change View/Configure Column Display, and 8. Pay Status.

Voucher Number	Supplier Invoice Number(s)	Supplier	PO Number	Voucher Status	Created Date/Time	Due Date	Discount	Submitted Date	Voucher Source	Voucher Type	Pay Status	Total Amount
C001684T	C001684T	Megan's Marvelous Marketing	DP0000104T	Complete	9/30/2024 2:30:59 PM	10/30/2024	0.00 USD	9/30/2024 2:30:59 PM	Automated	PO Voucher	Payable	800.00 USD
C001682T	E2E1.4	Chelsea's Construction Company	2400002451T	Pending	9/27/2024 4:21:47 PM	10/27/2024	0.00 USD	9/27/2024 4:23:41 PM	Manual	PO Voucher	In Process	30,000.00 USD
C001681T	PR-94(PARTIAL PAYMENT)	Quality Classroom Supplies	2400002400T	Pending	9/27/2024 3:53:35 PM	10/27/2024	0.00 USD	9/27/2024 3:56:16 PM	Manual	PO Voucher	In Process	2,034.38 USD
C001680T	PR-93(2/2 FULL PAYMENTS)	Bradford Telecommunications	2400002396T	Complete	9/27/2024 3:50:15 PM	10/27/2024	0.00 USD	9/27/2024 3:50:54 PM	Manual	PO Voucher	Paid	2,712.50 USD
C001679T	E2E3.4 SPF RETEST	BD Biosciences, Inc	2400002434T	Complete	9/27/2024 3:48:05 PM	10/27/2024	0.00 USD	9/27/2024 3:48:58 PM	Manual	PO Voucher	Payable	401.45 USD
C001678T	PR-21(1/2 FULL PAYMENTS)	Edwin's Equipment New & Refurbished	2400002392T	Pending	9/27/2024 3:45:40 PM	10/27/2024	0.00 USD	9/27/2024 3:47:26 PM	Manual	PO Voucher	In Process	54,250.00 USD
C001677T	E2E3.4 ADV RETEST	BD Biosciences, Inc	2400002433T	Complete	9/27/2024 3:43:47 PM	10/27/2024	0.00 USD	9/27/2024 3:44:56 PM	Manual	PO Voucher	Payable	336.35 USD
C001676T	E2E3.4 CMP RETEST	BD Biosciences, Inc	2400002435T	Pending	9/27/2024 3:35:48 PM	10/27/2024	0.00 USD	9/27/2024 3:37:16 PM	Manual	PO Voucher	In Process	514.29 USD

1. Quick Filters
2. Search Date Range
3. Quick Search
4. Add Filters
5. Pin Filters
6. Save Search
7. Change View/Configure Column Display
8. Pay Status

In the Quick Search, you can note the PO# to review the voucher

Accounts Payable > Vouchers > Search For Vouchers

Search Vouchers

My Drafts Search

Quick Filters My Searches

Supplier Jackson Hardware Supply (3)

Voucher Workflow Status Complete (2) Pending (1) [Show More](#)

Voucher Type PO Voucher (2) PO Credit Memo (1) [Show More](#)

Voucher Source Manual (3)

Business Unit EB - CSUEB - Foundation, Inc. P2P (EBXDN) (3)

Created Date: Last 90 days 240005027t Add Filter Clear All Filters

1-3 of 3 Results 200 Per Page

	Voucher Number	Supplier Invoice Number(s)	Supplier	PO Number	Voucher Workflow Status	Created Date/Time	Due Date	Discount Date	Discount Amount	Submitted Date	Voucher Source	Voucher Type	Pay Status	Total Amount
1	C003345T	139 S	Jackson Hardware Supply ⓘ	240005027T	Pending	10/16/2025 4:01:39 PM	11/15/2025		0.00 USD	10/16/2025 4:08:08 PM	Manual	PO Credit Memo	In Process	-83.06 USD
2	C003346T	142S	Jackson Hardware Supply ⓘ	240005027T	Complete	10/16/2025 4:06:24 PM	11/15/2025		0.00 USD	10/16/2025 4:10:01 PM	Manual	PO Voucher	Payable	553.75 USD
3	C003324T	132 S	Jackson Hardware Supply ⓘ	240005027T	Complete	10/16/2025 2:41:48 PM	11/15/2025		0.00 USD	10/16/2025 2:45:37 PM	Manual	PO Voucher	Payable	138.44 USD

❖ Once you identify the voucher, for more detail, click Voucher Number

Voucher Details

Voucher • Edwin's Equipment New & Ref... • C002684T

53 of 76 Results

Summary Matching Supplier Messages Comments 1 Attachments History

General Information	Additional Information	Voucher & Payment Information	Summary														
Invoice Details Supplier Name: Edwin's Equipment New & Refurbished Supplier No.: 1004408278 Supplier Invoice No.: test script3 Invoice Date: 9/10/2025 Accounting Date: 9/25/2025 Payment Terms: Net 30 (0% 0, Net 30) Due Date: 10/10/2025 Discount Date: no value	Remit To Edwin Agricolae 5151 State University Drive Chico, California 95926 United States Email somebody@nobody.com Phone 1-302-5551234- Address Id 1 Discount, Tax, Shipping & Handling Tax Engine calculation pending Calculate Discount, Tax, Shipping & Handling Sales Tax: 0.00 USD Allocation: Weighted <table><thead><tr><th></th><th>Header-level</th></tr></thead><tbody><tr><td>Terms Discount</td><td>0.00 USD</td></tr><tr><td>Discount</td><td>0.00 USD</td></tr><tr><td>Use Tax</td><td>0.00 USD</td></tr><tr><td>Shipping</td><td>0.00 USD</td></tr><tr><td>Handling</td><td>0.00 USD</td></tr><tr><td>Total</td><td>16,650.00 USD</td></tr></tbody></table>		Header-level	Terms Discount	0.00 USD	Discount	0.00 USD	Use Tax	0.00 USD	Shipping	0.00 USD	Handling	0.00 USD	Total	16,650.00 USD	Voucher Information Voucher by Business Unit: EB - Cal State East Bay P2P (EBXMP) Voucher Number: C002684T Voucher Type: Voucher Voucher Owner: Chris Puente Voucher Source: Manual Invoiced By: Sonia Libiran Invoice Received (mm/dd/yyyy): no value Create Date: 9/10/2025 PO Business Unit: EB - Cal State East Bay P2P (EBXMP) Invoice Reviewed By: 05000758883 Isabel Contreras Voucher Comment: no value Payment Information Pay Status: Paid Payment Method: Check Payment Record No.: 1050181	Summary Handling: 0.00 16,650.00 Related Documents Purchase Order: 240003647T Requisition: 4352813 What's next? Workflow <ul style="list-style-type: none">Submitted 9/10/2025 2:47 PM Submitted · 9/10/2025 2:47 PM · Sonia LibiranVerify Received Approved · 9/10/2025 2:54 PM · Lana LewisAP Review - E Approved · 9/10/2025 2:55 PM · Sonia LibiranAP Manager Review Approved · 9/10/2025 2:57 PM · Lana LewisSecondary Signature Review Approved · 9/10/2025 2:58 PM · Lana LewisOK to Pay Completed
	Header-level																
Terms Discount	0.00 USD																
Discount	0.00 USD																
Use Tax	0.00 USD																
Shipping	0.00 USD																
Handling	0.00 USD																
Total	16,650.00 USD																

- ❖ Summary
- ❖ Matching Status
- ❖ Remit to Information
- ❖ Comments
- ❖ Workflow Status
- ❖ Attachments (including invoice)
- ❖ Payment Status
- ...and much, much more

View Match Status in Voucher

Hold for Receiving:

- Unmatched
 - No Receipt has been entered
- Matched
- Matching Exceptions
 - Variety of reasons based on why it's a match exception

Voucher • [Quality Classroom Supplies](#) • C001660T

3-Way Example

7 of 33 Results

Summary

Matching

Supplier Messages

Comments 1

Attachments

History

Please see the highlighted items below for any matching exceptions.

240002423T

Match Status	Matching Method	Voucher Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Unmatched	3 Way	1	1	12345	Chemicals	0/EA	1,000.00 USD	30	30,000.00 USD

MATCHING EXCEPTIONS

No receipt has been entered

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	30	—	30	
Unit Price	1,000.00 USD	—	1,000.00 USD	
Ext. Price	30,000.00 USD	—	30,000.00 USD	
Document DTS&H	2,756.26 USD	—	2,856.26 USD	

VOUCHERS 0 / CREDITS 0 / RECEIPTS 0

Unmatched 3 Way | 2 | 2 | 12345 | Chemicals | 0/BX | 25.00 USD | 30 | 750.00 USD |

MATCHING EXCEPTIONS

No receipt has been entered

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	30	—	30	
Unit Price	25.00 USD	—	25.00 USD	
Ext. Price	750.00 USD	—	750.00 USD	
Document DTS&H	2,756.26 USD	—	2,856.26 USD	

Summary

Pending

Quality Classroom Supplies

Supplier Invoice No. AP-TX TEST (SHIPPING NO HANDLING)

Total (34,356.26 USD)

Subtotal 31,500.00

Discount 0.00

Sales Tax 2,756.26

Use Tax 0.00

Shipping 100.00

Handling 0.00

34,356.26

Related Documents

Purchase Order: 240002423T

Requisition: 4108769

What's next?

Workflow

Submitted 9/27/2024 11:53 AM

Submitted - 9/27/2024 11:53 AM - Carrie Schmidt

Invoice Validation 1 Completed

Hold for Receiving Pending - Automated

AP Review Future

View Match Status in Voucher

Verify Received:

- ❖ Unmatched
- ❖ Matched
- ❖ Matching Exceptions

Summary

Matching

Supplier Messages

Comments

Attachments

History

2-Way Example

Please see the highlighted items below for any matching exceptions.

240001935T

Match Status	Matching Method	Voucher Line No.	PO Line No.	Catalog No.	Description	Size/Packaging	Unit Price	Quantity	Ext. Price
Matched	2 Way PO/ Vouchers	1	1		AP-22 AND AP-30	0/EA	4,000.00 USD	1	4,000.00 USD

MATCHING SUMMARY

	Ordered	Received	Net Invoiced	Exception Reason
Quantity	1	--	1	
Unit Price	4,000.00 USD	--	4,000.00 USD	
Ext. Price	4,000.00 USD	--	4,000.00 USD	
Document DTS&H	0.00 USD	--	0.00 USD	

VOUCHERS 0 / CREDITS 0 / RECEIPTS 0

Summary

Complete

Megan's Marvelous Marketing

Supplier Invoice No. AP-22 AND AP-30

Total (4,000.00 USD)

Subtotal	4,000.00
Discount	0.00
Sales Tax	0.00
Use Tax	0.00
Shipping	0.00
Handling	0.00
	4,000.00

Related Documents

Purchase Order: 240001935T

Requisition: 4106241

What's next?

Workflow

Submitted

9/5/2024 2:24 PM

Submitted - 9/5/2024 2:24 PM - Carrie Schmidt

Invoice Validation 1

Completed

Verify Received

Approved - 9/18/2024 12:35 PM - Carrie Schmidt

AP Review

Approved - 9/18/2024 12:43 PM - Carrie Schmidt

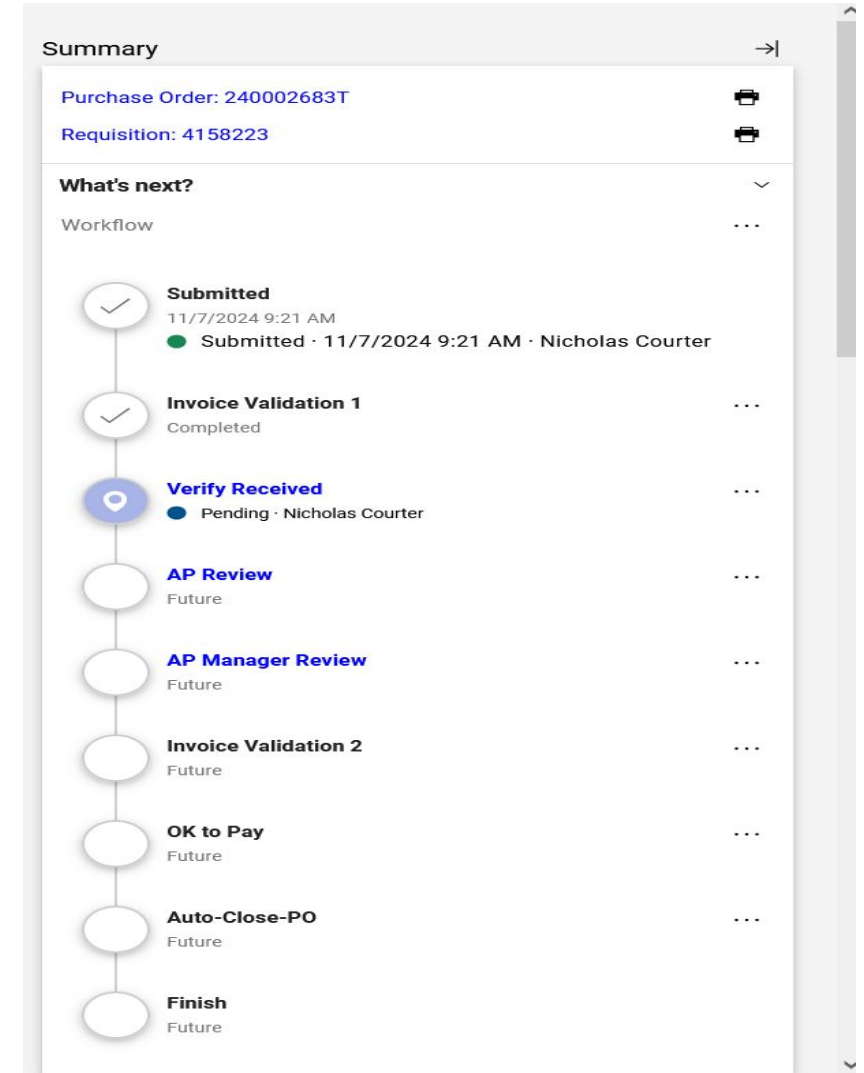
View Voucher Approval Workflow

Voucher Hold for Receiving

- ❖ 3-Way - Holds for 30 days, then goes to match exception, AP will reach out to the department for resolution before payment.
- ❖ 2-Way - A reminder is sent out to the requester for their approval before it moves forward for the AP Review

AP Review

- ❖ Assigned to AP Team to review by alphabet
- ❖ AP Manager Reviews
 - ❖ AP Actions:
 - Approve
 - Return Voucher (internal comments)
 - Place Voucher on Hold (internal comments)
 - Forward (internal comment)
 - Reject Voucher (internal comments)



Payment Status

Created Date: Last 90 days ▾ Quick search 🔍 🕒 Add Filter ▾ Clear All Filters ?

Accounting Date: 09/04/2025 - 0... ▾ ✕

1-25 of 25 Results ⚙️ 100 Per Page ▾

...	Voucher Number ▾	Supplier Invoice Number(s) ▾	Supplier	PO Number	Voucher Workflow Status ▾	Created Date/Time 🕒	Due Date ▾	Discount Date ▾	Discount Amount ▾	Submitted Date ▾	Voucher Source	Voucher Type	Pay Status	Total Amount ▾
...	C003026T	test09252025	Flooring by Fernando ⓘ	240004073T	Pending	9/25/2025 2:50:57 PM	10/25/2025 5		0.00 USD	9/25/2025 2:51:52 PM	Manual	PO Voucher	In Process	49,000.00 USD
...	C003020T	13790	Quality Classroom Supplies ⓘ	240004002T	Pending	9/25/2025 12:40:38 PM	10/1/2025		0.00 USD	9/25/2025 12:45:49 PM	Manual	PO Voucher	In Process	667.82 USD
...	C003019T	testAC1	Acme Corporation ⓘ	240004042T	Pending	9/25/2025 12:21:45 PM	10/25/2025 5		0.00 USD	9/25/2025 12:30:41 PM	Manual	PO Voucher	In Process	110.75 USD
...	C003018T	test	Flooring by Fernando ⓘ	240004073T	Pending	9/25/2025 12:13:28 PM	10/25/2025 5		0.00 USD	9/25/2025 12:14:15 PM	Manual	PO Voucher	In Process	16,000.00 USD
...	C003012T	TESTSL	Amazon.com ⓘ	240004519T	Complete	9/25/2025 10:47:46 AM	10/25/2025 5		0.00 USD	9/25/2025 10:59:23 AM	Manual	PO Voucher	Payable	33.91 USD
...	C002925T	testcm	Flooring by Fernando ⓘ	240004073T	Pending	9/18/2025 9:37:50 AM	10/15/2025 5		0.00 USD	9/18/2025 9:39:09 AM	Manual	PO Credit Memo	In Process	-4,000.00 USD
...	C002753T	Draft 1	Globex Co. ⓘ	240004045T	Pending	9/15/2025 11:22:57 AM	10/15/2025 5		0.00 USD	9/15/2025 11:48:46 AM	Manual	PO Voucher	In Process	7,500.00 USD
...	C002741T	TEST141	BD Biosciences, Inc ⓘ	240003471T	Complete	9/11/2025 10:50:17 AM	10/11/2025 5		0.00 USD	9/11/2025 10:52:49 AM	Manual	PO Voucher	Paid	664.50 USD
...	C002740T	test138	Edwin's Equipment New & Refurbished ⓘ	240003885T	Pending	9/11/2025 10:43:17 AM	10/11/2025 5		0.00 USD	9/11/2025 10:43:39 AM	Manual	PO Voucher	In Process	18,800.00 USD

Payment Details Viewable in Voucher

Payment Information

Payment Method

Check ▾

Payment Record No.

1050179

Payment Record Date

9/25/2025 📅

mm/dd/yyyy

Payment ID Ref

1050179

Voucher Payment Amount

\$664.50

Total Payment Amount

\$664.50

Payment Partially Paid

☐

Cancellation Date

No Value

Escheatment Date

No Value

Reconciliation Date

No Value

Payment Status

Created Date: Last 90 days

Flooring

Add Filter

Clear All Filters

1-3 of 3 Results

20 Per Page

	Business Unit	Supplier	Voucher Number	Supplier Invoice Number(s)	Total Amount	Matching Status	Pay Status	My Workflow Steps	My Approval Date/Time	Invoiced By	Payment ID Ref
	Sonoma State University P2P	Flooring by Fernando	C001821T	1234	9,147.50 USD	Matched	In Process			Trudee Herman	
	Associated Students of SSU P2P	Flooring by Fernando	C001772T	RETEST(SRVS)-ASIE2E2.8-E2E4.4	1,400.00 USD	Matched	Paid	AP Manager Review	10/18/2024 12:04:55 PM	Carrie Schmidt	118077
	Associated Students of SSU P2P	Flooring by Fernando	C001771T	RETEST(C-ASI-E2E2.8-E2E4.4	1,292.95 USD	Matched	Paid	AP Manager Review	10/18/2024 12:05:03 PM	Carrie Schmidt	118077

- ❖ Payment ID Ref is the check/ACH number assigned to the voucher.
- ❖ This number is displayed after payment is issued.
- ❖ Suppliers receiving payment via check may receive a consolidated single check which includes multiple invoices.
- ❖ P2P functionality allows departments to search a variety of ways including: supplier name, invoice number, PO#.
- ❖ Once supplier located, departments can view all invoices associated with the check number.

Q&A

Thank You

&

Happy Shopping

Office hours information are available at [Procurement website](#).