

# Supplier Extension



To add a supplier for Humboldt that already has an active profile for another campus.

## Follow the steps to extend a supplier to our campus:

1. From the P2P homepage, navigate to **Showcases > Supplier Extension Request**.

The screenshot shows a web interface with a dark header labeled 'Showcases'. Below the header, there are two main sections: 'CSU Form Requests' and 'Supplier Requests'. The 'CSU Form Requests' section contains six buttons: 'Goods and Services Request', 'Direct Pay Request', 'IT Hardware Request', 'Payment for Unauthorized Purchase', 'Request to Close PO', and 'Facilities and Construction Request For Facilities Use Only'. The 'Supplier Requests' section contains two buttons: 'Emergency Supplier Request' and 'Supplier Extension Request'. A red callout bubble with the number '1' points to the 'Supplier Extension Request' button.

2. Fill in the required fields on the request form:
  - a. Select **Extend an existing CSUBUY supplier to new campus**
  - b. Select **Humboldt**
  - c. Enter **All** for list the business unit(s) the supplier should be extend to.
  - d. Select **Yes/No** Do you need to use the supplier for a PO or Invoice Payment within 1-2 business days?
  - e. Enter the **supplier's legal company name**
  - f. Enter the CSUBUY Supplier Number, which you can find in the [supplier summary profile](#).
  - g. Select the type of products and/or services the supplier will provide.
  - h. Additional information may be entered in the optional fields, or these fields may be left blank.

## QUICK REFERENCE GUIDE

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

Yes  No



Suppliers Legal Company Name \*

CSUBUY Supplier Number \*

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

- Vendor will provide a service, labor, or installation on campus/in California.  Vendor will provide a service remotely.  Vendor will provide goods.  Vendor will create custom goods (branded/promotional, commissioned art, floral arrangements, etc.)

3. Click Next at the bottom of the screen
4. Click Submit
5. To discard the request instead of submitting it, click Request Actions and Select Discard Request.

### Review and Submit

Request Actions History ?  
Add to Favorites  
Discard Request

✓ Required Fields Complete

Section	Progress
Questions	✓ Required Fields Complete

← Previous

Add to Favorites

Submit