



SACRAMENTO
STATE

BUSINESS MATTERS @ SAC STATE

TOPIC: P2P Updates & Reminders

DATE: Friday, April 10, 2026

FROM: Your Sac State P2P Conversion & Support Team

We are a couple months into the P2P launch, and we have some information to share regarding updates to processes as well as some reminders to prevent delays issues. We will start with highlights:

● **Highlights (Start Here)**

- Requests for P2P access must be submitted through CARS (OnBase) (see below)
- Facility reservations require a requisition in P2P — even if on-campus or \$0 (see below)
- Excess overrides may cause delays
- Get your deliveries on time (see details below)

Requests for P2P User Access & Roles

During our switchover to P2P, the Chancellor's Office (CO) allowed us to perform batch uploading for existing folks to get access to P2P. That option is no longer available to us. Requests for access, or changes to access, now need to be made through an OnBase CARS request.

To Do:

- Submit all requests via CARS ([OnBase](#))
- Include the [user's role](#) (Shopper/Requester, Approver, Compliance Approver)
- If the user is an Approver, indicate their approval level ([DOA](#))

Auxiliary Facility Reservations – Procurement Review Required

Auxiliary facility reservations requiring Procurement signature (e.g., Union/WELL, ASI, etc.) must all be submitted through P2P, even if payment will be made via ProCard or if there is no cost. This ensures all agreements are centrally reviewed and retained within the P2P workflow. Our on-campus friends who offer space rental are already in P2P!

To Do:

- Submit a requisition in P2P
- Attach reservation documentation (agreement)
- Enter the full reservation amount
- Paying by ProCard? Leave us a note in Comments section so we can review and sign the agreement but not generate a PO. Once reviewed, we will upload the signed agreement to the requisition and note approval, then reject the requisition in workflow to prevent PO generation.

Account Overrides

Accounting Services has observed increased use of the account override field. Avoid overrides when possible as frequent overrides may delay workflow routing and create reporting inconsistencies.

- If you need to use an override
 - Confirm the commodity code and requisition form type are correct.
 - Include a brief explanation in the requisition comments for the override
- Regarding Commodity Codes
 - Some forms auto-fill codes (e.g., IT, Furniture, Equipment)
 - Others forms require users to select the *closest match*
 - Punchout suppliers (e.g., Amazon, Staples) auto-assign codes, but they may be incorrect—review and update as needed
 - You do **not** need to match commodity codes to account codes. The system automatically assigns the correct account. Use overrides only when a different account is intentionally required.

Prevent Delivery Failures

- To ensure proper delivery be sure to: Include your **name, building, and room number** In the “Attn” field.
- You should not rely on the “Delivery To” fields as shippers do not always see this information

Status	Summary	Revisions 1	Confirmations	Shipments 1	Change Requests
General Information		Address Information			
Transaction Details		Ship To			
Supplier Name	ACH Staples Inc	Attn: Jeanne Brewster-Sacramento Hall 272			
Purchase Order No.	2400088065	CSU Sacramento - Central Receiving			
Purchase Order Date	3/17/2026	6000 J Street MS 6117			
Revision No.	0	Sacramento, CA 95819-2605			
Revision Date	3/17/2026	United States			
Business Unit Vendor Id	SAXST-0004059364	Delivery To			
PO Owner Information		Deliver To Location	01_272_SACST		
			SACRAMENTO HALL-272		
		Ship Via	Best Carrier-Best Way		
		Due Date	no value		
		F.O.B.	no value		

Additional Resources – Behind SSO

- [P2P FAQs](#): Updated on a regular basis with answers to common questions
- [P2P Roles and Responsibilities](#): The Week 1 : Intro Labs session has a recording and materials that you may find helpful

We will take a deeper dive into these topics, and others, at [Tuesday's Business Partners Round Table](#) (BPRT).

Have questions about this information? You can connect with [Accounting Services](#), [Procurement & Contract Services](#), or our [P2P Team](#)!