

## P2P FY 2026-2027 Instructions in May and June

Once logged into CSUBUY P2P:

1. Make sure your cart name begins with "FY 26/27...."

Shopping Cart • Shopping Cart

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

Simple Advanced

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

Cart Name

Deliver To Location

1 Item

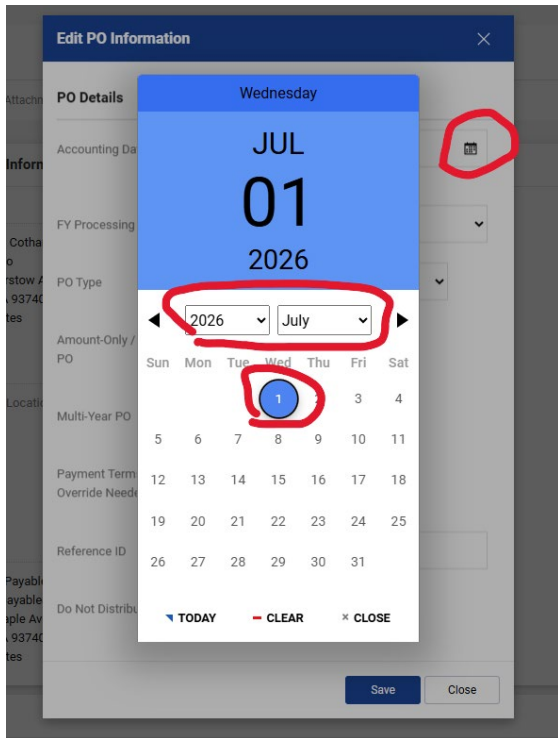
2. On the Final Summary page, in the PO information section, click the pencil icon to edit the page.

3. Change the Accounting Date to July 1 2026.

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Summary Taxes/S&H PO Preview Comments Attachments History

General Information	Address Information	PO Information
<b>Transaction Details</b> Cart Name <u>FY 26/27 Order for Lab Supplies</u> Business Unit FR - CSU Fresno P2P (FRXNO)	<b>Ship To</b> Attn: Brian Cotham CSU Fresno 2671 E Barstow Ave Fresno, CA 93740-0001 United States <b>Deliver To</b> Deliver To Location JA111_FRSNO PROCUREMENT & SUPPORT SERVICES Ship Via Best Carrier-Best Way Due Date no value <b>Bill To</b> Accounts Payable, CSU Fresno accountspayable@mail.fresnostate.edu 5150 N Maple Ave M/S JA58 Fresno, CA 93740 United States	<b>Accounting Date</b> no value <b>FY Processing Options</b> no value PO Type no value Amount-Only / Blanket PO <input checked="" type="checkbox"/> Multi-Year PO <input checked="" type="checkbox"/> Payment Terms/FOB Override Needed <input checked="" type="checkbox"/> Reference ID no value Do Not Distribute <input checked="" type="checkbox"/>



4. Click Save and check your updates were saved.

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Summary Taxes/S&H PO Preview Comments Attachments History

General Information	Address Information	PO Information
<b>Transaction Details</b> Cart Name: <b>FY 26/27 Order for Lab Supplies</b> Business Unit: FR - CSU Fresno P2P (FRXNO)	<b>Ship To</b> Attn: Brian Cotham CSU Fresno 2671 E Barstow Ave Fresno, CA 93740-0001 United States  <b>Deliver To</b> Deliver To Location: JA111_FRSNO <small>PROCUREMENT &amp; SUPPORT SERVICES</small>  Ship Via: <b>Best Carrier-Best Way</b>  Due Date: <i>no value</i>  <b>Bill To</b> Accounts Payable, CSU Fresno accountspayable@mail.fresnostate.edu 5150 N Maple Ave M/S JA58 Fresno, CA 93740 United States	Accounting Date: <b>7/1/2026</b> FY Processing Options: <b>New FY - Hold for Distribution</b> PO Type: <i>no value</i> Amount-Only / Blanket PO: <input checked="" type="checkbox"/> Multi-Year PO: <input checked="" type="checkbox"/> Payment Terms/FOB Override Needed: <input checked="" type="checkbox"/> Reference ID: <i>no value</i> Do Not Distribute: <input checked="" type="checkbox"/>

Chartfield

5. Submit your order.