



## *Business Matters @ Sac State*

TOPIC: P2P Update - Six Months Till Go Live! Things You Need To Know ...

DATE: August 7, 2025

TO: Campus Business Partners, Purchasers and Purchasing Approvers

FROM: Sarah Hansen, Manager, Accounts Payable & Travel  
Sebastian Head, Director, Procurement & Contract Services

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Dear Business Partners,

Our campus will soon launch the CSUBUY Procure-to-Pay (P2P) system, which will transform how we order goods and services and how we pay our vendors. Go-Live is just six months away, and once in place, CSUBUY P2P will provide a comprehensive, systemwide solution designed to streamline and standardize the full procure-to-pay process.

What will be changing? Lots of things. How will this impact you? In every way you make purchases! This includes changes to: Requisitions, Purchase Orders, Contract Services, and Invoice Approvals. P2P will replace CFS, CSUBUY Marketplace, and Adobe sign for suppliers.

If you've attended one of our recent CSUBUY demo sessions, THANK YOU! We encourage all campus users who make or approve campus purchases to join upcoming sessions to get a closer look at what's coming. Session details and schedules can be found on our [CSUBUY P2P campus website](#). We are working to get the recordings from the previous demos posted to that P2P page and will let you know once we have them posted. We will continue to post the demo recordings for your use. You and your team can register for upcoming P2P Demos through the [Financial Services Trumba page](#). If your department hasn't had the opportunity to engage yet, you can view the recordings (once posted), and you can also connect with our campus project team: [Sarah Hansen](#) and [Sebastian Head](#).

In addition to the upcoming P2P Demos, here's what to expect in the coming months:

- Train-the-Trainer (Aug 18–21, 2025)
  - Sac State P2P Project Team will be trained to support and lead CSUBUY trainings for our department users

- Supplier Onboarding (Aug 2025 – Go-Live)
  - Invitations for supplier self-registration to a shared systemwide supplier database
- System Testing (Sept 8 – Oct 18, 2025)
  - Sac State P2P Project Team will conduct User Acceptance Testing to ensure everything is working as expected
- End-User Training (Dec 2025 – Jan 2026)
  - Will be available in various formats—live sessions, virtual training, videos, quick guides, and FAQs—tailored to your specific roles
- Go-Live (Jan 2026)
  - CSUBUY P2P goes live! You'll begin using the system for everyday procurement and payment processes

Please look for additional updates and training invitations. We appreciate your participation and support!

If you have questions about P2P, what it means for you, the Demos, or the upcoming trainings, please connect with our campus change ambassadors, [Sarah Hansen](#) and [Sebastian Head](#).