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CSUBUY Procure-to-Pay (P2P) Goes Live Next Week!

DATE: Friday, January 23, 2026

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Your Campus CSUBUY P2P Project Team

On Monday, January 26, CSUBUY Procure to Pay (P2P) goes live at Sacramento State, completing the CSU system's transition to a single procure to pay platform.

What This Means

CSUBUY P2P delivers a streamlined purchasing experience, improved visibility and compliance, and greater consistency across the CSU system.

Support & Training

To help campus prepare for and navigate this transition, the following resources are available:

- **Demo Videos & Guides**

Users are encouraged to view the step-by-step instructional videos covering various roles and functions (Shopper, Requester, Approver, Supplier, Vouchers & Receiving, etc.), which are available on the campus [CSUBUY P2P website](#). We encourage users to check the site regularly, as resources and updates will continue to be added.

- **Campus-based Support Sessions**

Users may sign up for campus-based support sessions through Trumba by clicking [HERE](#). Sessions will include Introduction Labs, Office Hours, and role-specific instruction. These sessions are designed to help users navigate the system, ask questions, and reinforce key workflows.

What's Next

- January 26 is the official go-live date
- Begin submitting new requisitions in CSUBUY P2P
- Attend campus support sessions and office hours as needed

Need Help or Have Questions?

Please direct inquiries to the P2P team at csubuy-p2p@csus.edu. This inbox is jointly monitored by Procurement & Contract Services and Accounts Payable. As these teams provide expanded support during the CSUBUY P2P transition, response times for some services may be longer than usual. We appreciate your understanding as we work to ensure a smooth and successful implementation.

Your campus CSUBUY P2P project team is committed to supporting you thorough this transition and beyond!