The California State University

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Procure-to-Pay (P2P)

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CSU The California State University

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Agenda

- Who is impacted by CSUBUY P2P
- Introduction to CSUBUY Procure-to-Pay (P2P)
- Project Timeline
- P2P Website
- Q&A

Who is Impacted by CSUBUY P2P

Procure-to-Pay (P2P) Primary Stakeholders

Primary Stakeholder:
Those who have the highest degree of impact or change required

Procurement: Buyers and Contract Managers who review & approve requisitions & oversee purchases

Campus Customers: Department administrators or staff responsible for submitting purchase or payment requests for business purposes

Accounts Payable (AP): Technicians and processers who review and approve payments

Department Approvers: Department financial users who review and approve purchases or payments and/or manage department budgets

Campus Supplier Management: Individuals who review and/or create supplier profiles in CFS

Supporting Administrative Departments: Units within a campus that need to review a procurement request for specific reasons (IT, EH&S, Facilities, HR, etc.)

Suppliers: Individuals or entities that supply goods or services to CSU

Procure-to-Pay (P2P) Primary Stakeholder Impact

Present

Future

Procurement

- Requisitions are created in various systems and in some cases via excel upload
- Commodity code structures vary across different campuses
- Many variations of forms to support the requisition process which vary across the campuses.

- Review and approve requisitions for goods and services in CSUBUY
- New commodity code structure (UNSPSC) in CSUBUY
- Provide direction to campus customers on appropriate method for purchases (forms, contracts, catalogs, etc.) in CSUBUY

Accounts Payable

- Invoices are received, reviewed and approved in varying formats (paper, mail, pdf, etc.)
- Approval processes for invoices vary by campus
- Each campus has their own process for managing taxes, state requirements and compliance

- Review and approve payments submitted by the supplier, customers, or electronic invoices (e-invoices) in CSUBUY
- Manage e-invoice exceptions in CSUBUY
- Review and modify the submitted invoice to ensure compliant application of tax and withholding in CSUBUY

Campus Supplier Management

- Suppliers complete separate forms to provide and update their data with each campus
- Full supplier database contains duplication of suppliers that are being used at different campuses
- Supplier Registration and onboarding processes vary across the campuses

- Review new supplier requests to confirm if the supplier is already available in CSUBUY
- Collaborate with systemwide Supplier Mgmt. team to get new suppliers added to CSUBUY
- Streamline the Supplier registration, onboarding and data update experience for Supplier users in CSUBUY

Procure-to-Pay (P2P) Primary Stakeholder Impact

Present

Future

Campus Customers

- Requests for purchases, payments, contracts, catalogs, etc. have varying processes, forms and systems by campus
- Limited visibility to track requests, purchases and payments
- Process to create receipts for goods and/or services is varied by campus and can have different forms and tools required

- Submit requests for purchases or payments via forms, contracts, catalogs, etc. in CSUBUY
- Track requests, purchases and payments in CSUBUY
- Create receipts for goods and/or services in CSUBUY

Department Approvers

- Process and systems used to review submitted requisitions or invoices varies by campus
- Approval routing, thresholds and policies vary by campus
- Approvers have limited visibility to approval status and request

- Review submitted requisitions or invoices to confirm selection of the appropriate chartfield for the requested purchase or payment in CSUBUY
- Run reporting or searches in CSUBUY for purchase or payment insights
- Provide financial approval of purchase or payment requests for goods and services made by campus customers

Procure-to-Pay (P2P) Primary Stakeholder Impact

Present

Future

Supporting Administrative Departments

- Varying forms, systems and processes for reviewing requisitions and invoices for compliance in respective area
- Multiple communication mechanisms for exchanging information exists
- Documentation and approval criteria vary by campus

- Review requests to ensure compliance for respective area of expertise in CSUBUY
- Ensure appropriate documentation is associated with the request in CSUBUY
- Provide appropriate approval to request prior to submission to procurement in CSUBUY

Suppliers

- Suppliers complete separate forms to provide and update their data to each campus
- Onboarding and registration processes varies by campus
- Invoicing and payment process varies by campus

- Manage and submit updates to company profile and information directly through CSUBUY portal
- One streamlined onboarding processes to do business across all CSU campuses
- Self Service access to submit invoices and view payment status within CSUBUY

Procure-to-Pay (P2P) Secondary Stakeholders

Secondary Stakeholder: *Those who have a low degree of impact or change required*

Accounting Groups: Individuals or units on a campus who manage chartfield creation, assignment of approvers for a chartfield string, or have general oversight for general or operating ledgers

Budget: Campus staff who manage department budget

Internal Audit: Individuals or units on campus who perform internal audit services

Tax Advisory & Compliance: Individuals or units on campus who perform Tax Reporting and Use Tax

Risk Management: Individuals or units on campus who collect and manage insurance requirements

Internal Service Providers: Campus units that provides goods and/or value-add services to campus customers

IT Support: Campus units that provide IT related support services and monitor systemwide network and application services

Web Services: Campus unit that support and maintain internal websites and/or Chancellor's CSYOU site

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Introduction to CSUBUY Procure-to-Pay (P2P)

What is CSUBUY?

CSUBUY is the first step in transforming the way the CSU manages the Source-to-Pay process. This change creates a foundation for future implementation of automated workflow, requisitioning, purchase orders, and AP functionality through integration into CFS and Oracle.

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CSUBUY P2P: Objectives

- Develop a systemwide platform that integrates disparate data and processes into one streamlined solution
- Implement an intuitive and easy to use solution
- Create visibility to preferred and sustainable suppliers and guide end users to contracted suppliers.
- Drive process efficiency through integration and automation to reduce manual work
- Improve compliance and reduce costs

CSUBUY P2P: Benefits

Streamline Procurement and Payment Processes: Consolidate disparate data and processes into a single streamlined electronic solution, increasing automation to reduce manual inefficiencies

Improve User Experience: For both suppliers and internal customers, CSUBUY P2P will offer an intuitive and simplified experience.

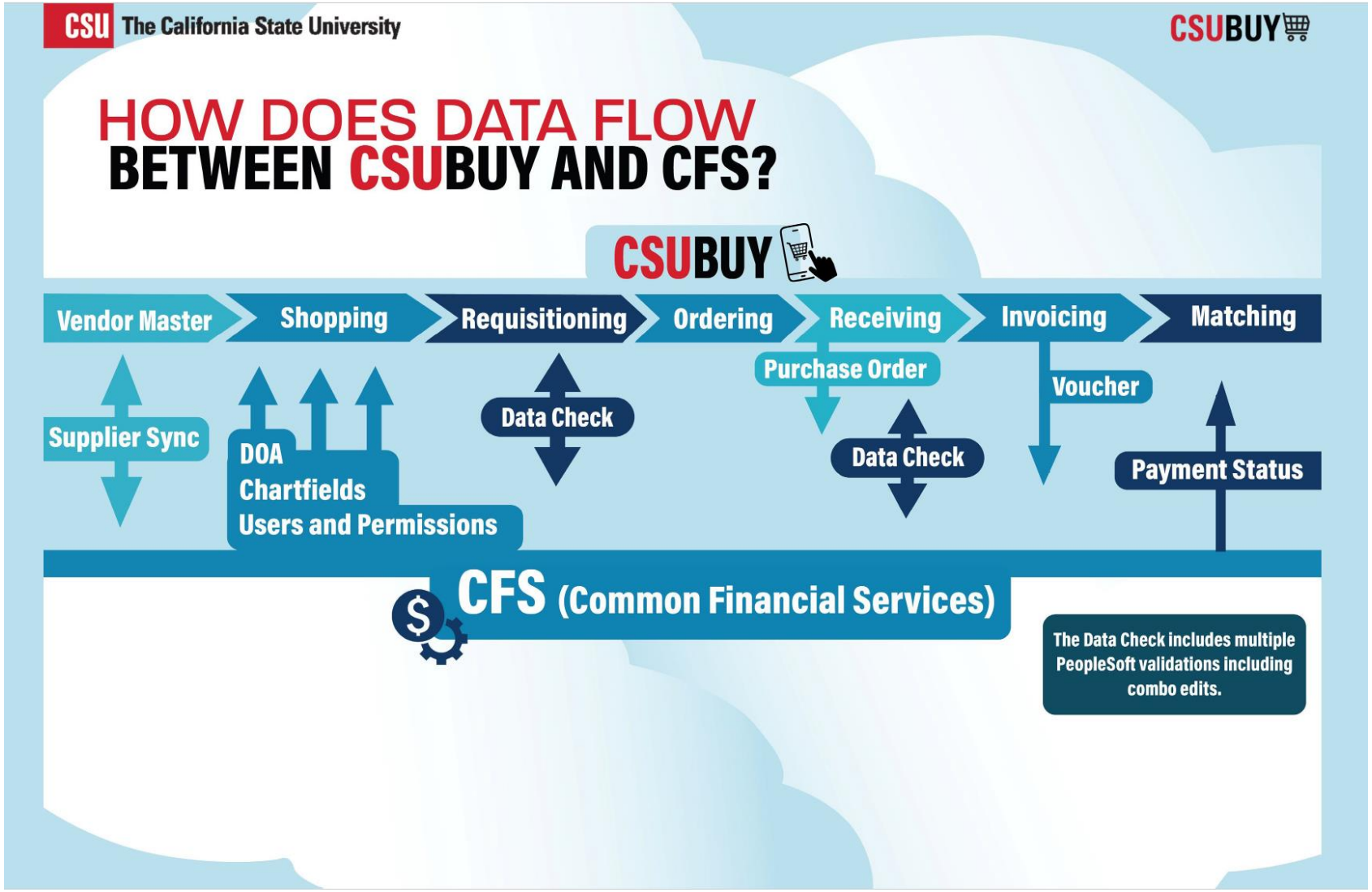
- Suppliers will benefit from electronic receipt of PO's and submission of invoices, timely payment and self-service access to check invoice approval and payment status.
- Internal Customers will have easy shopping and check out, access to order and payment status, and a single tool for reconciliation of purchases and payments

Better Data Quality for Decision Making: Improve reporting capabilities, enabling CSU to better identify shared suppliers and leverage negotiating power to drive cost savings.

Increased Visibility: One consolidated P2P system will increase access to data and information for both CSU employees and our suppliers, enabling cross campus visibility in key areas.

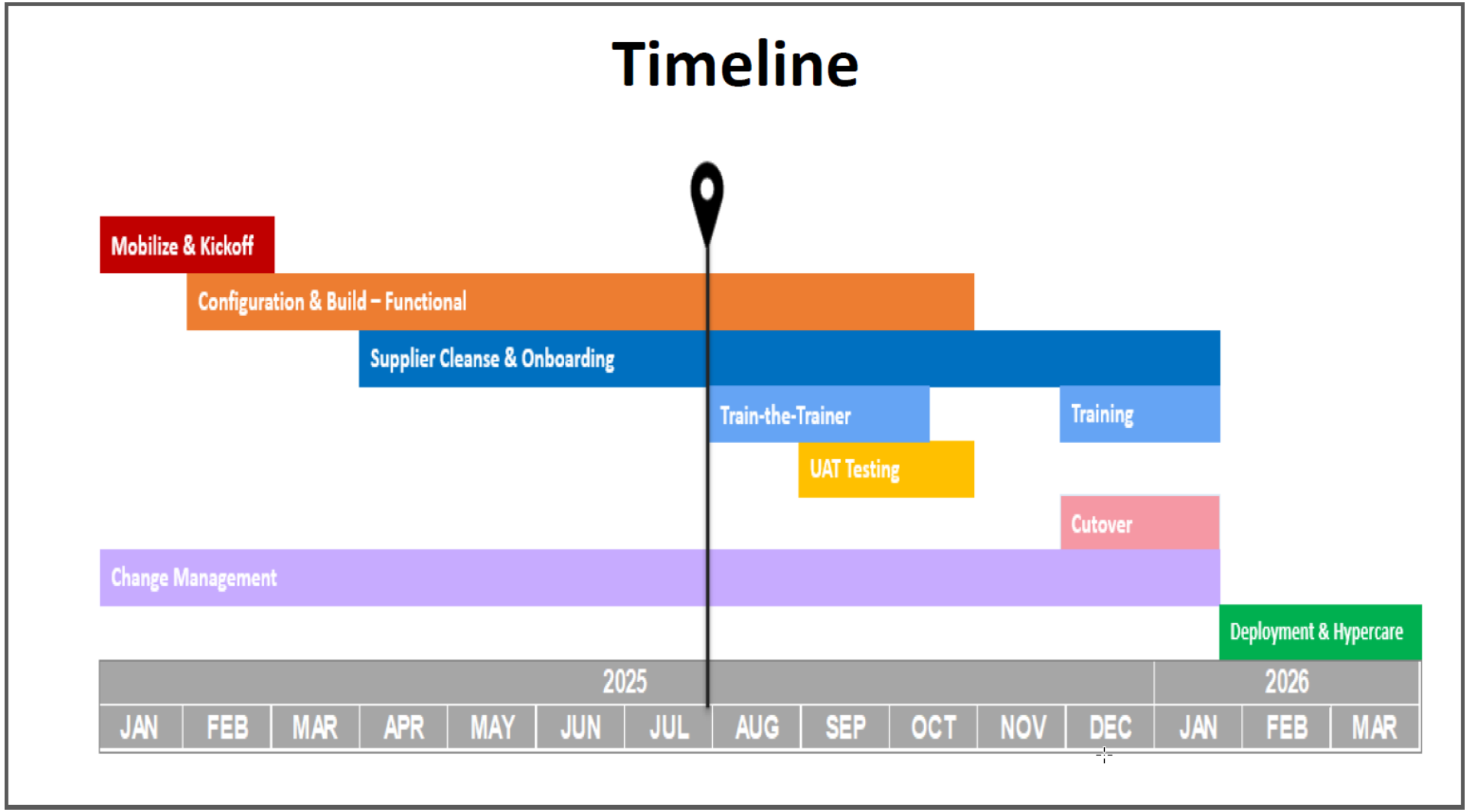
Continuous Improvement: CSUBUY P2P drives forward the strategic, systemwide focus on continuous improvement to increase efficiency and effectiveness throughout the organization.

Integrations and Data Flow



Project Timeline

CSUBUY P2P: Program Rollout Timeline



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CSU BUY P2P: Website

Administration & Business Affairs ➤ Inside ABA ➤ Procurement & Contract Services ➤ CSUBUY Procure-to-Pay (P2P)

CSUBUY Procure-to-Pay (P2P)

- NEW! CSUBUY Procure-to-Pay (P2P)
- Procure-to-Pay (P2P) Campus Training
- Procure-to-Pay (P2P) Compliance Approvers Training
- Campus Marketplace
- Stockless Office Supply Ordering from Staples

NEW! CSUBUY Procure-to-Pay (P2P)

We are excited to announce that the University is moving forward with the implementation of the **CSUBUY Procure-to-Pay (P2P)** system. This important CSU-wide initiative will transform how we order, receive, and pay for goods and services—delivering a more efficient, transparent, and modern procurement experience.

Monthly P2P One Page Update - July 2025 PDF

Read more on the Chancellor's Office CSYOU page.

- What is CSUBUY Procure-to-Pay (P2P)?
- Implementation Timeline
- Planning For Fiscal Year-End: Blanket Purchase Orders

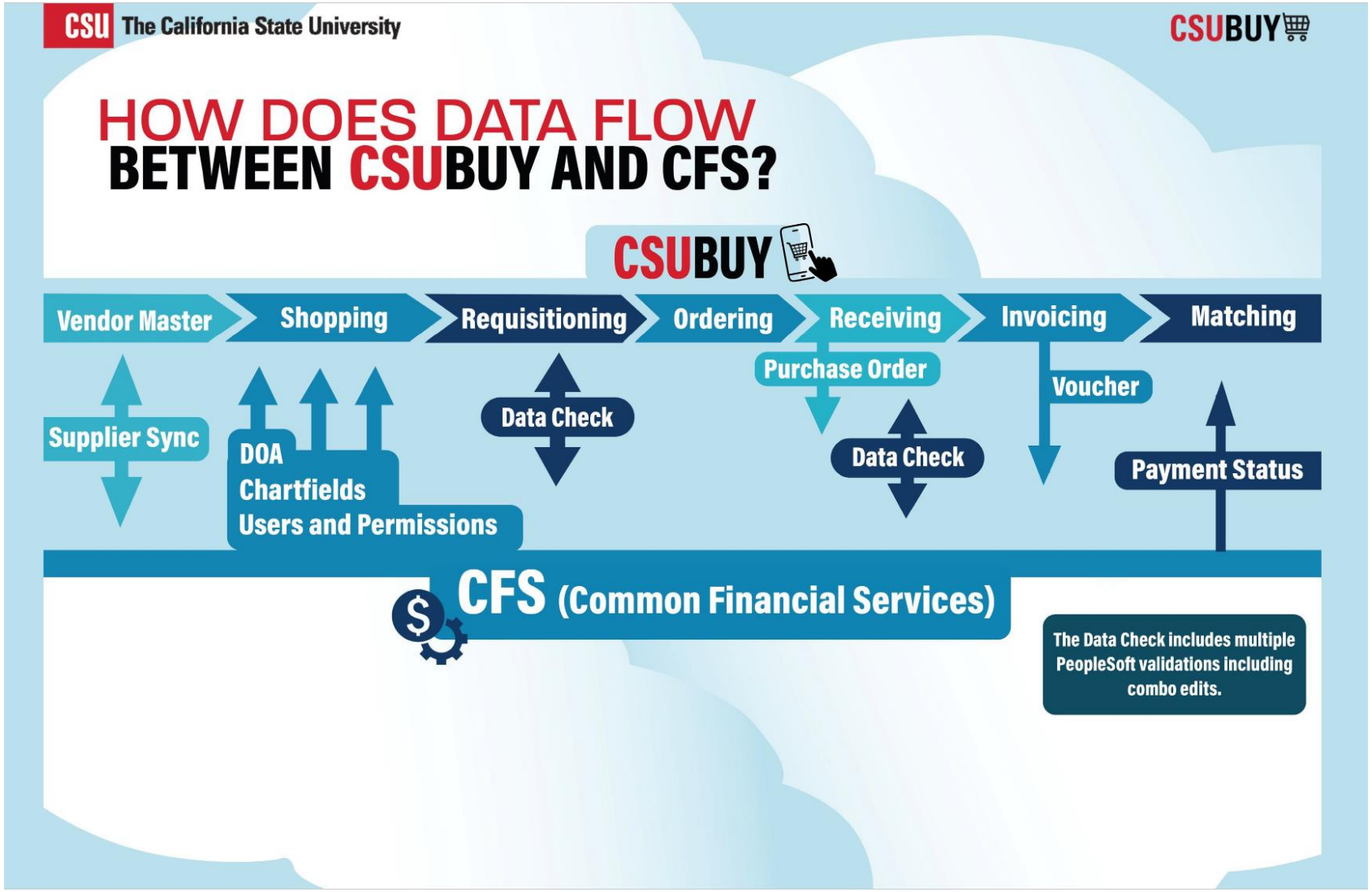
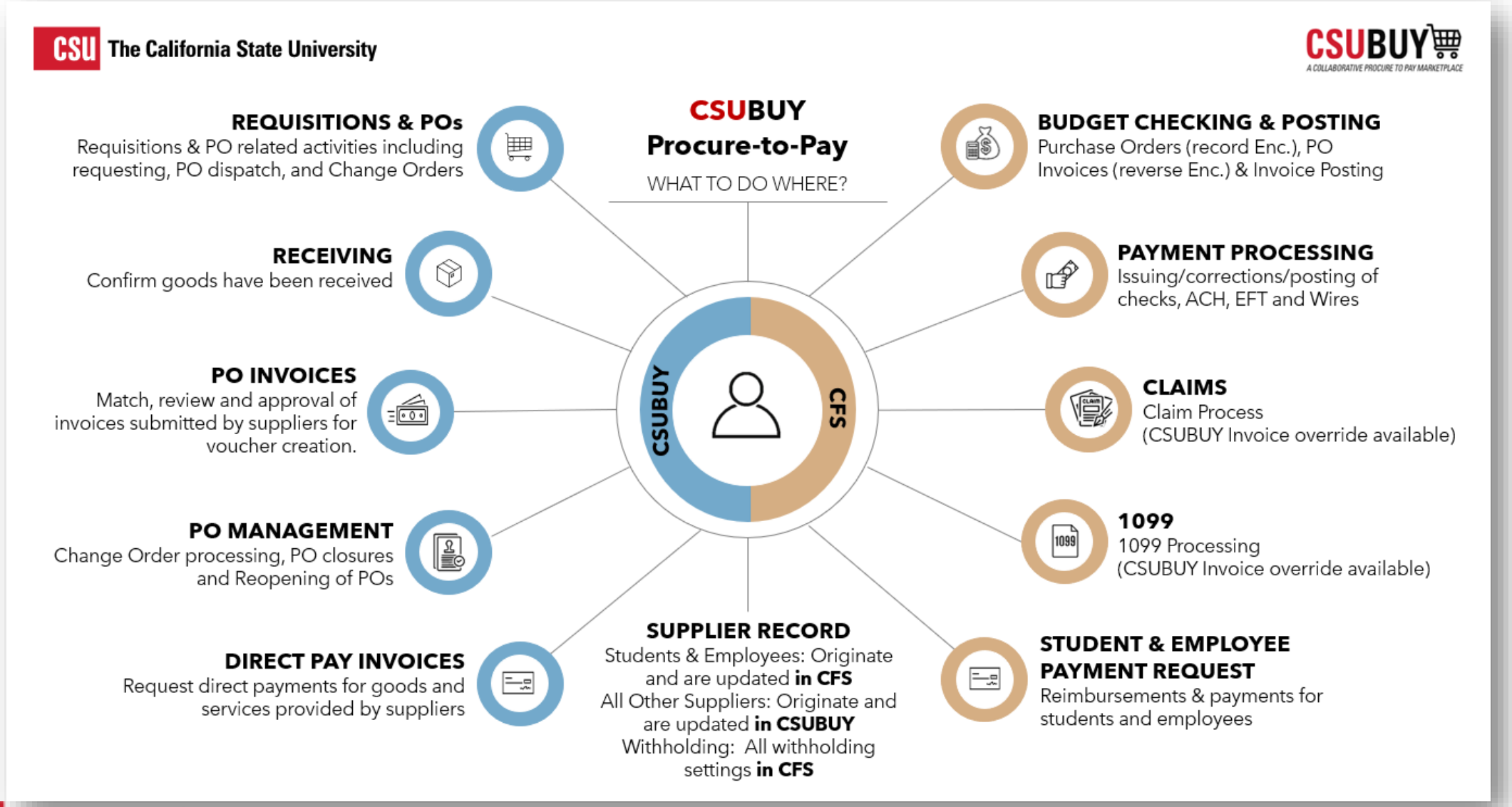
Q
&
A

Thank You

Appendix

Procure to Pay Overview

Integrations and Data Flow



CSUBUY vs CFS Activities