



*A COLLABORATIVE PROCURE TO PAY MARKETPLACE*

# CSUBUY Procure-to-Pay (P2P)

Sebastian Head  
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# Agenda

- Supplier Invitations
- Project Monthly One Page Update
- P2P Website
- Interest Form for Future Roadshows
- Q&A

# Supplier Invitations

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## What's Happening

- Supplier invitations will be sent to suppliers directly from: [noreply@jaggaer.com](mailto:noreply@jaggaer.com)
- Suppliers may receive important notifications or alerts from: [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu).

## What We Need From You

- Suppliers may contact you with questions.
- Please reassure suppliers that invitations from the above addresses are legitimate.
- Direct suppliers to the CSU Systemwide Supplier Resources page for step-by-step instructions: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/supplier-resources>

# Supplier Invitations

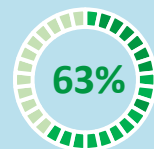
## When

- Onboarding: Round 1 & 2 begins October
- Go-live: January 2026

## Who Do I Contact for Support

- Anna Anderson: [amanderson@csus.edu](mailto:amanderson@csus.edu)
- Kayla Guerrero: [kaylacooper@csus.edu](mailto:kaylacooper@csus.edu)

# Project – Monthly One Page Update



**Recently Completed**



- **Configuration**
  - Completed Campus Security Roles and Permissions
  - Configured CFS and CSUBUY in Preparation for UAT
  - Validated and Tested Setup for UAT
- **Delegation of Authority (DOA)**
  - Designed and Built DOA Module and Integrations
- **Supplier**
  - Sent Supplier Invitation Announcement to Campus
  - Attended Supplier Onboarding Training
- **Training and Demos**
  - Conducted End User and Admin Approver Demos (> 2,000 attendees)
  - Reviewed and Modified Training Documentations for UAT
  - Attended User Acceptance Testing (UAT) In-Person Workshops



## User Acceptance Testing (UAT)

San Jose (North)  
September 5-9  
Channel Islands (South)  
September 15-18

**In Progress**



- **Configuration**
  - Participate and Complete UAT Test Scripts & Business Processes
  - Refining Roles and Permissions Based on Testing
  - Validate and Test Configuration Change Requests
- **Delegation of Authority (DOA)**
  - Complete DOA Import File
  - Attend DOA360 Training
  - Run Sample DOA Import
- **Supplier**
  - Complete Supplier Analysis and Cleanse for All BU SetIDs
  - Send Supplier Round 1 Invitation Announcements and Invites
  - Extend CSU Network Suppliers to Acceleration Campus
- **Training and Demos**
  - Conduct End User and Admin Approver Demos
  - Communicating to Campus Stakeholder Groups (meetings, website, portal announcements)

**Coming Soon**



- **UAT**
  - Campus completion of UAT Scripts & Signoff
- **Configuration**
  - Analysis of Campus Roles
- **Training and Demos**
  - Operational In-Person Campus Trainings
  - Campus End User and Approver Training Strategies
  - Communicate Campus Cutover Strategy

**Risks**



- Resource constraints with multiple competing priorities (CSUBUY, Concur, CHRS Upgrades)
- Project communication to campus stakeholders

# What This Means for You

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- You'll soon be submitting and approving purchases directly in CSUBuy
- No more separate approval processes – forms and routing are built into the system.
- Workflow is automatically applied based on what's being ordered.
- You'll have clear visibility into request and payment status at every step.

# 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

# CSUBUY P2P: Demo Video Recordings

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

## Procure-to-Pay (P2P) Campus Training

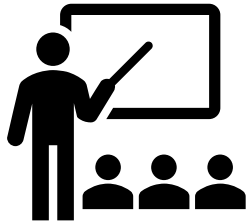
### UPCOMING EVENTS

Business Partners Round Table (BPRT) Presentation - August 14, 2025 9am-11am via Zoom

Sign up for demonstration videos and future trainings on our [Financial Services Training Calendar](#)

| Campus Users Demonstration Video                   | Date & Time                | Presentation Slides                                         |
|----------------------------------------------------|----------------------------|-------------------------------------------------------------|
| <a href="#">Supplier</a>                           | July 29, 2025 2pm-3pm      | <a href="#">P2P Demo Supplier Slides</a>                    |
| <a href="#">Shopper/ Requestor</a>                 | August 4, 2025 10am-11am   | <a href="#">P2P Demo Shopper &amp; Requestor Slides</a>     |
| <a href="#">Workflow &amp; Approver</a>            | September 22, 2025 1pm-2pm | <a href="#">P2P Demo Workflow &amp; Approver slides</a>     |
| <a href="#">Change Order, Carts &amp; Searches</a> | October 1, 2025 1pm-2pm    | <a href="#">P2P Demo Change Order, Carts &amp; Searches</a> |
| <a href="#">Vouchers &amp; Receiving</a>           | October 8, 2025 1pm-2pm    |                                                             |
| Open Townhall                                      | November 3, 2025 1pm-2pm   |                                                             |

# Future Roadshows – Help Us Plan



We're planning role-based training sessions across campus.



Sessions will focus on how to submit, approve, track, and receive in CSUBuy.



Complete the interest form to help us prioritize topics, timing, and format.

# Future Roadshow Interest Form

([https://surveys.csus.edu/jfe/form/SV\\_5v6hXlkCI2v2Owu](https://surveys.csus.edu/jfe/form/SV_5v6hXlkCI2v2Owu))



## SACRAMENTO STATE

We're preparing for campus-wide implementation of the CSUBUY Procure-to-Pay (P2P) system and will be offering short, focused sessions to help you understand what it means for your role and how to navigate the system.

General system overviews and demo webinars are available on our website (with recordings provided by the Chancellor's Office). These roadshow sessions are hands-on and role-specific, with the goal of supporting you through the transition and preparing you for go-live.

Please take a moment to complete this survey to help us plan sessions that are relevant and accessible to your role. Thank you for helping us shape a smooth and successful rollout!

# What You Can Do Now



Complete the training  
interest form



Encourage your team to  
attend the roadshows



Bookmark the CSUBuy P2P  
site for resources and  
recordings



Reach out if you have  
questions – we are here to  
help!



Thank You