

CSU The California State University

CSUBUY 

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

CSUBUY Change Lead Check-In

January 24, 2024



Agenda

Topic
CSUBUY Project Status
Timeline & Key Dates
P2P DOA Conversion
User Role Assigning
Demo
Q&A

CSUBUY P2P: Timeline & Key Dates (Tentative)

February

Change Champion Network Meeting #2 (UAT Prep)	Monday, February 26, 2024
Change Champion Network Mini UAT	Tuesday, February 27, 2024

March

End User Training – Campus Customer	Wednesday, March 13, 2024
End User Training – Approvers	Wednesday, March 13, 2024
GO LIVE	Tuesday, March 26, 2024

CSUBUY P2P DOA Conversion

- DOA System Conversion Status
 - Setup/Configuration/Upload templates for new system
 - Interim DOA Approvers
 - Interim positions will be updated manually during upload process
 - President, Provost and Deans (keep track of original signature authority)
- DOA Request Form Processing
 - BKCMP
 - Adobe Sign – Pending Forms
 - Forms received after cutoff and not yet accepted
 - Form will be processed after new DOA system is live
 - Signature Authority in BOX
 - Updated files will be published mid-February.

CSUBUY P2P DOA Conversion

- New DOA Structure Reminder
 - BKCMP
 - Department-Only DOA
 - BK001, BKC02, BKCPO, BKCST, BKGRD
 - Fund-Only DOA (no department numbers)
 - All M Funds, remaining BK funds not listed above
 - All Capital/Construction Funds
 - BKASI, BKFDN, BKSTU, BKSPA
 - Fund-Only DOA (no department numbers)
- DOA/Chartfield Request Form Reminders
 - Section 2 – Fill out “Add” or “Delete” buttons.
 - Select “Clear Data” to remove any mistakes.

CSUBUY P2P Users

- Requester
 - Administrative Support Coordinators and Analysts
 - ProCard Holders
 - Made a purchase through the CSUBUY Marketplace in the past year.
 - Users that submitted at least three Purchase Requisitions to Procurement in the past year.
 - As a reminder, Student Assistants won't have access to P2P.
- Approver
 - MPPs on the current DOA and Interims
 - A user can have both a requester and approver role but cannot submit and approve their own requests.

CSUBUY P2P: Demo



