



Transitioning to Procure-to-Pay (P2P): A Comprehensive Resource Guide

This guide was developed to assist campus users by providing a glossary of terms for Procure-to-Pay (P2P) as well as what processes and procedures have changed for Procurement and Accounts Payable due to the implementation of P2P.

For more information and training resources on P2P, visit the [P2P web page](#).

Email CSUBUY@csub.edu

Table of Contents

Introduction	2
Key Benefits of CSUBUY P2P	3
Primary Stakeholders	3
Glossary of Terms	4
What's Different in P2P?	6
Purchasing and Payments	7

Introduction

The Procure-to-Pay (P2P) Project is the implementation of a strategic, standardized process that eliminates manual touchpoints and steps, resulting in efficiencies through automation, risk mitigation, and cost savings for the California State University.



Key Benefits of CSUBUY P2P

- Streamlined Procurement and Payment Processes to Increased Efficiency
- Increased Visibility
- Improved Data Quality for Decision Making
- Improved User Experience
- Continuous Improvement

Primary Stakeholders

Those who have the highest degree of impact or change required.

- Procurement: Buyers and Procurement Managers who review and approve requisitions and oversee purchases.
- Accounts Payable (AP): Technicians and processors who review and approve payments.
- Campus Supplier Management: Individuals who review and/or create supplier profiles in CFS.
- Campus Customers: Department administrators or staff responsible for submitting purchase or payment requests for business purposes.
- Department Approvers: Department financial users who review and approve purchases or payments and/or manage department budgets.
- Supporting Administrative Departments: Units within a campus that need to review a procurement request for a specific reason (IT, EH&S, Facilities, HR, etc.).
- Suppliers: Individuals or entities that supply goods or services to CSU.

Glossary of Terms

P2P: Procure-to-pay system for purchasing and payment processing, branded as CSUBUY Procure-to-Pay (P2P) for the CSU, official name of system is Jaggaer.

Supplier: Vendor is known as supplier in P2P. This is a company or individual that orders are submitted to for goods or services and payments processed to. For P2P, a supplier cannot be a CSU employee or retiree or current (enrolled) CSU student.

Requestor: Staff member (non-student) who creates and submits requisitions.

Shopping Cart: Initial process by Requestor to build a cart with an item or items needed to place an order for goods or services from a supplier. Add items to cart and once all items added, then

submit and cart becomes a requisition that is routed for required workflows such as DOA Approval. Once submitted, requisition cannot be modified by requestor.

Requisition: Form completed and submitted to request the purchase of goods or services, contains all necessary data for Procurement to process a Purchase Order including funding and supplier information and approvals.

Purchase Order (PO): Authorized order for goods or services issued to supplier by the Procurement Department.

Direct Pay (DP): Should be used only for employee and student reimbursements. Detailed receipts of the expenses to be reimbursed must be attached and a valid business purpose included. This form is outside of P2P and on the AP website.

Direct Pay Form (DPF): As P2P is only for supplier payments, this form will be used in P2P only.

Invoice: The document submitted by supplier to campus to request payment. Should be itemized and provide all the information necessary for campus to process payment. Should match amount on PO or DP. Suppliers should ideally upload their own invoices into the CSUBUY P2P system. If they are unable to, the invoices should be emailed to AP at accounts_payable@csub.edu.

Voucher: After the supplier has provided an invoice, an AP Technician will flip the PO or go to AP Review to approve the voucher in P2P. Once approved, AP will issue checks that are mailed out or send electronic payments via automatic clearinghouse (ACH) or bank wire. Payment Terms determine when the check will cut. For example, NET 30 means the check will cut 30 days after invoice date.

Receipt: When a tangible item is delivered to Central Receiving that was ordered on a PO, Shipping and Receiving staff will input a receipt in P2P so once the invoice is received, a voucher can be processed for a 3-way match. Receipts must contain details, such as taxes charged.

Delegation of Authority (DOA): In accordance with CSU Policy Executive Order (EO) 1000 Delegation of Fiscal Authority and Responsibility, the campus President is delegated authority and responsibility for effective oversight of all state funds held by the campus and all funds held in a fiduciary capacity; and the campus Chief Financial Officer (CFO) is delegated the primary campus financial officer in respect to administration of these delegations of authority and responsibility. Based on EO 1000, the President and CFO are automatic signers on every chartfield, therefore, a Delegation of Authority and Chartfield Request Form is not required for those two designated officials. The President and CFO can then delegate fiscal authority to other employees, such as MPPs, Chairs and Principal Investigators (PIs) for specific chartfields.

Approver: Management Personnel Plan (MPP) or equivalent with signature authority on the DOA AND/OR an individual with approval authority for workflow reviews (IC, IT, etc.).

Workflow reviews: Sequence of processes created in the system to route the requisition submitted by requestor and approved by DOA Approver for additional required reviews and approvals, such as IT or Facilities review.

Forms: In P2P, these are documents created with additional data fields required that provide detailed information for various types of requests so reviewers and approvers can make an informed decision. Currently, there are 9 forms total, the 6 most commonly used by requestors are: Goods and Services, IT Hardware, IT Software, Independent Contractor, Hospitality Form (non-travel) and Direct Pay Form.

Punchout: The process in which a requestor accesses a supplier's eCommerce site through an e-procurement system (which is what P2P is). The supplier catalogs available for punchout in P2P are primarily those that were in CSUBUY Marketplace.

Commodity Code: Based on the suppliers 10—digit UNSPC code to categorize goods and services. The Commodity Code for each line of a requisition will dictate the account code of your chartfield string. It is best to review and change the Commodity Code to best fit the line item instead of doing an account code override.

What's Different in P2P?

Requisition Form: Procurement's current requisition form will be discontinued as requestors will be provided access in P2P to create and submit requisitions. Approvals for requisitions and Direct Pay Forms will also be processed in this system.

Direct Pay Form: Current Direct Pay (DP) in use for supplier payments will be discontinued as requestors with access to P2P can create and submit Direct Pay Forms (DPF) in that system for payment processing. As P2P is only for supplier payments, the Direct Pay (DP) will now be utilized for employee and student reimbursements to be processed outside of P2P.

Substitute Approver (Out of Office): Allows an Approver, Buyer, AP Technician, or any user who has an assigned approval queue to delegate their approval queue to a peer or another person in their office to work on their behalf while they are out of the office. Watch the Quick Video Tutorial [here](#) to learn how to set a Substitute Approver.

Supplier Onboarding: Suppliers must be available in the system for a requestor to select and submit a requisition for them so either an order can be placed on a Purchase Order OR payment can be processed on a Direct Pay Form. If the supplier is not in P2P, then Requestors must submit a supplier request that will be route to Procurement for review. If Procurement approves the new supplier to be added for campus use, then the request goes to the System Supplier Master Administrator at the Chancellor's Office, who will then issue the invitation to the supplier for registration. The supplier must then complete registration and, if approved, will be made available for campus use.

For more information on Supplier Onboarding, please [view](#) the Supplier Search and Registration Status training video or visit the [Supplier Registration Resources](#) web page.

Invoice Approval: Will only be required for a two-way match, which is typically services or goods delivered/installed by a supplier to a campus location other than Central Receiving. For example, approval is needed after a catered event to provide the "Okay to Pay" to verify all services were

rendered OR approval for supplies received in a department to verify all items were delivered. If it is a 3-way match and all items ordered are received in the system by Central Receiving, then once the invoice is uploaded into P2P and processed as a voucher, payment will be disbursed.

Hospitality Form (Non-Travel): This form takes the place of the Business Meal Approval Form (BMAF) and the Gift Preauthorization Form. In CSUBUY/P2P, before placing any hospitality orders, users will choose this hospitality form in the Showcases area of the Shopping Home Page. Choose all expense types that will be used for the event and upload quote(s), provide a business purpose statement, and include who will be invited so that we know what account number to charge. (Official guests – including students and offsite guests - use 660828, while campus employees and student assistants use 660090.)

CSUBUY Campus Marketplace: The CSUBUY Campus Marketplace supplier catalogs such as Amazon, Staples, Fisher Scientific, etc. will be available in P2P for processing as requisitions and purchase orders and will be paid by invoice through AP. All supplier catalogs in Marketplace will be discontinued, except for Amazon which will only be available for e-gift card purchases, as those are not available in P2P and must be paid for with a ProCard.

Delivery of punchout catalog goods: All orders placed via supplier catalogs that were formerly in CSUBUY Marketplace will require receipt in P2P before they can be delivered. This may cause a short delay in delivery so that receipts can be processed by Shipping and Receiving.

Business Units in P2P: New business units were created for P2P to distinguish transactions made in P2P from transactions made in the Common Financial System (CFS), also known as PeopleSoft. They are as follows:

- BKXMP = BKCMP
- BKXDN = BKFDN
- BKXSI = BKASI
- BKSTU = BKSTU
- BKXPA = BKSPA

Low Risk/Low Value Punchout Purchases: If goods are low risk and low value, and on a punchout catalog (see definition above), then they do not need Procurement review and approval prior to processing. Requestions for items ordered from punchout catalogs will go to Approver for DOA approval, and once approved the system will process and PO sent to punchout supplier. Example: Office supplies from Staples that is \$75). Punchout catalog suppliers have contracts in place with the CSU either directly or through a cooperative and meet CSU competitive bid requirements. The limit is set at \$5,000.

DOA Approval: Requisitions in P2P only require one approval by an individual with DOA authority in P2P. If you have an internal process requiring review by multiple reviewers and/or approvers, it is up to your department to train individuals on the internal process.

Requisition Revision: Revision can be made to a cart before it is submitted and creates a

requisition that will be routed in the system for required approvals. Once a requisition has been submitted, it cannot be modified by Requestor, except to withdraw it. If a revision is needed on a requisition in Procurement review status, then Requestor can send comment to Procurement buyer and buyer can return the requisition to Requestor or edit, for minor change now requiring workflow review and approval.

PO Revision: Revision can be requested to an existing PO by submitting a Change Request.

Change Request: Allows a PO to be opened for edits. Some changes can be initiated by a Requestor, while others can only be processed by a Procurement Buyer.

Purchasing and Payments in P2P

Requestor creates and submits a requisition in CSUBUY Procure-to-Pay (P2P) to order goods and/or services via Purchase Order (PO) or process payment to Supplier for goods and/or services that do not require Procurement action.

CSUBUY Procure-to-Pay (P2P) will generate a Purchase Order (PO) to the Supplier at the end of the process after all required approvals and actions have been completed, or P2P will generate a payment to the supplier for goods/services processed on a Direct Pay Form.

Please note – Wire Payments should not be processed in P2P. Please continue to process Wire Payments via [Direct Pay form](#) in the Campus Forms Gateway.

Continue to next page.

CSUBUY P2P Forms

Goods and Services	IT Hardware Request
<p>Use to request goods and/or services. Examples include:</p> <ul style="list-style-type: none"> • Classroom or laboratory supplies • Equipment • Furniture • Transportation charters • Marketing or branded items • Legal services • Equipment maintenance • Vehicles 	<p>Use to initiate a request for IT Hardware and Accessories.</p> <ul style="list-style-type: none"> • Click here to view the IT Hardware Request training video.
IT Software Request	Independent Contractor Request
<p>Use this form to initiate a request for IT Software, Subscription, Web Services, Software Maintenance, or Cloud Services.</p> <ul style="list-style-type: none"> • Click here to view the IT Software Request training video. 	<p>Use to initiate a request for services provided by an individual, sole proprietorship, incorporated entity, or business, such as a consultant, speaker, or performer. Also use for individuals or companies providing services with a similar scope to job duties performed by CSU represented employees.</p> <p>NOTE: Include a Scope of Work (SOW) that details the services the Supplier will provide.</p>
Hospitality (non-travel)	Direct Pay Form
<p>Use to initiate a request for non-travel hospitality (non-ProCard), such as:</p> <ul style="list-style-type: none"> • Award or Service Recognition • Farewell Event • Venue • Catering • Morale Function • Entertainment Services • Participation Incentive • Farewell Award • Promotional Items • Other (requires details) 	<p>It is crucial to note that a Direct Pay form can only be used to initiate payment for goods and services that do not require Procurement action. This is a significant change from how you may have submitted Direct Pay in the past, and it's important that you understand and follow these new procedures.</p> <p>Moving forward, a Direct Pay should only be submitted for the following types of purchases:</p> <ul style="list-style-type: none"> • Attorney fee • Legal settlement • Local & federal government payment • Medical service payment

<ul style="list-style-type: none"> Click here to view the Hospitality (non-travel) Form training video. 	<ul style="list-style-type: none"> Professional Membership Permit/license (non-IT) Royalty payment Subscription/publication (non-IT) Utilities such as <ul style="list-style-type: none"> Gas Oil Water Sewage Telecommunications Electricity <p>Note: The Direct Pay Form for the following will not be processed through CSUBUY and will continue to be processed on the Direct Pay (DP) on AP's website.</p> <ul style="list-style-type: none"> Refunds and reimbursements <ul style="list-style-type: none"> Click here to view the Direct Pay Form training video.
--	---

Payment for Unauthorized Purchase	Facilities and Construction
<p>Use this form to process a payment for a good or service that has already been received without a CSUBUY Purchase Order.</p> <p>NOTE: Goods and services procured without an authorized CSUBUY Purchase Order issued prior to receipt expose the university to risk and are not permitted per CSU policy. This does not apply to goods/services permitted for purchase on ProCard.</p>	<p>Use this form to initiate facilities or Public Works Projects.</p> <p>Note: This form should only be completed by individuals in the Facilities Department.</p>

CSUBUY P2P Punchout Catalog Suppliers

You can purchase directly from Punchout Catalog suppliers in CSUBUY. These Punchout suppliers have negotiated pricing with the CSU and allow for a convenient shopping experience.

Available Punchout Catalog Suppliers

Office Supplies and General <ul style="list-style-type: none"> • Staples • Amazon • Complete Book • School Specialty 	Laboratory/Scientific <ul style="list-style-type: none"> • Carolina Biological Supply Co. • Fisher Scientific • Henry Schein • Medline • Thomas Scientific • Sigma-Aldrich • VWR International (pending) 	Facilities Management <ul style="list-style-type: none"> • Fastenal • Gordon Industrial • Grainger (Black Box Safety) • Graybar • Lowe's Home Centers LLC • Waxie
Information Technology <ul style="list-style-type: none"> • B & H Photo Video • GovConnection • SHI • HP • IRG Plotters & Printers 		

Transactions Not Processed in CSUBUY

The following business practices will remain in place and will not transfer to CSUBUY.

ProCard	Direct Pay (DP)
For ProCard questions or information, consult the ProCard Handbook or email Procard@csub.edu .	<ul style="list-style-type: none"> • Employee reimbursement • Refunds • Travel • Student reimbursements