

Today marks a significant milestone for our campus—the Go-Live of **CSUBUY Procure-to-Pay (P2P)**.

The new P2P site is available at <https://csubuy.calstate.edu>

This achievement marks an important step forward for our organization, and the Campus Project Team would like to take this opportunity to thank each of you for your dedication, hard work, and unwavering support throughout this transformative initiative.

The implementation of **CSUBUY P2P** brings numerous benefits and opportunities for our organization. By embracing this new system/process, we can expect:

- Improved efficiency and productivity through streamlined workflows and automation.
- Enhanced data accuracy and accessibility, leading to better-informed decision-making.
- Enhanced collaboration and communication across teams and departments.
- Standardized processes that promote consistency and scalability.
- Empowerment for our employees, enabling them to focus on value-added tasks and innovation.

The link to the Manual Requisition Form will no longer be available after March 26. We understand some requisitions are in process, such as those being routed in Adobe Sign. Procurement will accept signed requisitions through procurement@csub.edu until **April 5, 2024**. For urgent requests for suppliers not available in P2P, please contact csubuy@csub.edu.

As we embark on this new phase, it is essential to remember that support and resources are readily available to ensure a smooth transition and ongoing success.

The following support channels and resources are available:

Campus Facilitator Assistance: Campus Facilitators have firsthand experience with CSUBUY and the process knowledge for our campus and will be able to assist you directly. They will escalate any complex questions or technical issues to the Core Project Team for resolution.

Your assigned Campus Facilitators are:

Procurement (requisitions, Purchase Orders)

Bianca Wohlgemuth, Strategic Sourcing Specialist
Julie Jones, Contract Specialist II

Payment Services (Direct Pays, invoices/vouchers)

Becky Lappin, Director of Payment Services
Tina Livingston, Accounts Payable Manager

Supplier Onboarding

Bethany Davis, P2P Data & Budget Analyst

Please email the Facilitator group email: csubuy@csub.edu for any questions or support requests.

Hypercare

Hypercare allows users to ask questions and/or mitigate issues in a live setting with the Campus Facilitators and the CSUBUY Support Team.

Hypercare will be provided every:

- Tuesday 9:00 am to 10:30 am via [Zoom](#)
- Thursday 12:30 pm to 2:00 pm via [Zoom](#)

Live Training Sessions

Live Training Sessions allow users to attend training in real-time and ask questions of a Campus Facilitator instead of watching a recorded video. The first 1.5 hours of the session will be Campus Customer training, and the last 0.5 hour will cover Approver training.

- Tuesday 1:00 pm to 3:00 pm via [Zoom](#)
- Thursday 9:00 am to 11:00 am via [Zoom](#)

If a special training session is needed, please email csubuy@csub.edu to schedule.

Training Resources:

The [CSUBUY P2P Training & Resources page](#) has been updated with comprehensive training resources like quick video tutorials, reference guides, and a supplier registration resource page. These tools will be essential to transition to the new P2P system.

Supplier Onboarding

IMPORTANT: The supplier must be available in P2P for you to submit a requisition or Direct Pay (DP) for them. Existing campus suppliers with activity in the last two years received an invitation to register. To view status of suppliers invited for registration, please visit: [P2P Supplier Registration Resources | California State University, Bakersfield \(csub.edu\)](#)

If your supplier is not on the master list or if you are requesting a new supplier, then complete and submit a [Request New Supplier](#) form in P2P. Click [here](#) to watch the quick reference video for inviting suppliers.

Your commitment, adaptability, and willingness to embrace change have been instrumental in bringing us to this point. As we move forward, we encourage each of you to fully embrace **CSUBUY** P2P and leverage its capabilities to its fullest extent. Your feedback, suggestions, and proactive engagement will be invaluable as we optimize and refine our operations.

This Go-Live represents a significant milestone in our journey and leads us to even greater achievements in the future.

Thank you once again for your exceptional contributions and commitment. Let's celebrate this milestone and embark on this new chapter together.