



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.

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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: In P2P, a supplier is a vendor or partner who will be paid. This is a company or individual to whom orders are submitted for goods or services and payments are processed. For P2P, a supplier cannot be a CSU employee, 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. Shopping carts may be transferred.

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): Is 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.

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. 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 accountspayable@csusm.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, Distribution Services staff will input a receipt in P2P so once the invoice is received, a voucher can be processed for a 3-way match.

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 serve as the starting point for the requisition and contain additional data

fields based on the type of purchase that provide detailed information so reviewers and approvers can make an informed decision. These forms are based on the purchase category. Currently, there are 8 forms total, the 5 most commonly used by requestors are: Goods and Services, IT Hardware, IT Software, Independent Contractor, and Hospitality Form (non-travel).

Punchout: The process in which a requestor accesses a supplier’s eCommerce site through an e-procurement system (which is what P2P is). The items in the Punchout are available for streamlined purchase under a CSU Master Enabling Agreement (MEA). The supplier catalogs available for punchout in P2P are primarily those in CSUBUY Marketplace.

Delegation of Authority (DOA):

Role	Role/Titles	CSUBUY Approval Limits
5	Non-MPP, Fiscal Analysts, or Administrative Support personnel (Classifications: AAS, ASA, ASC, SSP, Budget Analyst, IST, Conf Admin, Accounting Tech, Library Services Spec, ITC, Extended Ed Spec)	\$0-\$5k
4	Manager/Director/Senior Director, Exec Director, some Assistant VPs or Academic Equivalent, Department Chairs (colleges may vary), Faculty Directors, Associate Deans, (Classification: Admin I & II, ADMIN III if they are an associate Dean, Deputy CIO, Info Sec Officer), Aux Managers	\$5,000.01-\$50k
3	Deans, Associate/Assistant Vice President (AVP), Vice Provost, Athletic Director, Aux Associate Executive Director	\$50,000.01-\$100k
2	PAT, Aux. Executive Directors	\$100,000.01-\$50m
1	President/CFO	\$50m+/unlimited

What Goes Where?

CSUBUY P2P Requisition	Direct Pay	ProCard	Travel
<ul style="list-style-type: none"> • Goods and Services purchases • Independent Contractor • IT Hardware • IT Software • Facilities Maintenance • Public Works • Hospitality (non travel and non ProCard) • Payment for Unauthorized Purchase 	<ul style="list-style-type: none"> • Employee Reimbursements • Student Reimbursements (see payments to Students Guidelines) 	<ul style="list-style-type: none"> • State/Foundation: ProCard Accounts Payable CSUSM • Corporation: ProCard CSUSM Corporation CSUSM • ASI: ProCard 	<ul style="list-style-type: none"> • Employee, Non-employee, and Student Travel Reimbursements • Hospitality Expense Reimbursements while Traveling

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. In P2P, the starting point for a requisition is the Form Request. Approvals for requisitions will also be processed in this system through the Form Request.

Sunset of Direct Pay Form for Suppliers: Current Direct Pay use for supplier payments will be discontinued with the implementation of CSUBUY/P2P. As P2P is only for supplier payments, Direct Pay will now only be utilized for employee and student reimbursements and will be processed outside of P2P.

Supplier Onboarding: Suppliers must be registered in the system so that requestors can submit requisitions for purchase orders when the supplier is known. If a supplier is not listed, requestors must submit a [request](#) for the supplier be set up in the CSUBUY P2P system. Upon approval, it goes to the System Supplier Master Administrator, who will invite the supplier to register. Once the supplier completes registration and gets approved, they can be used on campus.

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): In CSUBUY/P2P, before placing any hospitality orders, users will choose this hospitality form in the Showcases CSU Form Requests 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 current CSUBUY Marketplace will be replaced by the CSUBUY P2P Marketplace punchouts.

Staples Desktop Delivery: No change. Continue to use ProCard for Staples Advantage (see <https://www.csusm.edu/procurement/procurementservices/officesupplies/index.html>) to ensure desktop delivery is used. CSUBUY/P2P cannot accommodate desktop delivery through Staples Advantage.

Punchout Catalog Goods Delivery: All orders placed via supplier punchout catalogs will need to be marked as Amount Only / Blanket PO under PO Information on the requisition to trigger a two-way match. If you choose not to use this method for punchouts, your package(s) will be held at the receiving dock until they can be opened and contents verified for 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:

- SMCMP = SMXMP
- SMURS = SMXRS
- SMFND = SMXND
- MASAI = SMXSI

Low Risk/Low-Value Punchout Purchases: If goods are low-risk and low value (as determined by CSUBUY/P2P), and on a punchout catalog (see definition above), then they do not require Procurement review and approval and will process without Procurement review if the requisitioner has DOA Role 5 for the chartfield string used. Requisitions for items ordered from punchout catalogs will be processed, and the PO will be sent to the punchout supplier. Punchout catalog suppliers have contracts in place with the CSU and meet CSU competitive bid requirements. The limit is set at \$4,999.99.

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 the department's responsibility to document the process and train individuals on it. FAS will not review or ensure departmental processes are followed.

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 that is in Procurement review status, the Requestor can send a comment in the P2P system to the Procurement buyer and the buyer can return the requisition to Requestor or edit, for immaterial revisions that do not trigger workflow review and approval.

PO Revision (Formerly Purchase Order Amendment or POA): Revision can be requested to an existing PO by submitting a Change Request.

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.

CSUBUY/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.

CSUBUY P2P Forms

Goods and Services	Independent Contractor Request
<p>Use to request goods and/or services not available via CSUBUY Marketplace (Punchouts). 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 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><i>NOTE: Include a Scope of Work (SOW) that details the services the Supplier will provide.</i></p> <p>Visit the Independent Contractor page for more information on the process and scope of work template.</p>
IT Software Request	IT Hardware Request
<p>Use this form to initiate a request for IT Software, Subscription, Web Services, Software Maintenance, or Cloud Services.</p>	<p>Use to initiate a request for IT Hardware and Accessories.</p>
Hospitality (non-travel)	Facilities and Construction
<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>Use this form to initiate facilities or Public Works Projects.</p> <p><i>Note: This form should only be completed by individuals in the Facilities Department.</i></p>
Payment for Unauthorized Purchase	
<p>See the Payment for Unauthorized Purchase How-To on Procurement and Contracts' website. https://www.csusm.edu/procurement/procurementservices/forms.html</p> <p><i>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.</i></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.

Punchouts will now be processed to a PO once the approval process is complete in P2P. ProCards will no longer be used for punchout catalogs formerly located in CSUBUY Marketplace.

Available Punchout Catalog Suppliers

Office Supplies and General <ul style="list-style-type: none"> Office: Use Staples Advantage outside of Marketplace. General: Amazon Business Complete Book School Specialty 	Laboratory/Scientific <ul style="list-style-type: none"> Carolina Biological Supply Co. Fisher Scientific Henry Schein Medline Millipore Sigma Thomas Scientific VWR International 	Facilities Management <ul style="list-style-type: none"> Fastenal Gordon Industrial* Grainger Graybar Lowe’s Home Centers LLC Waxie
Information Technology <ul style="list-style-type: none"> B & H Photo Video CDW-G* Connection Dell HP IRG Plotters & Printers 		

*These suppliers are not currently available in P2P however you can still purchase in CSUBUY Marketplace.

<https://www.csusm.edu/procurement/procurementservices/campusmarketplace.html>

Transactions Not Processed in CSUBUY

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

ProCard	Direct Pay (DP)
<ul style="list-style-type: none"> State/Foundation: ProCard Accounts Payable CSUSM Corporation: ProCard CSUSM Corporation CSUSM ASI: ProCard 	<ul style="list-style-type: none"> Employee reimbursement Student reimbursements (see payments to Students Guidelines)