The California State University

CSUBUY

A COLLABORATIVE PROCURE TO PAY MARKETPLACE

User Training May 28, 2020

Agenda

- Introductions
- What is CSUBUY and why are we changing?
- Who is affected by the change?
- What functionality does CSUBUY have now?
- Roles and Responsibilities
- What the future CSUBUY could look like?
- Where do I find current information about CSBUY?
- CSUBUY Demonstration and User Training
- Q&A

Presenter Introductions

- David Gee – Associate Director, Procurement Systems & Technology
- Claire Smith – Systemwide Program Analyst (CSUBUY System Administrator)
- Chris Dott – Senior Manager RiseNow Consulting

What is CSUBUY and why are we changing?

CSUBUY is the first step in transforming the way the CSU manages the Procure-to-Pay process. This change creates a foundation for future implementation of automated workflow, requisitioning, purchase orders, and AP functionality through integration into CFS and Oracle.

Who is affected by the change?

- Initially (June 1, 2020) only the current eighteen ESM Marketplace campuses will be moving to the new platform. The remaining six campuses (Fresno, Fullerton, Long Beach, Cal Maritime, Monterey Bay, and Northridge) will then be onboarded within a few months.

- Over the next few years (pending CABO approval) deeper integration into CFS and Oracle will provide additional functionality to streamline Procurement, Accounts Payable, and Vendor Management.

CSUBUY Current Functionality

- CSUBUY (in its present state) was designed to be functionally equivalent to Campus Marketplace for the initial phase

Roles & Responsibilities

- Current Roles
  - Shopper (created by logging in SSO) - Can shop, but cannot send an order to the supplier
  - Requester – Can shop and complete an order assigned to them by a shopper
  - Campus Administrator (Your primary point of contact for **all** questions)
  - System Administrator
- Responsibility (not an all inclusive list)
  - Campus Administrator
    - Add/Delete users
    - Provision user roles
    - Select default ship to / bill to addresses
    - Train users
    - Communications to users
  - System Administrator
    - Catalog enablement
    - Campus administrator assignment
    - General system maintenance
    - Communications to campus administrators

The Future of CSUBUY

Q: Is there a roadmap for the future?

A: Yes

Q: Will campuses be able to provide input on design and functionality

A: Yes to a degree (functional SME's at campuses have been and will continue to be engaged)

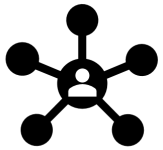
Q: Has the future roadmap been approved?

A: The concept is generally accepted. The approval, funding, final design, and implementation are TBD subject to CABO approval

Vision: Unifying Processes to Capture Value

CSUBUY - Unified Source to Settle

Spend Analytics | Sourcing | Contracts | Total Supplier Management | eProcurement | Accounts Payable



Harness technology to:

- **Reduce paperwork**
- **Reduce costs**
- **Mitigate risk/Business continuity**
- **Increase Spend visibility**

- **Leverage Spend**
- **Increase Productivity**
- **Ensure Compliance and Control**
- **Eliminate redundant systems and processes**

Procure-to-Pay Process Flow (Potential Future State)

Shopping

Intuitive, Guided Shopping
- ✓Faceted Search
- ✓Guided Buying
- ✓Showcase, Preferred, Contracted items (drive Savings)
- ✓Catalogs, Punchouts, Web Forms, Free Form
- ✓Item Comparisons
- ✓Favorites

Content
- ✓Content Filtering by Org, Location, Role
- ✓Indirect, MRO, Direct

Purchasing Requests
- ✓New Suppliers, Items, Sourcing

Dashboards-Visibility
- ✓Personal Dashboards
- ✓Org Dashboards
- ✓Visibility to my Purchases
- ✓Approval progress

Requisitioning

Checkout
- ✓Quick & easy Cart Checkout
- ✓Accounting defaults
- ✓Split Accounting
- ✓Opex, Capex, Project, Assets
- ✓Internal / External Comments & Attachments
- ✓Order on behalf Of
- ✓Ship-To Address

Approvals
- ✓Req Budget Checks
- ✓Approval Flows, basic to complex
- ✓Approval Delegations

Mobile App

Dashboards-Visibility
- ✓ My Requisitions, All Requisitions
- ✓Approvals - Pending, Status
- ✓Saved Carts, Favorites

Ordering

Touchless Orders
- ✓Auto PO Generation & Distribution

Multiple Channels
- ✓Supplier Portal, cXML, EDI, Email

Broad Functionality
- ✓Order Acknowledgements
- ✓PO Change Requests & Change Orders
- ✓PO Close options
- ✓PO Template, T&C's

Dashboards-Visibility
- ✓Contract Compliance
- ✓Category Spend
- ✓Sourcing & Catalog Opportunities

Receiving

PO Receiving
- ✓Desktop & Centralized Receiving
- ✓Electronic & Mobile Notifications / Reminders
- ✓Facilitate 3-way (n-way) Matching
- ✓Qty & $ Receiving
- ✓Visibility to Invoice Open-Receipt Holds
- ✓Auto-Reminders
- ✓Receiving Tolerances by Category
- ✓Receipt Attachments & Annotations
- ✓Returns

Dashboards-Visibility
- ✓Open/Escalated Receipts
- ✓Receipt History

Invoicing

Invoice Processing
- ✓Numerous Submission & Intake Options – Electronic & Touchless is the Goal
- ✓PO and Contract Backed Invoice Matching (n-way) and Approvals
- ✓Non-PO Approval Workflow
- ✓Match Exception Workflow
- ✓Collaborative Supplier Dispute Workflow
- ✓Invoice Tolerances
- ✓Credit Memos
- ✓Invoice & Tax Compliance

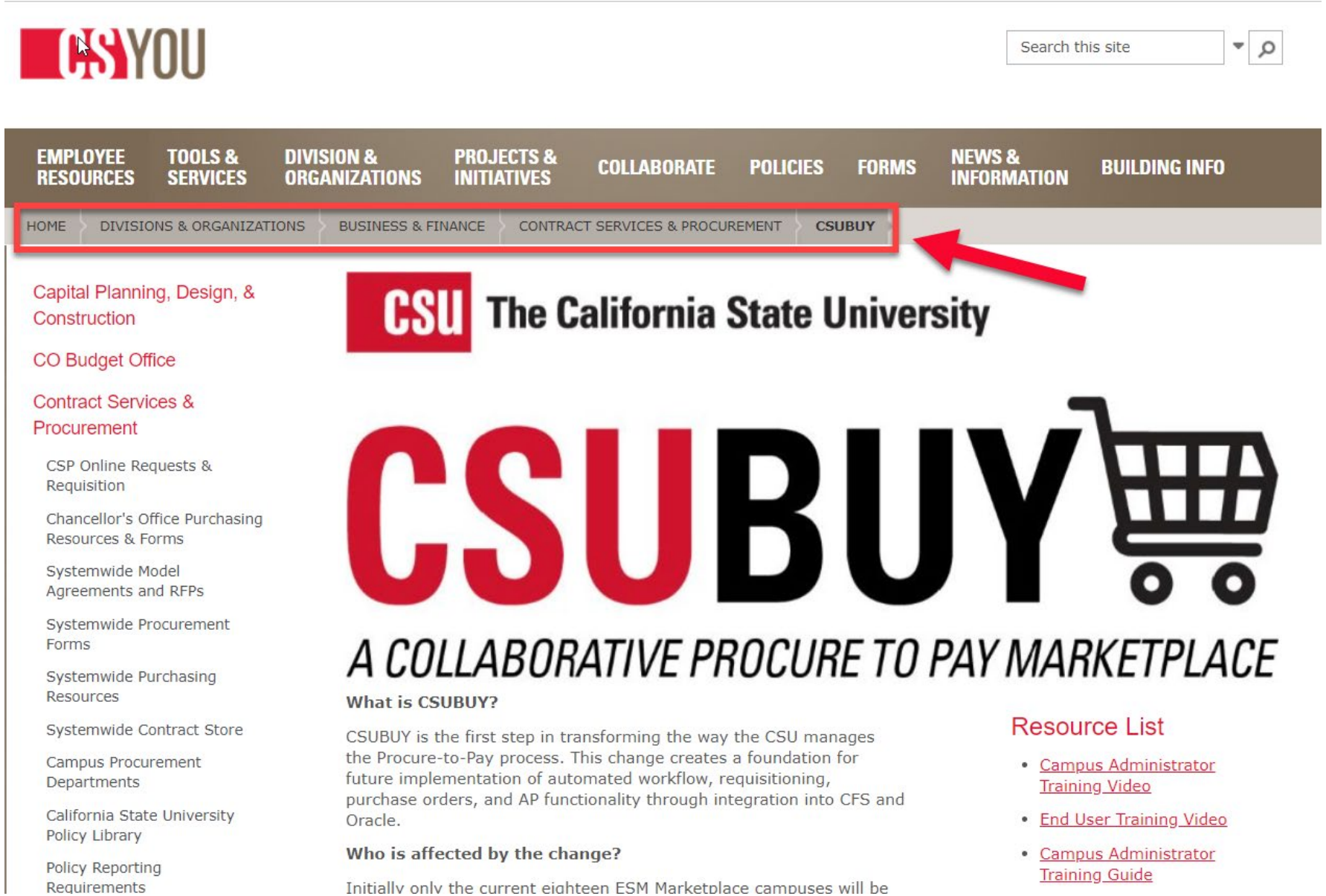
Dashboards-Visibility
- ✓Cycle Times
- ✓Early Pmt Analysis & Discount Details
- ✓Match Exceptions
- ✓Credits & Disputes

Payments

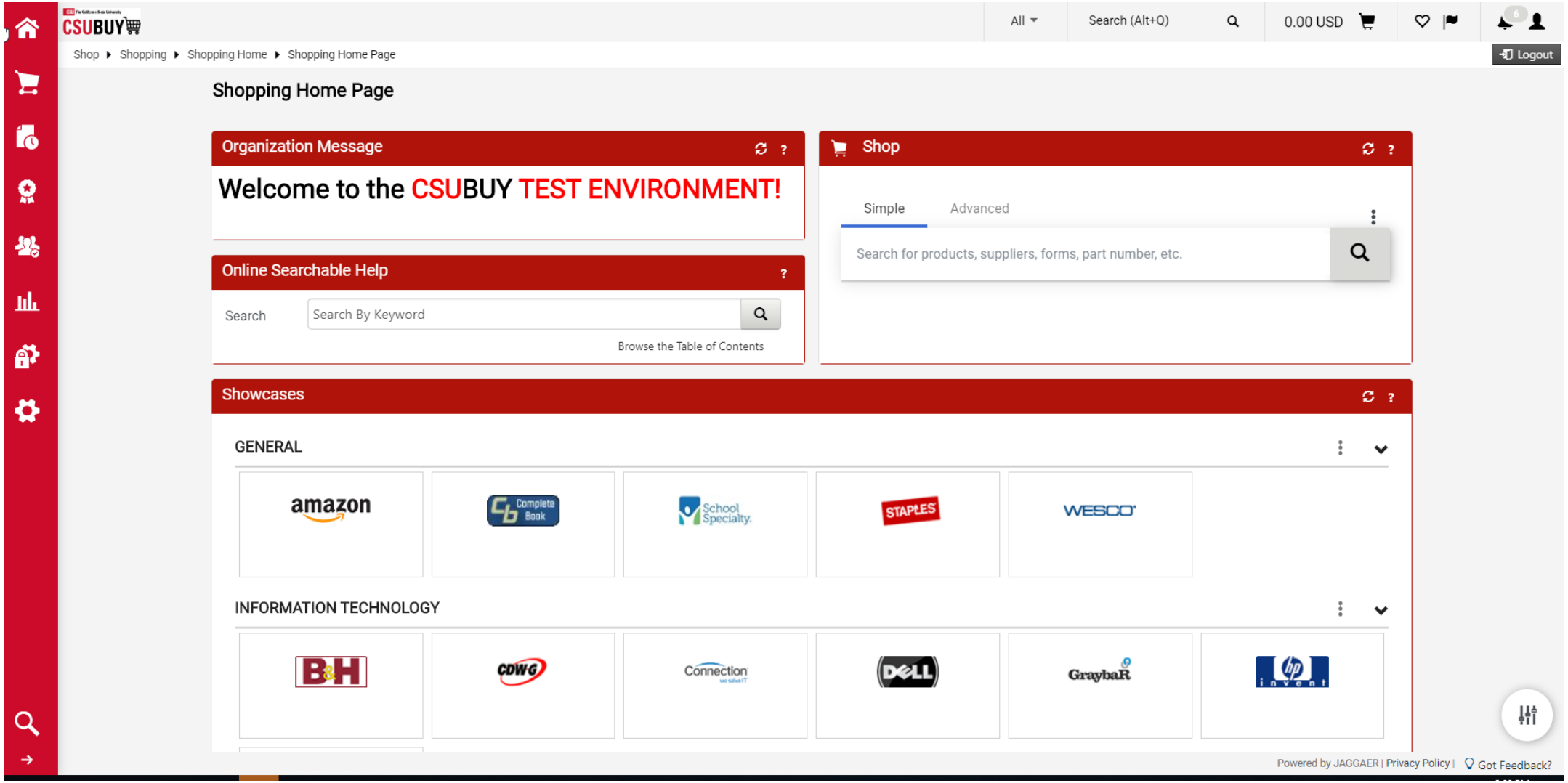
Payment Processing
- ✓Ok2Pay Invoice File passed to ERP or 3rd Party Pmt Platform/Service
- ✓Invoice Pmt Compliance
- ✓Payment Processing
- ✓Dynamic Discounting
- ✓Tax Engine – Use Tax, Self Assessment

Dashboards-Visibility
- ✓Payment Schedule
- ✓Supplier Visibility to Pmt Status
- ✓Discount Cash Analysis

Current Information and Resources



CSUBUY Demonstration and User Training



Questions