

CSUBUY P2P: Digital Adoption Platform (DAP)

In-App Guidance to Support Users

What is DAP?	DAP Releases	How It Works
<p>DAP is an in-application support tool that:</p> <ul style="list-style-type: none"> Guides users through actions step-by-step Shows where to click and what to do next Reduces learning time and confusion Helps suppliers to complete tasks more efficiently 	<p>Upcoming Release with Guided Buying (1/12/2026)</p> <p>Supplier Registration Guides (for Suppliers)</p> <ul style="list-style-type: none"> Converted existing instructions into interactive, in-application walkthroughs Help Suppliers complete registration accurately and efficiently Improved onboarding experience and reduced support needs 	<ul style="list-style-type: none"> Supplier launches registration DAP prompts display within CSUBUY User follows step-by-step instructions Guidance updates as each action is completed
	<p>Upcoming Release (1/12/2026):</p> <p>User Onboarding Enhancements</p> <ul style="list-style-type: none"> Interactive Site Tour Profile Navigation Tour In-App Support Guidance to assist users as they navigate CSUBUY 	<ul style="list-style-type: none"> New Users logging into CSUBUY <ul style="list-style-type: none"> Pip is introduced and forces the user through a Site tour. Existing users logging into CSUBUY <ul style="list-style-type: none"> Pip is introduced and there is an option for the user to take the tour.

What's Next:

- Send communication and video to Advisory team - **December 17, 2025**
- Advisors to send communication and video to campuses - **January 5, 2026**
- DAP go-live for internal users - **January 12, 2026**

CSUBUY P2P: Digital Adoption Platform (DAP)

Provides step-by-step guidance in CSUBUY—teaching you where to click, what to do next, and how to navigate the system



Save time — no more hunting for QRGs



Accelerate user adoption



Analytics to view usage and optimize processes



Decrease support requests



Improve data quality and process compliance

CSUBUY P2P: Digital Adoption Platform (DAP)



Highlights for Internal Users

- New user onboarding experience
- Meet Pip, the new, digital assistant
 - Provides contextual guidance
 - Activates step-by-step walkthroughs
- In-app guidance
 - Tooltips with helpful information
 - Guide Me buttons to activate step-by-step guidance



CSUBUY P2P: Digital Adoption Platform (DAP) - Supplier

New supplier tool tips (live)

- Basic Registration Status definitions available in search screen

- Definition and "tips" for each registration status type at the supplier header

The screenshot displays the CSUBUY P2P Supplier Registration Status interface. At the top, there is a search bar with 'us: Active for Shop...' and a 'Quick search' field. Below the search bar, it shows '1-200 of 370 Results'. The main table lists suppliers with columns for 'Supplier Classes', 'Last Modified', 'Supplier Number', and 'Registration Status'. The 'Registration Status' column contains green 'Approved' buttons. A red arrow points from the text 'Basic Registration Status definitions available in search screen' to the 'Registration Status' column header. Another red arrow points from the text 'Definition and "tips" for each registration status type at the supplier header' to the 'Supplier 360' header in the supplier details view. Two callout boxes provide definitions for 'Registration Status'.

Supplier Classes	Last Modified	Supplier Number	Registration Status
	9/10/2025 3:49:18 PM	1003736726	Approved
er (Fiddlesticks)	10/8/2025 8:46:18 AM	1004752210	Approved
ra's Flowers)	10/2/2025 12:25:44 PM	1004752232	Approved
ne 26	7/31/2025 1:49:59 PM	1004753370	Approved

Registration Status

- **None:** The supplier has not been sent an invitation.
- **Invited:** The supplier has been invited but has not created an account or started registration.
- **In Progress:** The supplier has created an account and possibly started completing registration. Or supplier has submitted registration, but it has been returned to them for correction.
- **Profile Complete:** The supplier has completed registration and submitted it and it is awaiting review by the Systemwide Supplier Management team. Please allow 3 full business days.
- **Approved:** The registration has been approved and the supplier is available for use.

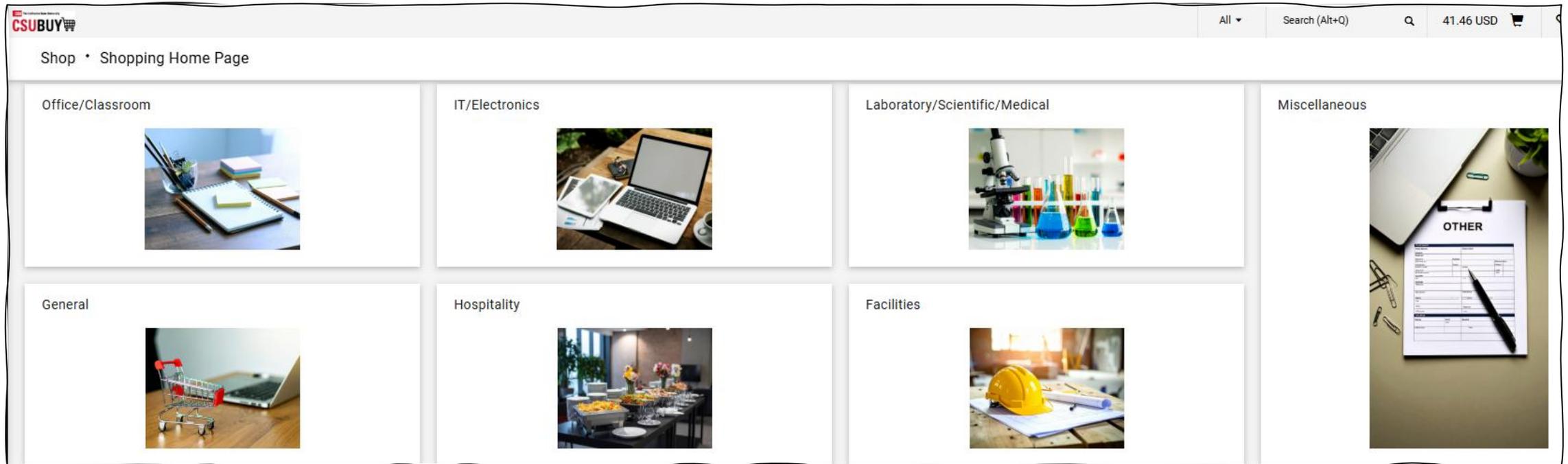
Registration Status

In Progress: The supplier has created an account and possibly started completing registration. Or supplier has previously submitted registration, but it has been returned to them for correction.

- If the supplier is in need of registration assistance, please refer them to csubuy-suppliersupport@calstate.edu.
- Feel free to submit an [Extension Request](#), if needed, while in this status.

CSUBUY P2P: Guided Buying

Helping Users Choose the Right Path and Stay Compliant



CSUBUY P2P: Guided Buying

Supplier punchouts are placed within the correct product categories so users are automatically guided to the appropriate suppliers when ordering.



Office / Classroom
Complete Book
School Specialty
Staples
Goods & Services Request

General
Amazon
Goods & Services Request
Independent Contractor Request

IT / Electronics
B&H Photo Video
CDGW
Dell
GovConnection
Hewlett-Packard Company
IRG
SHI
IT Hardware Request
IT Software Request

Hospitality
Hospitality Request (non-travel)

Laboratory/Scientific/Medical
Carolina
Fisher Scientific
Henry Schein
Medline
Millipore Sigma
Thomas Scientific
VWR
Goods & Services Request

Facilities
Black Box Safety
Fastenal
Gordon Industrial
Grainger
Graybar
Lowe's
Waxie
Facilities & Construction Request
Goods & Services Request

Miscellaneous
CSUBUY Operational Tasks
Request to Close PO
Supplier Extension or Re-Invite
Supplier Maintenance Request
Payments
Direct Pay Request*
Direct Pay Request (Restricted Use)*
Payment for Unauthorized Purchase*

*Only applicable to certain campuses.

What's Next:

- Send Communication to Advisory team **December 15, 2025**
 - Includes Introduction to Guided Buying and Category List of Suppliers
- Advisors to send Communication and Documents to campuses **January 5, 2026**
- Go-live is **January 12, 2026**

CSUBUY P2P: New Form UI

New Form Request Experience

CSUBUY

Procurement Request · Goods and Services Request

Save Progress Next

1 Instructions 2 Suppliers 3 Form Fields 4 Review And Submit

Instructions

Use this form to request goods and/or services that are not available via catalog through the search bar. Examples are:

- Goods - Other
- Services - other
- Classroom or Laboratory Supplies
- Equipment
- Furniture
- Marketing or Branded Items
- Transportation Charters
- Legal Services
- Drone
- Vehicles

This form should not be used if the request:

- Is for Hospitality (non-Travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or contractor. See the Direct Pay Request Form.
- Is a payment for a Direct Pay invoice. See the Direct Pay Request Form.
- Note: only applicable to campuses with Direct Pay.
- Is for a Capital Project or Public Works. See the Public Works Request Form.

Note: A supplier must be identified in the Suppliers section to submit the form. If the supplier is not identified, the form will be rejected.

Summary

Incomplete

Goods and Services Request

Created Date 11/22/2025

Form Number 1213276

Purpose Procurement Request

CSUBUY

Procurement Request · Goods and Services Request

Save Progress Previous Next

1 Instructions 2 Suppliers 3 Form Fields 4 Review And Submit

General Information Other Goods & Services Cost Details

General Information

What type of goods or services are you requesting? Goods - Other

Is this a Blanket Order? Yes No

Is the request for a renewal of a previous purchase? Yes No

Does the request include performance terms (start & end date)? Yes No

Are you requesting the goods or services from a SOLE SOURCE or SOLE BRAND? No

Yes, Sole Source

Yes, Sole Brand

Summary

Incomplete

Goods and Services Request

Created Date 11/22/2025

Form Number 1213276

Purpose Procurement Request

CSUBUY

Procurement Request · Goods and Services Request

Save Progress Previous Next

1 Instructions 2 Suppliers 3 Form Fields 4 Review And Submit

Review and Submit

Suppliers

Name	Address	Phone
Acme Corporation	Cal State Univ, Chico (CHXC0-1): 5151 State University Drive, Chico, California 95926 United States	1-302-5551234-

Form Fields

General Information Edit

Other Goods & Services Edit

Cost Details Edit

Summary

Incomplete

Goods and Services Request

Created Date 11/22/2025

Form Number 1213276

Purpose Procurement Request

Add And Go To Cart

Add and go to Cart

Save to Cart and Add Another

Add to Cart and Return

Add to new Cart

Add to Draft Cart or Pending PR/PO

Add to Draft Change Request

Add to PO Revision

What's Next:

- Send Communication to Advisory team **December 17, 2025**
 - Includes Introduction to the new form and highlight the most important updates
- Advisors to send Communication and Resource Documents to campuses **January 5, 2026**
- Go-live is **January 12, 2026**

CSUBUY P2P: New Form UI

In-App Guidance to Support Users



This enhancement apply across all forms	Important Highlights
Direct Pay Request	Navigation Bar is at the top right
Direct Pay Request (Restricted Use)	Submenu Bar under the Navigation Bar (if applicable)
Facilities & Construction Request	Save, Previous, and Next are at the top right
Goods & Services Request	Form Summary and Workflow (if applicable) is on the right
Hospitality Request (non-travel)	The Review & Submit page now includes a full summary of your request
Independent Contractor	You can easily return to any section from Review & Submit to make edits
IT Hardware Request	The “Add to Cart” button has moved to the top-right corner of the screen
IT Software Request	The “Add to Cart” button still includes multiple options for adding items to the cart
Payment for Unauthorized Purchase	The updated layout makes reviewing, editing, and submitting more streamlined
Request to Close PO	Change Requests:
Supplier Extension or Re-Invite	<ul style="list-style-type: none">• Change Requests includes a button at the top right to “Save on Change Request”
Supplier Maintenance Request	<ul style="list-style-type: none">• To return to the Change Request, select the back arrow in the upper-left corner

What's Next:

- Send Communication to Advisory team **December 17, 2025**
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CSUBUY P2P: 2026 Global Enhancements Communication

End Users

- **CSUBUY New Widget:**
 - List New Features as of “mm-dd-yyyy”
 - Bullet points of all the changes
 - PDF communication (replaces email)
 - Archived Enhancements

Operations

- **CSUBUY Dashboards**
 - Leverage existing operations dashboards for communication
 - Procurement Dashboard
 - AP Dashboard

Monthly End-User Enhancements

Beginning in 2026, end-user enhancements will follow a consistent monthly schedule, targeting the 3rd weekend of each month unless otherwise noted.

Newly Published QRGs:

- Accounts Payable Processing
- Foreign Supplier Tax Analysis