



# CSU Buy Marketplace

Requester Training  
March 2023

# Cal Maritime Marketplace Team

- Rollout Team:
  - Contracts and Procurement Team:
    - DeDe Brooks-Moore and Lorrie Dineen-Thackeray
  - Cora Wong (Webpage set-up and other support)
  - CO support with Brian Grace from RiseNow
- Administration Team when live:
  - DeDe and Lorrie

# CSUBuy Marketplace

- CSUBuy Platform
  - Marketplace – used by most campuses and CO
  - Future P2P Procure-to-Pay platform that is in Wave 1
  - 25+ systemwide contracts to leverage and CO is working on more
  - Improved reporting & security
  - Ability to have non-ProCard users “shoppers” send carts to ProCard users “Requesters”

# ProCard Users

- Don't lose your ProCard privileges:
  - All purchases must still comply with the ProCard Handbook and Procurement policies – example: laptops may be available for purchase, but not allowed on a ProCard – must follow the E&IT process.
  - If a cart is received from a Shopper, that the budget/spend is approved (ex: faculty member may send a cart – does it have the required department approvals?)
  - Follow all required dates – including Year-End dates of no ProCard use!