

## CSUBUY CUTOVER STRATEGY

### Cal Poly SLO

Type	PeopleSoft Scenario	CSUBUY Action	Notes
Goods & Services	Approved requisition received by Procurement Specialist by March 25 <sup>th</sup> or Existing PO dispatched to vendor on or before March 25th	None CSUBUY	<p>Leave current PO open in CFS &amp; pay legacy process: clients submit approved CFS PO invoices to sbs-payment email</p> <p>Procurement to work w/client on schedule to transition existing CFS POs to CSUBUY (close in CFS and open in CSUBUY); close/open after year end, starting in July</p>
Goods & Service	Approved requisition received by Procurement Specialist by March 25 <sup>th</sup> or Blanket/ Multi-Year existing PO dispatched to vendor on or before March 25th (future lines (i.e. pest control, elevator maint.))	Open CSUBUY	<p>Pay current FY payment if due before end of FY. Close in CFS</p> <p>Procurement work with client</p>
Goods & Services	Received/approved goods/ services in FY24/25 on existing PO dispatched to vendor from approved requisition received on or prior to March 25 <sup>th</sup> and received in FY24/25	Open CSUBUY per agreed upon schedule	<p>Procurement to work w/client on schedule to transition existing CFS POs to CSUBUY (close in CFS and open in CSUBUY); close/open after year end, starting in July (unless partial order received – remains open until completely fulfilled).</p> <p>Until PO open in CSUBUY, pay via legacy process: clients submit approved CFS PO invoices to sbs-payment@calpoly.edu email</p>
Goods & Services	Existing PO with backordered items to be received in FY25	CSUBUY PO for backordered items	<p>Receive and pay for existing items in CFS, close PO and create CSUBUY PO for backordered items</p>
Goods & Services	Zero-dollar POs for campus services (i.e. charter bus, catering)	CSUBUY direct pay and reference CFS zero-dollar PO#.	<p>Procurement transitions zero-dollar POs to CSUBUY contracts and CSUBUY direct pay (linked to contract).</p>
Goods & Services	POs with Cal Poly Partners or ASI for Campus Catering and campus room rental	CSUBUY direct pay	<p>Procurement creates CSUBUY contracts and CSUBUY direct pay (linked to contract).</p>

Goods & Services	POs with Cal Poly Partners, multi-year (March 26 <sup>th</sup> and after)	CSUBUY goods and services	
Goods & Services	Low dollar Invoices with no PO for services rendered/ goods received through April 30th	None CSUBUY – pay in CFS	
Goods & Services	“Low dollar” goods and services to be received or rendered on May 1 <sup>st</sup> and beyond	CSUBUY proper form: Goods and Services, Hospitality, Independent Contractor, etc.	
Public Works	Existing PO for PW project, completed prior to end FY23/24	None	Leave as-is, pay via CFS
Public Works	Existing PO for PW project, completed in FY24/25	None	Leave as-is, pay via CFS
Public Works	PO for PW project occurring over multiple years, 3 years+ (i.e. Housing Program)	None	Leave as-is, pay via CFS

**Client Messaging**

- All requisitions entered and approved in CFS will be processed and paid within CFS.
- After March 17, requisitions cannot be entered into CFS (allows SBS to process existing backlog prior to go-live).
- All requisitions after March 26 entered in CSUBUY (goods, services, PW projects).
- CFS PO invoices to go through legacy process: email approved invoice to sbs-payment@calpoly.edu
- CSUBUY invoices to be submitted via portal (by supplier) or emailed to CSUBUY-payment@calpoly.edu
- All invoices must have Cal Poly contact and PO# (if PO issued), if not, risk of invoice being returned to vendor
- Vendor Payment Requests (or Direct Buy) accepted via legacy process for services/ goods rendered/received through April 30, 2024.
- Any service or good rendered/ received on May 1, 2024 or beyond must use proper form in CSUBUY