



Overview

CSUBUY will replace ESM Campus Marketplace as our portal to supplier catalogs and CSU contract pricing. CSUBUY goes live on June 1, 2020. This guide will identify the noticeable changes between ESM Campus Marketplace and CSUBUY.

Marketplace Access

Current	New
<ul style="list-style-type: none"> Campus Marketplace user were granted <ul style="list-style-type: none"> “ProCard Holder” a ProCard holder who can shop and pay purchases. <p>or</p> “Transfer Cart” to send cart to designated to their ProCard holder to complete purchase. <ul style="list-style-type: none"> Users did not have the ability to save credit card information. 	<ul style="list-style-type: none"> CSUBuy users will be granted <ul style="list-style-type: none"> “Requester” a ProCard holder who can shop and pay purchases. <p>or</p> “Shopper” role is a non-cardholder. Cart is assigned to a designated ProCard holder or select another Requester to complete purchase. <ul style="list-style-type: none"> Users can now save credit card information in their profile. Multiple cards can be saved; only one can be the default.

Logo

Current	New
 <ul style="list-style-type: none"> Campus Marketplace was powered by ESM. 	 <ul style="list-style-type: none"> New name and logo: CSUBuy. The marketplace is powered by Jaggaer.

Homepage

Current

The screenshot displays the ESM (Enterprise Supply Management) homepage. At the top, there is a navigation bar with a 'Menu' icon, a 'Shop' button, and a user greeting 'Hi Amy Chan:'. The main header features a search bar with the placeholder text 'Search Keyword(s), Item Numbers, etc.', a shopping cart icon showing '0' items, and a total price of '0.00 USD'. Below the header, the page is divided into several sections. On the left, there is a 'Recently Requested Products' section featuring a product 'WEIGHING PPR 6X6 L...' by Fisher Scientific, priced at '28.00 USD / PK'. To the right of this is a 'General Information' section with a 'COMING SOON!' announcement for 'CSUBUY', a collaborative procure-to-pay marketplace. Below these are two main categories: 'General' and 'Information Technology'. Each category contains a grid of supplier tiles, each with a 'Punchout' button. The 'General' category includes tiles for Staples, School Specialty, GEMS, and Amazon. The 'Information Technology' category includes tiles for B&H Photo Video, Dell, IRG, CDW Free Shipping, Connection, and HP. On the far right, there is a 'Recent Transactions' section listing three transactions with dates, times, locations, and order totals.

Hi Amy Chan:

Shop Pending Transaction(s)

Search Keyword(s), Item Numbers, etc. Cart 0 Total: 0.00 USD

[Go to: All Transactions](#) | [Non-Catalog Items](#)

Recently Requested Products

WEIGHING PPR 6X6 L...
By: Fisher Scientific
WEIGHING PPR 6X6 IN 500/PK
28.00 USD / PK
Qty [Connect](#)

General Information

COMING SOON!

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

What's new? CSUBUY is replacing the existing CSU Campus Marketplace.

Why are we changing? This is the first step in transforming the way the CSU manages the Procure-to-Pay process. This change to a new platform will create 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 all current Campus Marketplace users will be moving to the new platform. Over time as new functionality is made available other stakeholders will benefit.

Recent Transactions

01/29/2020 10:30-Clark Hall 500-Fisher Scientific
Fisher Scientific
Order Total (1 items): 91.77 USD [View](#)

12/02/2019 18:26-Clark Hall 500-Amazon
Amazon
Order Total (2 items): 143.53 USD [View](#)

05/24/2018 13:11-Clark Hall, 505-Dell

General

STAPLES
Business Advantage
\$50.00 Min

School Specialty
Free Freight Order +\$49

GEMS
Free Std Frt. Order +\$15

amazon
Amazon

Information Technology

B&H Photo Video

Dell

IRG

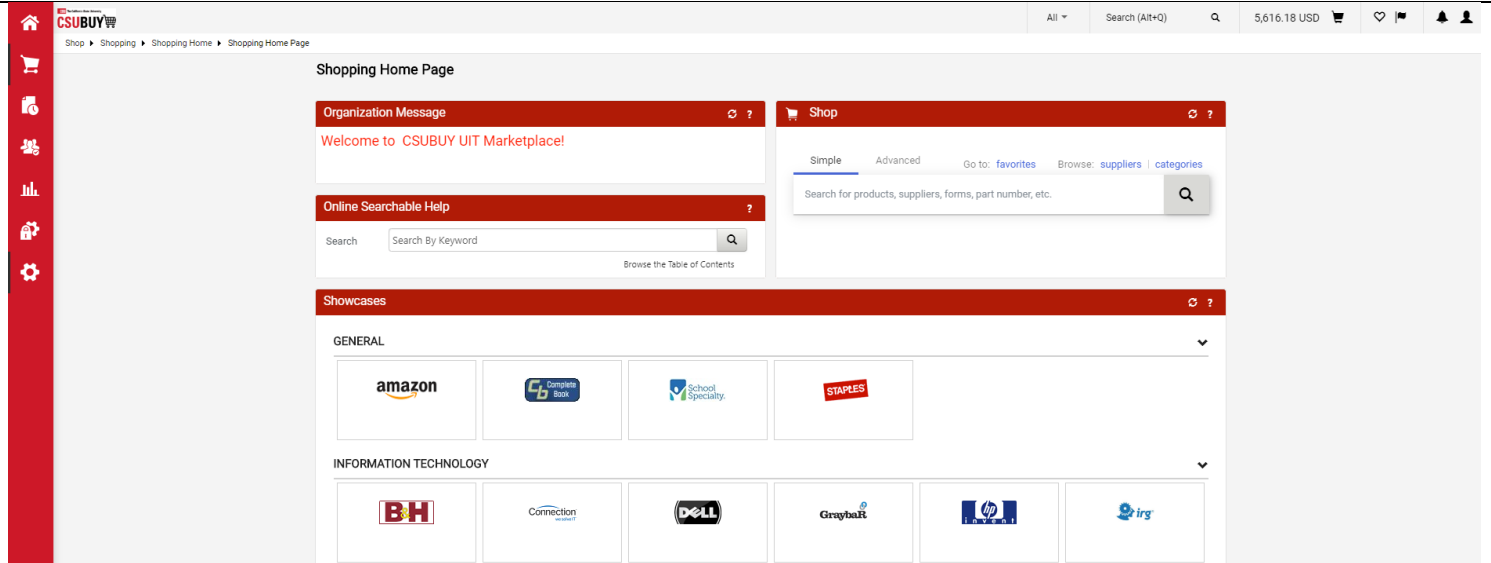
CDW Free Shipping

Connection
see below IT

hp
Free Freight Std Orders

- ESM homepage displayed
 - Tiles leading to suppliers' catalogs.
 - Shopping Cart to edit and view order.
 - General Information message board.
 - Search feature to locate products or catalogs.
 - Shop from multiple supplier catalogs at once.

New



- CSUBUY homepage displays
 - Tiles leading to suppliers' catalogs. No changes were made to the suppliers.
 - Shopping Cart to edit and view order.
 - General Information message board.
 - Search feature to locate products or catalogs.
 - Shop from multiple supplier catalogs at once.

Cart: Order Summary

Current

[Go to: All Transactions](#) | [Non-Catalog Items](#)

Item Details	Quantity	Price (USD)	Subtotal (USD)
<p>Lacdo 13.3 inch Laptop Sleeve Case Computer Bag for Old 13 inch MacBook Air 2010-2017 / Old 13-inch MacBook Pro 2012-2015/13.5" Surface Book 3 2 / Asus Zenbook, HP Dell Acer Lenovo Chrombook, Gray By: Amazon Catalog Item #: B011A28J9K Mfg/Provider: Lacdo</p>	5	12.99 / EA	64.95 ✖

Cart Summary

Total Items in Cart:	5
Number of Suppliers:	1
Cart Total (USD):	64.95

Checkout

- In Campus Marketplace Cart
 - Users could remove or increase/decrease quantity of items.
 - Review Order Summary for total.
 - Checkout button allowed users to move to next part of the process.

New

Shopping Cart

2020-05-19 achan 04

Simple

Advanced

Search for products, suppliers, forms, part number, etc.

5 Items

ACTIONS FOR 0 SELECTED ITEMS

Amazon.com

5 Items

74.95 USD

1

Wireless Mouse, RATEL 2.4G Wireless Ergonomic Mouse Computer Mouse Lapto...

B07SCY7H3W

14.99

Qty: 5 EA

74.95

Estimate (74.95 USD)

Subtotal

74.95

Tax

0.00

Shipping

0.00

Handling

0.00

74.95

PROCEED TO CHECKOUT

ASSIGN CART

- In CSUBuy Cart
 - Users can remove or increase/decrease quantity of items.
 - Review Order Summary for total.
 - Proceed to Checkout or Assign Cart allows users to continue in the ordering process.

Cart: Checkout Page

Current

Checkout

General Details

Payment Form: Credit Card

Need By Date:

Order Type: General

Commodity Code: Select Commodity Code

CC Order Number: 138322

Tax: 9.25%

Fiscal Date: 12/02/2019

GL Acct. Code:

Aux Field 1:

Aux Field 2:

Continue

Delivery Details

Attn : Amy Chan: Clark Hall 500

Location : SJSU Distribution Services

Change

Billing Details

Attn : Accounts Payable

Location : SJSU Distribution Services

Change

Transaction Summary

Transaction #: 1827214

Create Date: 12/02/2019

Supplier: Amazon

Requester: Amy Chan: Clark Hall 500

Selection: Active

Status: Unsubmitted Transaction

System Note: None

Total Line Items: 3

Subtotal: 196.33

Tax: 18.16

S & H: 0.00

Total Value (USD): 214.49

Transaction Name

12/02/2019 18:26-Clark Hall 500-Amazon

Update

Notes and Attachments

Internal Note

External Note

- The ESM checkout page displayed
 - Default Ship To/Delivery and Billing information.
 - Order Summary.
 - Prepare CC Order button to enter ProCard information.

New

Requisition : 2965155

Summary

Taxes/S&H

PO Preview

Comments

Attachments

History

General

Cart Name: 2020-05-19 achan 04

Description: no value

Prepared by: Amy Chan

Prepared for: Amy Chan

Shipping

Ship To

Attn: Amy Chan

Deliver To: CL 500

129 South 10th Street

San Jose, CA 95192-0041

United States

Delivery Options

Requested Delivery Date: no value

Billing

Bill To

Accounts Payable

129 South 10th Street

San Jose, CA 95192-0041

United States

Credit Card Info

No credit card has been assigned.

A payment must be specified

Internal Notes and Attachments

Internal Note: no value

Internal Attachments: ADD

Draft

Correct these issues.

You are unable to proceed until addressed.

A payment must be specified: Credit card

Total (74.95 USD)

Subtotal: 74.95

Tax: 0.00

Shipping: 0.00

Handling: 0.00

74.95

PLACE ORDER

ASSIGN CART

What's next for my order?

Next Step: Create PO

- The ESM checkout page displays
 - Default Ship To/Delivery and Billing information.
 - Order Summary.
 - Credit Card Information section to select saved credit card or enter a new one. Credit card information can now be saved to user's profile for future use!!