



# CSULB CSUBUY USER GUIDE FOR END USERS

(FOR SHOPPER, REQUESTER, AND DOA/FISCAL APPROVER)

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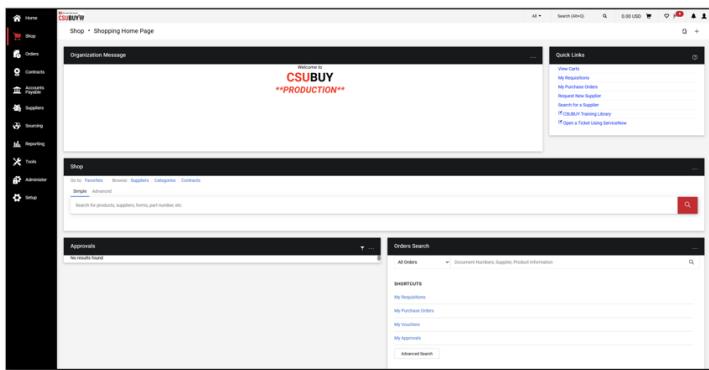
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# INTRO: INTRODUCTION

## 1-WHAT IS CSUBUY?

CSUBUY is a system for purchasing and payment of goods and services.

**CSUBUY** is the implementation of strategic, standardized procurement processes that allows for the elimination of manual touchpoints and steps resulting in efficiencies through automation, risk mitigation and cost savings for the California State University.



**CSU** The California State University

**CSUBUY**   
A COLLABORATIVE PURCHASE TO PAY MARKETPLACE

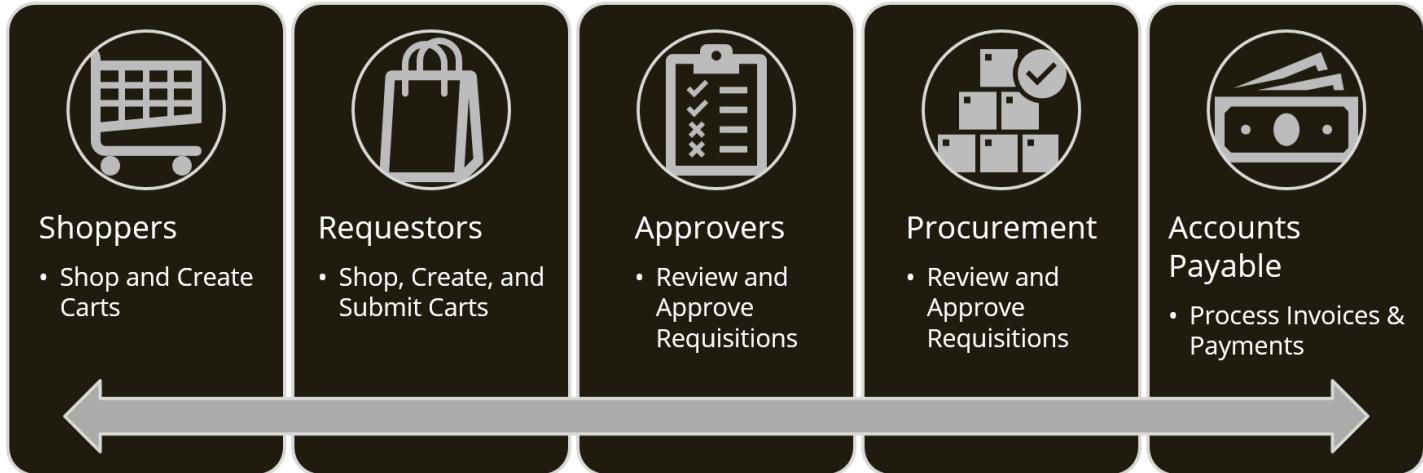


In simple terms, we aim to make things easier, more efficient, and standardized.

## 2-WHO USES CSUBUY?

Anyone involved in the process of purchasing, invoicing and paying for goods and services are users of CSUBUY.

Below are the User Groups or Roles and what they do in CSUBUY:



The primary difference between a Shopper and Requester is that a Requester can submit a Shopping Cart to workflow turning the Cart into a Requisition. A Shopper does not have this ability. Therefore, the Shopper must assign or send their Cart to a Requester for it to be submitted to workflow.

# Shopper vs Requester Users

## Shopper

- Can browse catalogs, PunchOuts, and forms to build shopping carts.
- Cannot submit requisitions for approval.
- Sends carts to a Requester for review and submission.
- Ideal for departmental users who identify needs but do not manage budgets.

## Requester

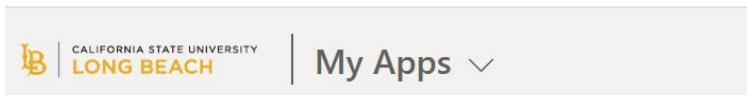
- Can shop for goods and services **and** submit requisitions for approval.
- Reviews and edits carts received from Shoppers.
- Responsible for entering chartfields, verifying funding, and ensuring compliance.
- Acts as the main point of contact for procurement processing.

Access to CSUBUY is obtained by being assigned a role in CSUBUY. Log into CSUBUY via the CSUBuy Procure to Pay (P2P) tile in CSULB Apps.

### 3-HOW TO ACCESS CSUBUY

To access CSUBUY, you must be assigned a CSUBUY Role by your management and/or your ASM. After receiving appropriate approvals, the CMS Team would then provide access.

You could log in by going to CSULB Apps:



Make sure you select the tile with the shopping cart below and not the Test site or Marketplace site.



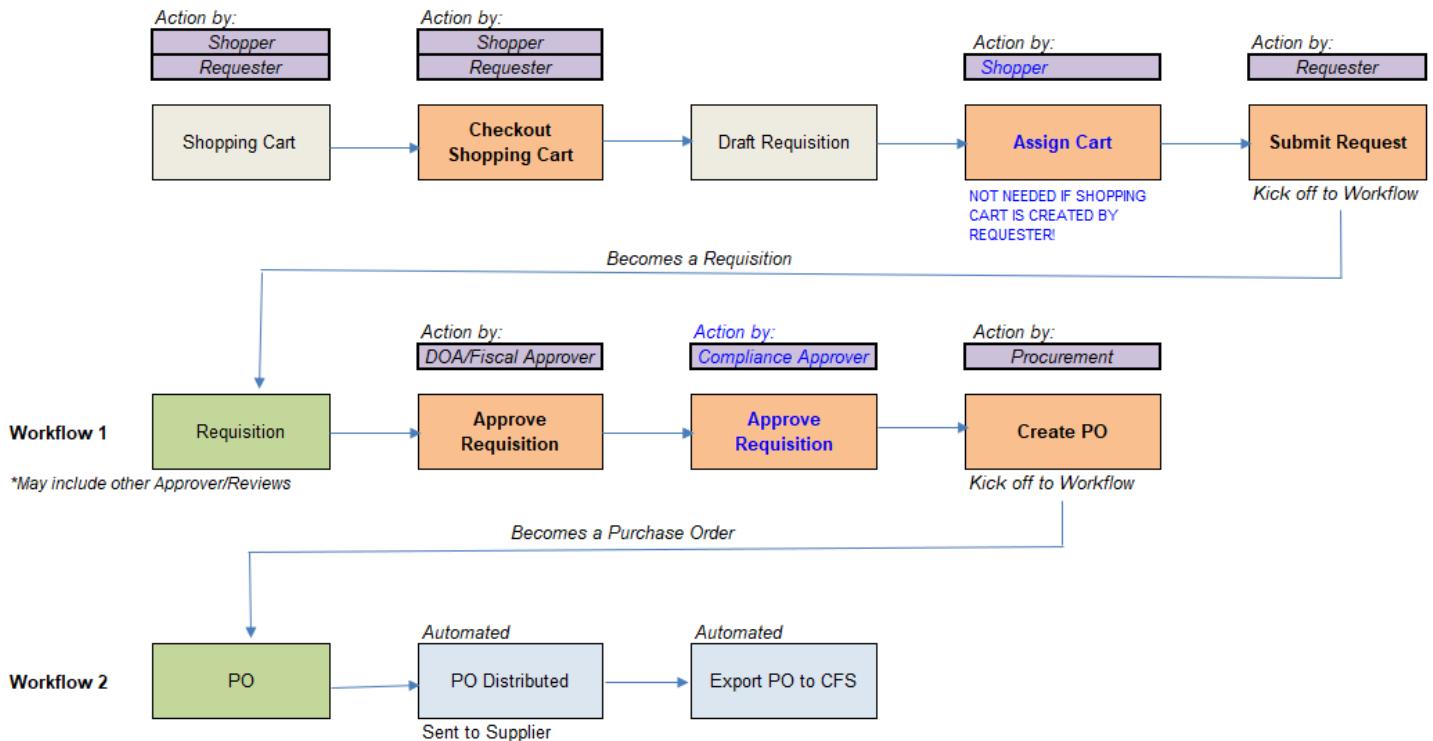
### 4-WORKFLOW: LIFECYCLE OF A PURCHASE

Once the Shopping Cart is submitted to Workflow by the Requester, the Shopping Cart becomes a Requisition and goes through approvals to become a PO. All three workflows are visible in CSUBUY.

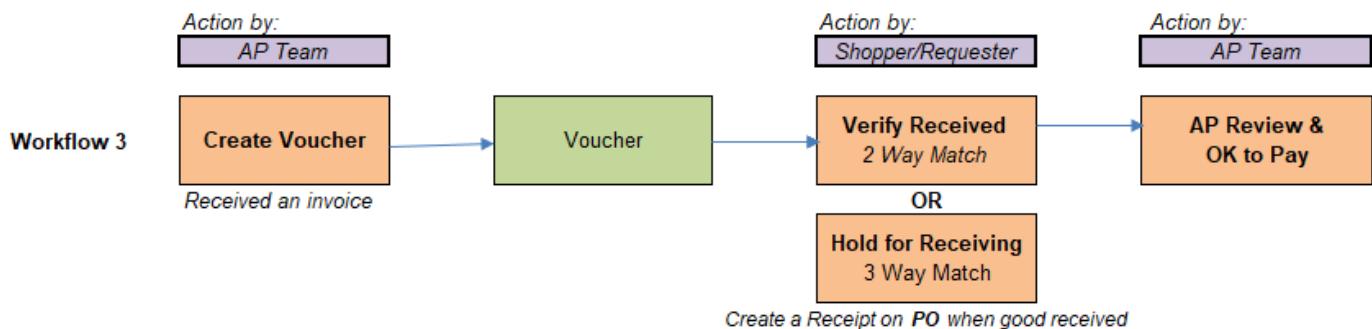
## Key:

Role
Action Taken
Document in Workflow

Blue Font: Based on the Situation

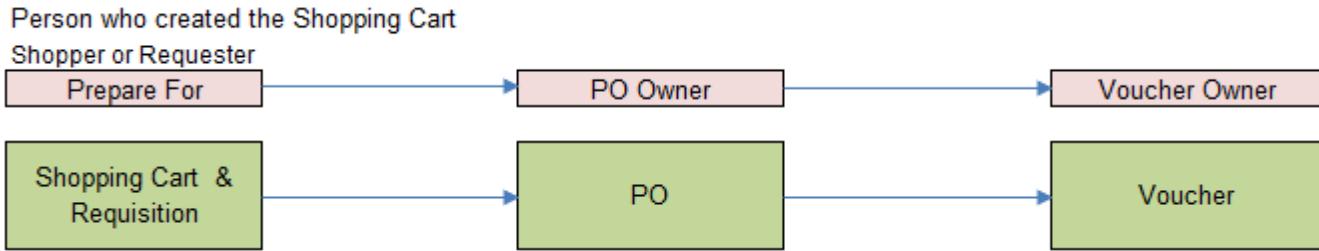


Finally, an invoice is received so that a voucher is created kicking off Workflow 3. Once verification of the receipt of goods or service has been completed, payment is made.



## ONE PERSON BUT MULTIPLE IDENTITIES

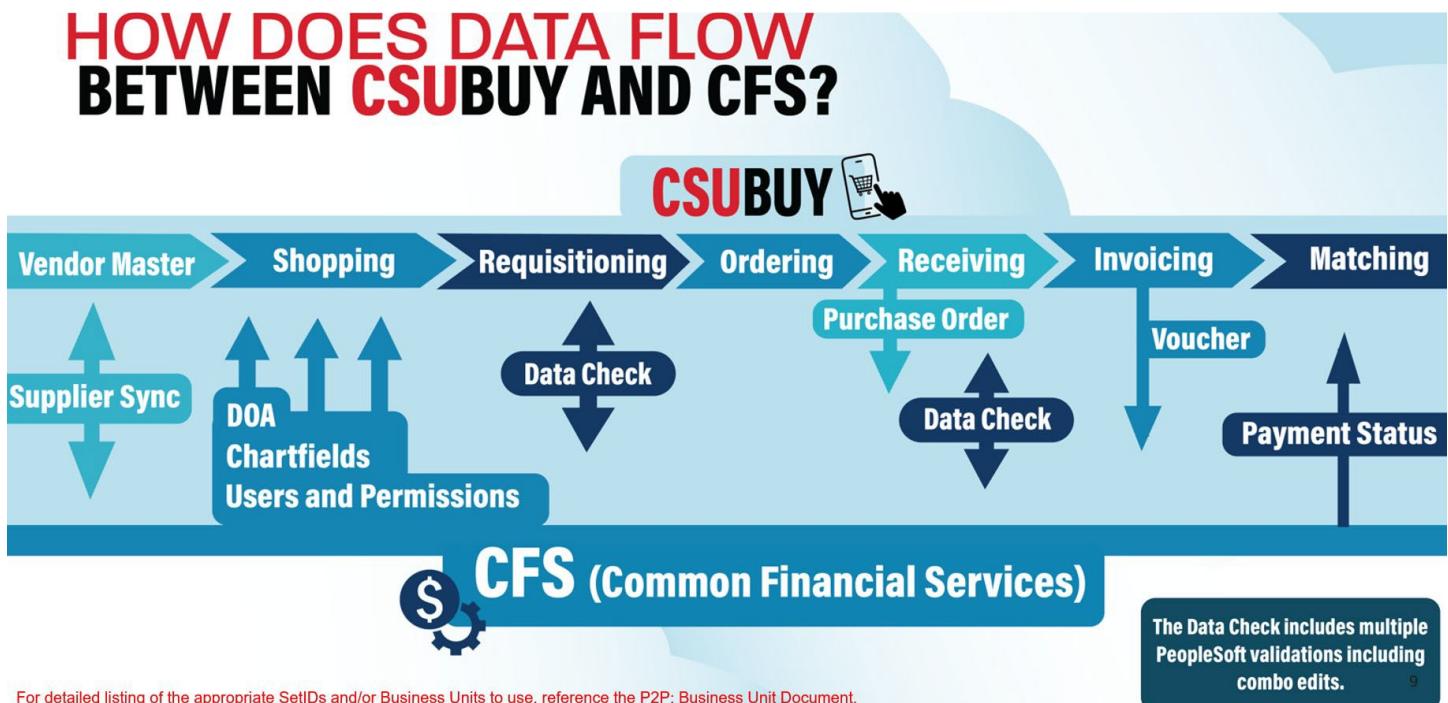
The person who created the Shopping Cart, either the Shopper or Requester, is also known as the person indicated as Prepare For who then becomes the PO Owner and Voucher Owner. Important Note: The Prepare For person is responsible for verifying the receipt of the good or service.



## 5-CFS AND CSUBUY

Some changes in process include the following:

1. Requisitions and Purchase Orders will no longer be made in CFS. Requisition do not carry over to CFS or Data Warehouse. However, CFS will still hold information on Purchase Orders.
2. Suppliers are set up in CSUBUY. However, CFS will hold information on Suppliers.



For detailed listing of the appropriate SetIDs and/or Business Units to use, reference the P2P: Business Unit Document.

## CHAPTER 1: PROFILE SETUP – PERSONAL, DEFAULTS, AND NOTIFICATIONS

### 1-PERSONA

Before shopping, please ensure you are in the correct Persona

Your Profile includes a Persona setting. A Persona indicates the Business Unit from which you are shopping. CSULB has the following Persona available:

- LBXMP – CA State University Long Beach
- LBX49 – Long Beach State Foundation
- LBXDN – CSULB Research Foundation

If you shop for multiple Business Units, always ensure that you are in the correct Persona before shopping.

You may view your Persona in your Profile as shown below:

1

2

- Personas allow users to shop from different business units
- Personas are assigned in CFS and passed to **CSUBUY** through an integration
- Not all users will have Assigned Shopping Personas

To navigate to this page simply click on your Profile Icon

Home

Shop

Orders

Contracts

Accounts Payable

Shop • Shopping Home Page

Organization Message

Welcome to the

**CSUBUY**

Announcements

CSUBUY Global Enhancements

NEW Features as of 1/12/2026

Quick Links

View Carts

My Requisitions

My Purchase Orders

To change your Persona go to your **Profile** and select **Change Shopping Persona** as shown:

Search (Alt+Q)

200.00 USD

Minna Chang

View My Profile

Dashboards

Manage Searches

Manage Search Exports

Set My Home Page

Change Shopping Persona

My Pending Requisitions

2

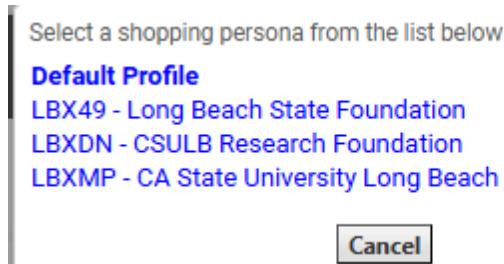
My Recently Completed Requisitions

22

My Recently Completed Purchase Orders

22

Then the following box pops up. Select the Persona you are purchasing for:



Once you make the selection, you will see the Persona appear as shown:

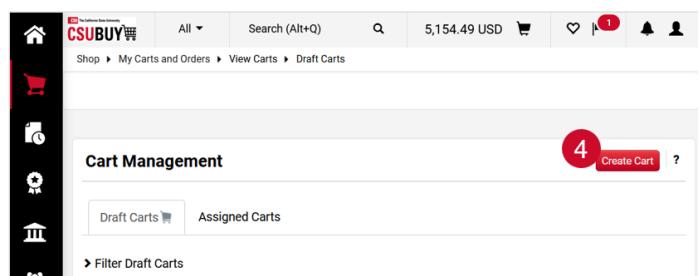
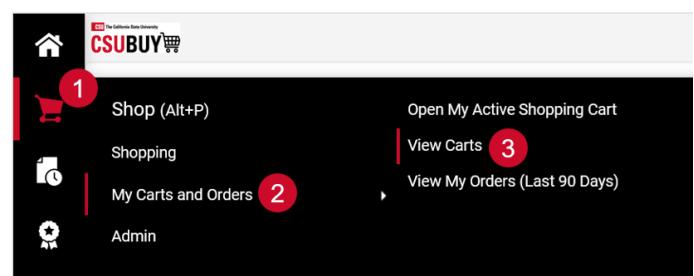
Important Note regarding Persona:

**When you change your shopping persona, always create a new cart.**

- If you don't, it can cause errors in your requisition.

### Before You Start:

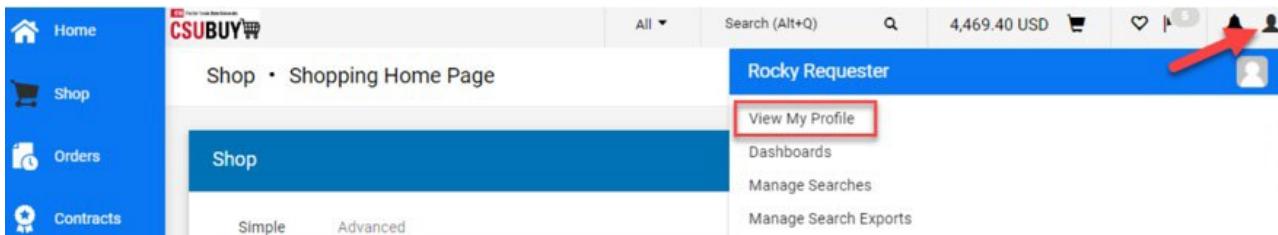
- Go to **Shop**.
- **My Carts and Orders**
- **View Carts**.
- Select **Create Cart** to start fresh.
- Or **empty your current cart** before shopping.



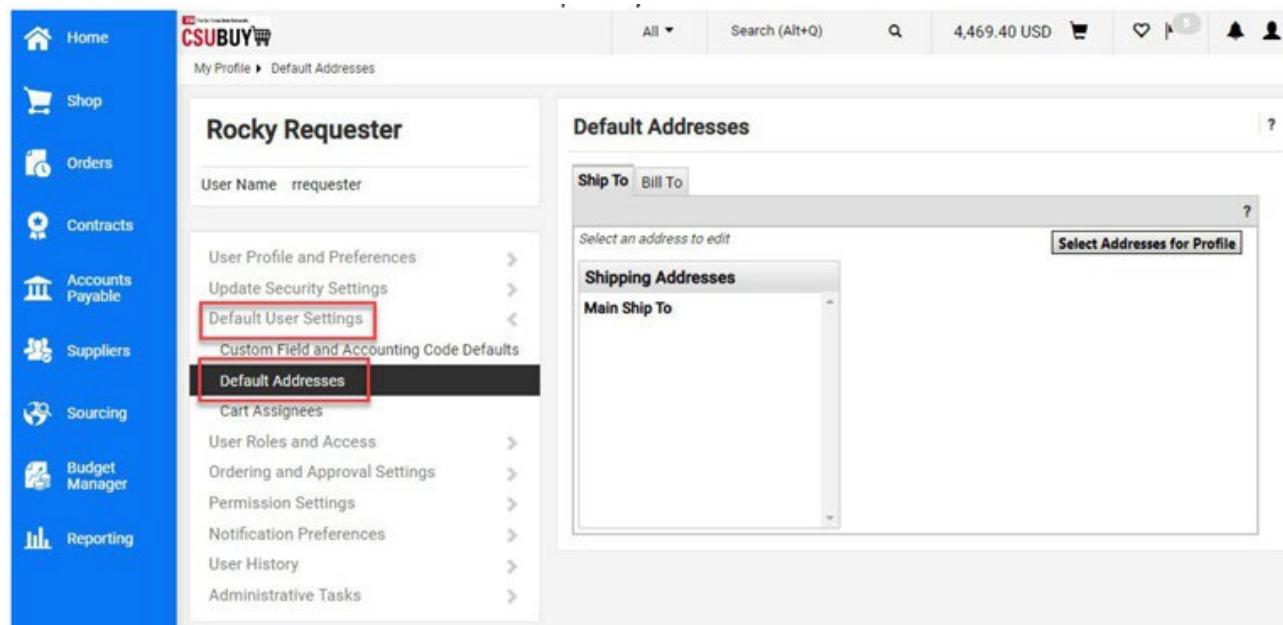
## 2-SHIP TO AND BILL TO ADDRESS DEFAULT SET UP

When you Checkout the shopping cart, you are required to select a Ship To and Bill To address. (FYI, the checkout action creates a Draft Requisition.) When setting a default, these addresses will automatically populate at Checkout. You also could change the addresses on the Draft Requisition, if needed.

1. From the Shopping Home Page, click on User Profile icon.

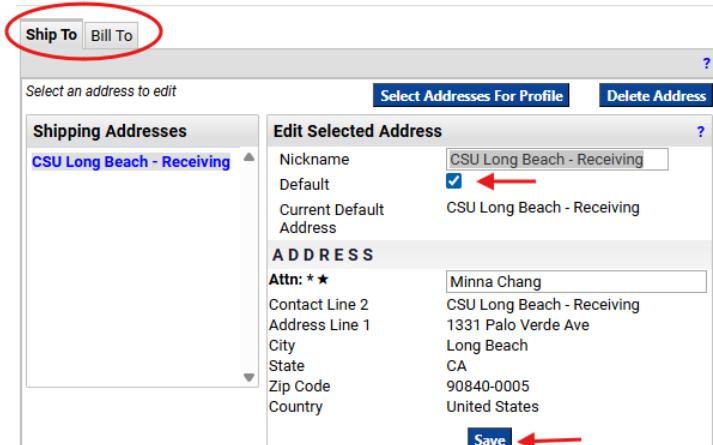


2. Once you click on User Profile, the following appears. Navigate to Default User Setting: Default Addresses



3. Select the **Ship To** tab or the **Bill To** tab as shown below.
4. Select the address you want as your default address
5. Click on the **Default** check off box
6. Click on **Save**

### Default Addresses



Ship To Bill To

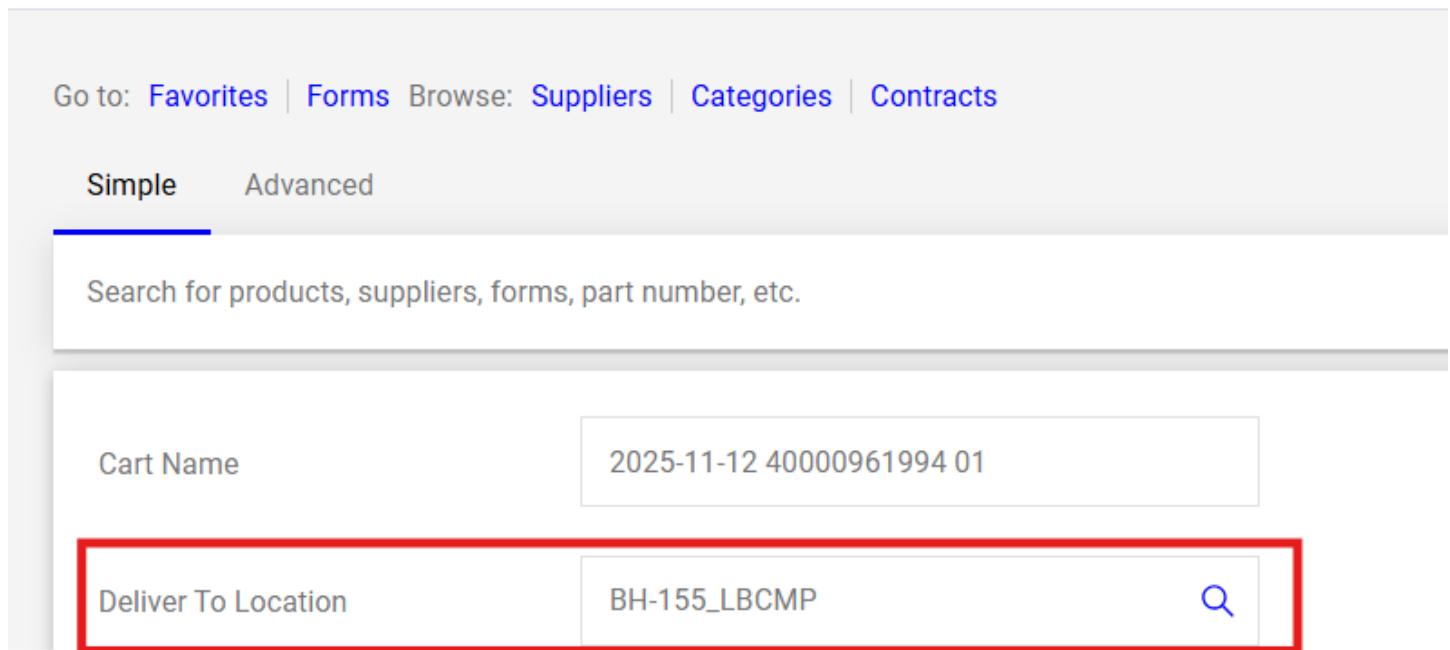
Select an address to edit Select Addresses For Profile Delete Address

Shipping Addresses	
CSU Long Beach - Receiving	
Nickname	CSU Long Beach - Receiving
Default	<input checked="" type="checkbox"/>
Current Default Address	CSU Long Beach - Receiving
ADDRESS	
Attn: * *	Minna Chang
Contact Line 2	CSU Long Beach - Receiving
Address Line 1	1331 Palo Verde Ave
City	Long Beach
State	CA
Zip Code	90840-0005
Country	United States

**Deliver To** Location found in the Shopping Cart specifies a building and room on campus. You may search by clicking on the magnifying glass.

There is no default available for Deliver To but in most cases, the Deliver to Location will populate based on what you used last.

## Shopping Cart • Shopping Cart



Go to: Favorites | Forms | Browse: Suppliers | Categories | Contracts

Simple Advanced

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

Cart Name: 2025-11-12 40000961994 01

Deliver To Location: BH-155\_LBCMP 🔍

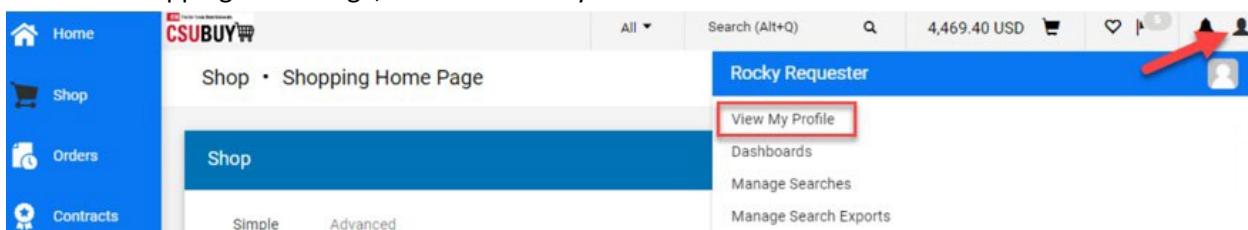
### 3-CART ASSIGNEES

A Shopper must assign their Shopping Cart to a Requester when they have completed shopping so that the Requester could submit the Shopping Cart to workflow.

A Shopper or Requester may also assign a Shopping Cart to another Shopper or Requester. This is useful, for example, when the original Shopper/Requester plans to be out of the office and would like someone else to have access to the cart so they can complete the checkout when the purchase is ready.

To make it easier to find the person to assign the Shopping Cart, set up the Cart Assignees.

1. From the Shopping Home Page, click on View My Profile icon



Home | CSUBUY

Shop • Shopping Home Page

Shop Simple Advanced

Rocky Requester

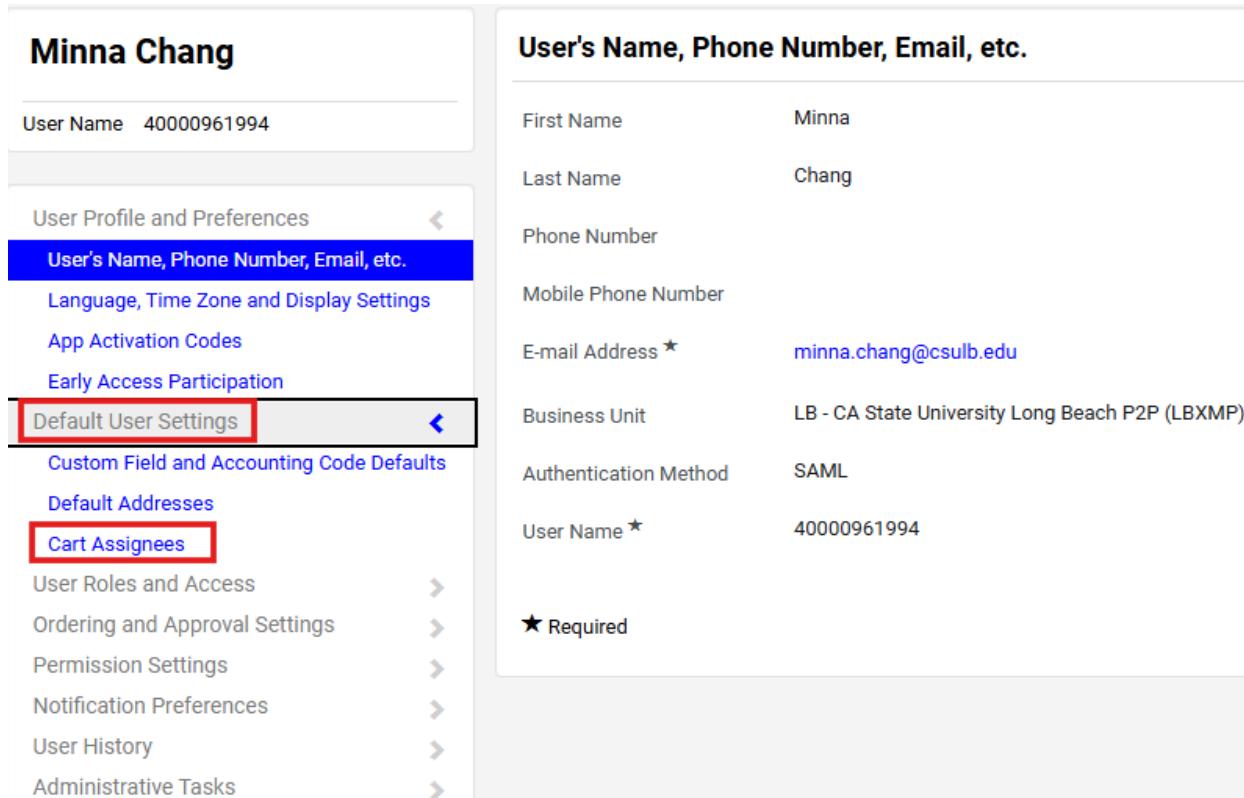
View My Profile 🔍

Dashboards

Manage Searches

Manage Search Exports

2. Navigate to Default User Setting: Cart Assignee



Minna Chang

User Name 40000961994

User Profile and Preferences

User's Name, Phone Number, Email, etc. (highlighted)

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

Default User Settings (highlighted)

Custom Field and Accounting Code Defaults

Default Addresses

Cart Assignees (highlighted)

User Roles and Access

Ordering and Approval Settings

Permission Settings

Notification Preferences

User History

Administrative Tasks

User's Name, Phone Number, Email, etc.

First Name Minna

Last Name Chang

Phone Number

Mobile Phone Number

E-mail Address \* minna.chang@csulb.edu

Business Unit LB - CA State University Long Beach P2P (LBXMP)

Authentication Method SAML

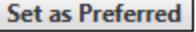
User Name \* 40000961994

★ Required

3. Click the Add Assignees box
4. A User Search box will pop up to enter a search criterion to locate the cart assignee, click Search.
5. Locate the user from the list and click the select link from the Action column.
6. To designate a preferred approver, click the Set as Preferred button to make the user the default approver for your orders

## Cart Assignees

Add Assignee... 

My Cart Assignees		?
Name	Action	
Michael Pruitt	 	
Mel(MaryEllen) Castillo	 	

**BONUS INFORMATION:** To find a list of individuals in a role, select the role, such as Approver, and then select Search. You will see a list of all those in that role.

### User Search

Last Name

First Name

User Name

Email

Business Unit  LB: CA State University Long Beach P2P (LBXMP)

Role  Approver 

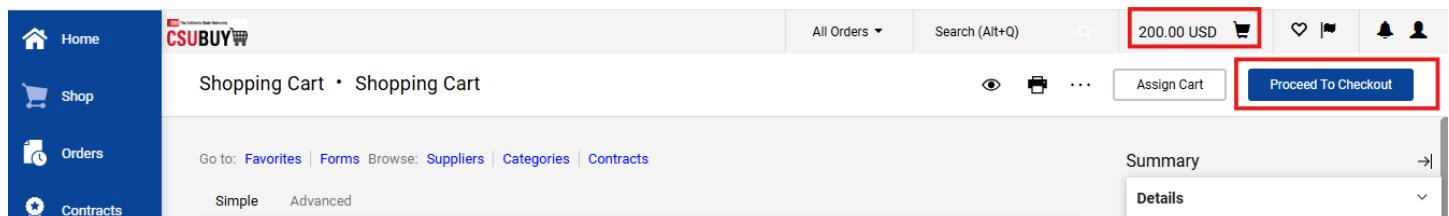
Results Per Page  10 

**Search** 

## 4-ACCOUNT CODE DEFAULTS & FAVORITES

**DO NOT SET UP CODE DEFAULTS AND FAVORITES AT THIS TIME. THERE IS A SYSTEM ISSUE.**

When you have items in the Shopping Cart and then click Proceed to Check out, you are required to enter the Chartfield. (Note the Shopping Cart is now a DRAFT Requisition.)



Snapshot of DRAFT Requisition: Chartfield Section

^ CHARTFIELD Values have been overridden for this line  

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
LBCMP CA State University Long Beach	<i>no value</i>	00738_LBCMP Financial Management	115004 IT Software	616003_LBCMP I/T Software	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

By setting default or favorite Chartfield you use the most, the Chartfield section will be easier to

complete. You are also able to update the Chartfield in your Draft Requisition, if needed.

## Defaults vs Favorites

Default auto populates fields. Favorites provides a drop-down list for quick selection

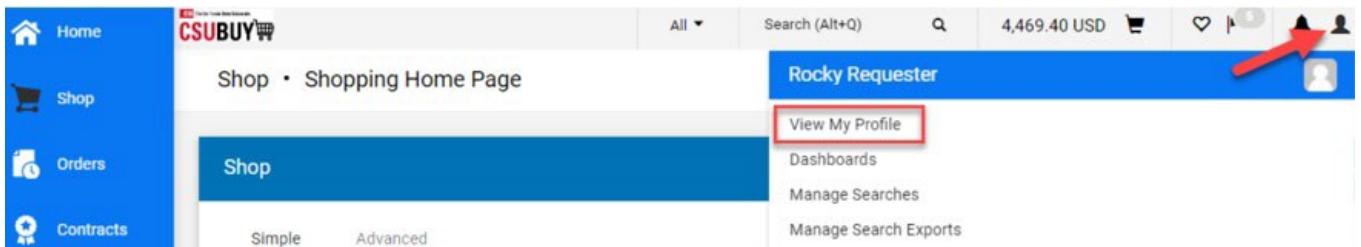
Defaults are preferred for users who consistently use the same Chartfield. Default will always populate regardless of the Business Unit/Persona you are shopping for. Therefore, we do not recommend setting Default Chartfield for those who shop for different Business Unit/Persona frequently.

Favorites are recommended for those who shop for different Business Units/Persona and/or uses various Chartfield.

## Setting Default Chartfield

To set a default Chartfield:

1. From the Shopping Home Page, click on User Profile icon.

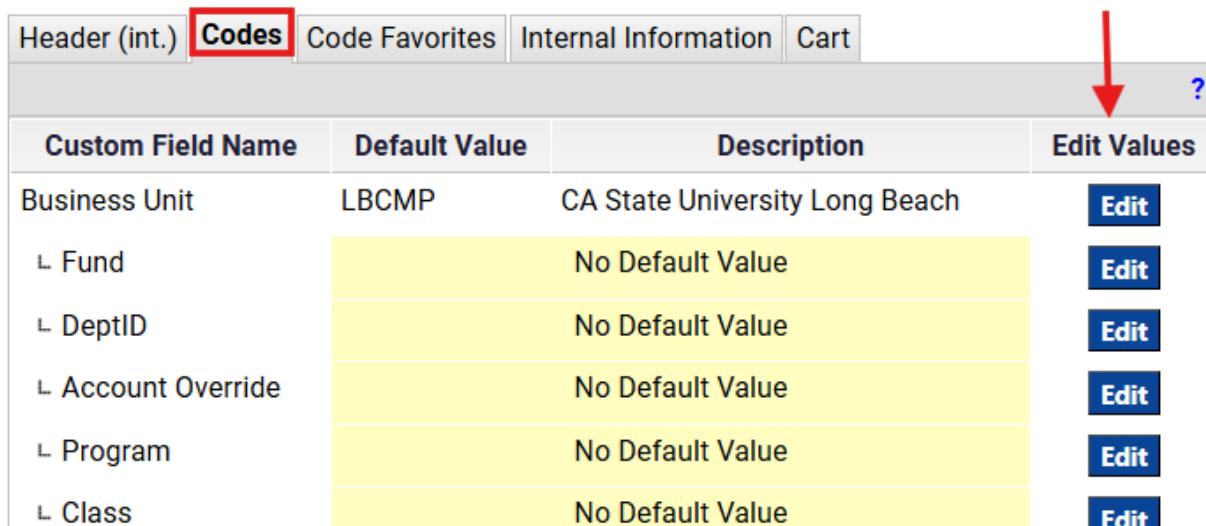


2. Once you click on User Profile, the following appears. Navigate to **Default User Setting: Custom Field and Accounting Code**.



3. Then go to the **Code** tab.
4. Click on **Edit** for the Field Names to set a default.

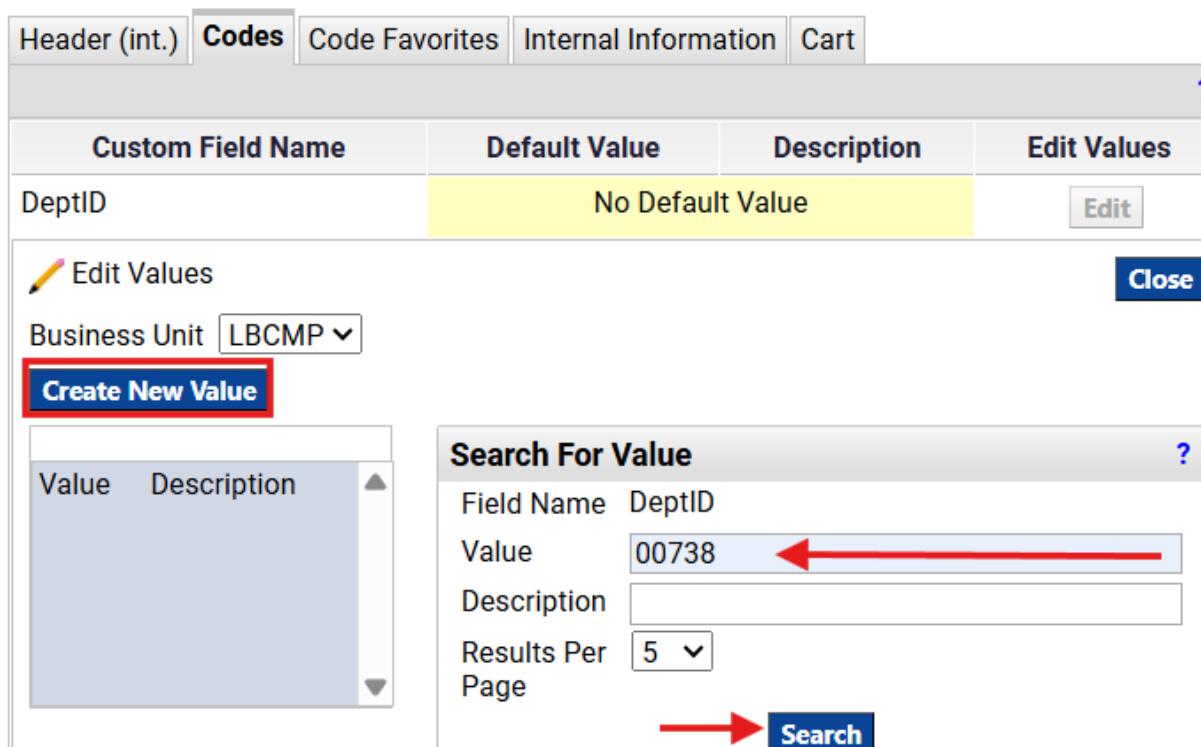
## Custom Field and Accounting Code Defaults



Custom Field Name	Default Value	Description	Edit Values
Business Unit	LBCMP	CA State University Long Beach	<a href="#">Edit</a>
└ Fund		No Default Value	<a href="#">Edit</a>
└ DeptID		No Default Value	<a href="#">Edit</a>
└ Account Override		No Default Value	<a href="#">Edit</a>
└ Program		No Default Value	<a href="#">Edit</a>
└ Class		No Default Value	<a href="#">Edit</a>

5. Click on **Create New Value** if you the value you need doesn't appear. You may use \* as a wildcard.
6. Enter the value and hit **Search**.

## Custom Field and Accounting Code Defaults



Header (int.) [Codes](#) Code Favorites Internal Information Cart ?

Custom Field Name	Default Value	Description	Edit Values
DeptID	No Default Value		<a href="#">Edit</a>

[Edit Values](#) [Close](#)

Business Unit [LBCMP](#)

[Create New Value](#)

Value	Description

**Search For Value** ?

Field Name DeptID

Value  

Description

Results Per Page  

[Search](#)

7. Select the **check box** next to the Value you want and then click **Add Values**

**Custom Field and Accounting Code Defaults**

Header (int.) **Codes** Code Favorites Internal Information Cart ?

Custom Field Name	Default Value	Description	Edit Values
DeptID	No Default Value		<b>Edit</b>

**Edit Values** **Close**

Business Unit **LBCMP**

**Create New Value**

Value	Description

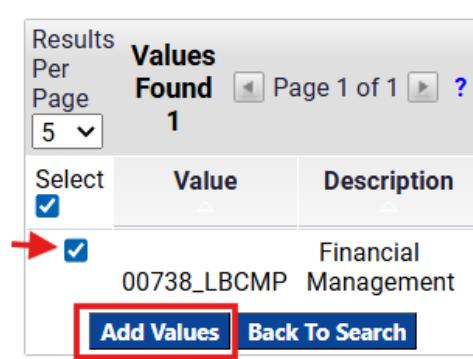
\* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Results Per Page **Values Found** Page 1 of 1 ?

5 1

Select	Value	Description
<input checked="" type="checkbox"/>	00738_LBCMP	Financial Management

**Add Values** **Back To Search**



8. Click on the Value you want and then the **Default checkbox**. Then click **Save**.

**Custom Field and Accounting Code Defaults**

Header (int.) **Codes** Code Favorites Internal Information Cart ?

Custom Field Name	Default Value	Description	Edit Values
DeptID	No Default Value		<b>Edit</b>

**Edit Values** **Close**

Business Unit **LBCMP**

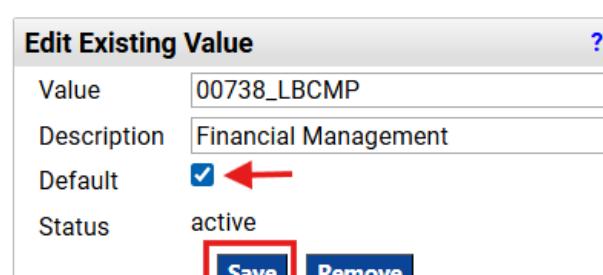
**Create New Value**

Value	Description
<b>00738_LBCMP</b>	Financial Management

**Edit Existing Value** ?

Value	00738_LBCMP
Description	Financial Management
Default	<input checked="" type="checkbox"/>
Status	active

**Save** **Remove**



9. Then click **Close**.

10. Repeat process for each Chartfield you want to add a default.

### Setting Chartfield Favorites

Code Favorites are tied to a Business Unit/Persona. Therefore, if you select Business Unit LBXMP as shown below, you must be shopping in the LBXMP Persona for this Code Favorite Chartfield to appear on the Draft Requisition.

Minna Chang

User Name 40000961994

User Profile and Preferences >

Default User Settings <

**Custom Field and Accounting Code Defaults**

Default Addresses

Cart Assignees

User Roles and Access >

Ordering and Approval Settings >

Permission Settings >

Notification Preferences >

User History >

Administrative Tasks >

Custom Field and Accounting Code Defaults

Header (int.) Codes **Code Favorites** Internal Information Cart ?

Business Units: LB - CA State University Long Beach P2P (LBXMP) ▾

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Chartfield

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
LBCMP CA State University Long Beach	GF001_LBCMP CSU Operating Fund	00732_LBCMP CMS Financial Services	no value	no value	no value	no value	no value	no value

Be careful to **Add** your Chartfield in the section on TOP for your Chartfield to appear on a Draft Requisition and NOT under Code Favorites for Check Requests & Vouchers.

### **Custom Field and Accounting Code Defaults**

Header (int.) Codes **Code Favorites** Internal Information Cart ?

Business Units: LB - Long Beach State Foundation P2P (LBX49) ▾

Use Code Favorites for quick access to accounting code combinations saved to your profile during checkout. You may create a new Code Favorite by clicking the "Add" button and entering a commonly used combination of accounting codes with or without splits. Code Favorites are accessed during checkout by editing the codes section or by selecting it as your default accounting codes in your profile.

Add

Chartfield

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
no value	no value	no value	no value	no value	no value	no value	no value	no value

Code Favorites for Check Requests & Vouchers

Add

Chartfield

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
no value	no value	no value	no value	no value	no value	no value	no value	no value

When you Click on Add, you would then add a Nickname and enter the Chartfield string.

Chartfield

Nickname   Default

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
LBCMP Select from profile values...	GF001_LBCMP Select from profile values... Select from all values...	00732_LBCMP Select from profile values... Select from all values...	no value	no value	Select from all values...			

**Save** **Cancel**

You may add additional Chartfield Code Favorites.

Repeat this process for other Business Units/Personas you shop for and would like a Chartfield Code Favorite.

### Seeing your Chartfield Code Favorites in a Draft Requisition

When you Checkout the Shopping Cart, it becomes a Draft Requisition. You will then review the Chartfield and enter or adjust to the correct Chartfield by clicking on the pencil icon.

Requisition • 4406590

Summary	Taxes/S&H	PO Preview	Comments	Attachments	History																																				
<p>^ <b>SUPPLIER DETAILS</b> Fulfillment Address 1</p> <table> <tr> <td>Contract</td> <td>no value</td> <td>Supplier Account No.</td> <td>no value</td> </tr> <tr> <td>Quote number</td> <td>no value</td> <td>PO Clauses</td> <td>no clause</td> </tr> </table>						Contract	no value	Supplier Account No.	no value	Quote number	no value	PO Clauses	no clause																												
Contract	no value	Supplier Account No.	no value																																						
Quote number	no value	PO Clauses	no clause																																						
Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price																																			
1	Thermal Printer Starter Kit	P1293-0930	1 EA	1,017.16	1 EA	1,017.16																																			
<p>^ <b>ITEM DETAILS</b></p> <table> <tr> <td>Manufacturer Name</td> <td>Eppendorf</td> <td>Contract:</td> <td>no value</td> <td>Tax Code</td> <td>LBC Long Beach Sales Tax</td> </tr> <tr> <td>Manufacturer Part Number</td> <td>P1293-0930</td> <td>Commodity Code</td> <td>170003 / General Supplies</td> <td>Taxable</td> <td>✓</td> </tr> <tr> <td>More Information URL</td> <td><a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a></td> <td>Receiving Required</td> <td>Yes Yes</td> <td>Asset</td> <td>✗</td> </tr> <tr> <td>MSDS URL</td> <td><a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a></td> <td>Contains Discount</td> <td>✗</td> <td>Asset Profile ID</td> <td>no value</td> </tr> <tr> <td>more info...</td> <td></td> <td>Prepayment</td> <td>no value</td> <td>Work Order</td> <td>no value</td> </tr> <tr> <td></td> <td></td> <td>PO Clauses</td> <td>no clause</td> <td></td> <td></td> </tr> </table>						Manufacturer Name	Eppendorf	Contract:	no value	Tax Code	LBC Long Beach Sales Tax	Manufacturer Part Number	P1293-0930	Commodity Code	170003 / General Supplies	Taxable	✓	More Information URL	<a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a>	Receiving Required	Yes Yes	Asset	✗	MSDS URL	<a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a>	Contains Discount	✗	Asset Profile ID	no value	more info...		Prepayment	no value	Work Order	no value			PO Clauses	no clause		
Manufacturer Name	Eppendorf	Contract:	no value	Tax Code	LBC Long Beach Sales Tax																																				
Manufacturer Part Number	P1293-0930	Commodity Code	170003 / General Supplies	Taxable	✓																																				
More Information URL	<a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a>	Receiving Required	Yes Yes	Asset	✗																																				
MSDS URL	<a href="https://www.eppendorf.com/us-en/...">https://www.eppendorf.com/us-en/...</a>	Contains Discount	✗	Asset Profile ID	no value																																				
more info...		Prepayment	no value	Work Order	no value																																				
		PO Clauses	no clause																																						
<p>^ <b>CHARTFIELD</b></p> <p>Values have been overridden for this line</p> <table> <tr> <td>Business Unit</td> <td>Fund</td> <td>DeptID</td> <td>Commodity CF</td> <td>Account</td> <td>Account Override</td> <td>Program</td> <td>Class</td> <td>Project</td> </tr> </table>						Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project																											
Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project																																	

Then the Chartfield box pops up:

Override Line 1: Chartfield

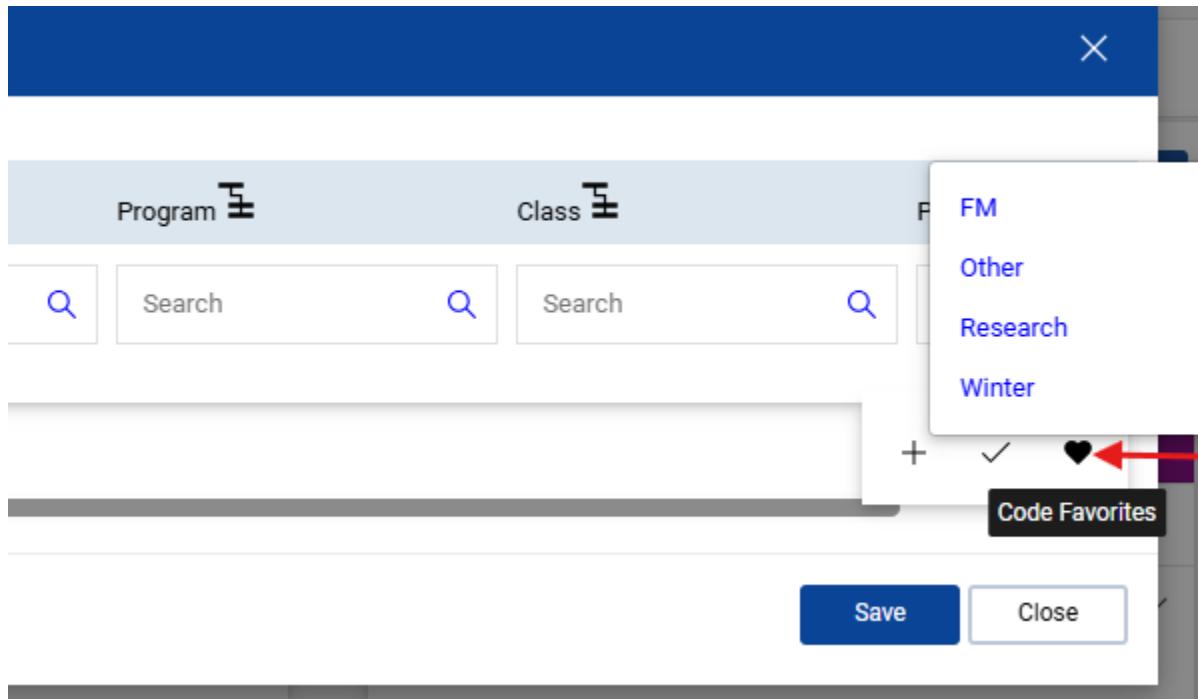
Business Unit ★	Fund ★	DeptID	Commodity CF ★	Account	Account Override	Program	Class	Project
LBCMP - CA State University Long Beach	GF001_LBCMP	00732_LBCMP	170003	660003_LBCMP	Search	Search	Search	Search

★ Required fields

**Save** **Close**

When hovering over the box you will notice the box on the lower right with the plus, check and heart.

When you click on the heart, you will see the Nickname of your Code Favorites. Selecting the Nickname and the Chartfield will populate.



## 5-SETTING UP NOTIFICATION PREFERENCES

The recommendation is to keep the current default notifications EXCEPT for the Shopper/Requester should ensure Verify Receipt and Create a Receipt Notifications are ON.

If you feel you are receiving too many notifications, please reach out to us to assist you in adjusting your notifications.

Notifications are available via email or within CSUBuy's Notifications "bell".



To adjust Notifications:

1. Click on View My Profile
2. Navigate to **Notification Preferences**
3. Select **Shopping, Carts & Requisitions**  
You may also select any of the other options shown below to set notifications.
4. Click on the blue **Edit Sections** at the right corner.
5. Click on **Override** on the field you want to update.
6. Select the type of notification you would like to receive in the dropdown
7. Click Save Changes.

**Minna Chang**

User Name 40000961994

- User Profile and Preferences
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- Administration & Integration**
- Shopping, Carts & Requisitions**
- Change Requests
- Purchase Orders
- Accounts Payable
- Receipts
- Contracts
- Sourcing Director
- Supplier Management
- Form Requests
- User History
- Administrative Tasks

**Notification Preferences:**  
**Shopping, Carts & Requisitions**

Prepared By - Cart Assigned Notice <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR line item(s) rejected <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Prepared By - PR rejected/returned <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Cart Assigned Notice <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Receive PR and PO notifications for Carts Assigned to Me <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Assigned Cart Processed Notification <small>?</small>	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email <input type="button" value="▼"/>
Assigned Cart Deleted Notification <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR submitted into Workflow <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR pending Workflow approval <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR pending Ad-Hoc Workflow approval <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow Notification available <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR Workflow complete / PO created <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
PR line item(s) rejected <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Cart/PR rejected/returned <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Email & Notification
Sourcing Event created from Requisition <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
PR created from an awarded Sourcing Event <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification
Cart created from an awarded Sourcing Event <small>?</small>	<input checked="" type="radio"/> Default	<input type="radio"/> Override	Notification

→

### Notification Preferences for Shopper/Requester to Verify Receipt & Create a Receipt

The Shopper/Requester are required to Verify Receipt or Create a Receipt for every purchase indicating that the good or service has been received. Turning on notifications for these actions is a reminder and notification for the Shopper/Requester.

For **Verify Receipt**, the Shopper/Requester must turn on the following notification to receive an email as a reminder the action is needed.

Select Notification Preferences>Accounts Payable. Then click on Edit Section.

**Minna Chang**

User Name 40000961994

- User Profile and Preferences
- Default User Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences**
- Administration & Integration**
- Shopping, Carts & Requisitions**
- Change Requests
- Purchase Orders
- Accounts Payable**

**Notification Preferences:**  
**Accounts Payable**

Voucher submitted into Workflow <small>?</small>	None
Voucher Workflow Notification available <small>?</small>	None
Voucher pending Workflow approval <small>?</small>	None
Voucher Workflow complete <small>?</small>	None
Voucher line item(s) rejected <small>?</small>	Email & Notification
Voucher rejected <small>?</small>	Email & Notification
Voucher returned <small>?</small>	None
New Message - Payment <small>?</small>	None

Select Override for Voucher Requires Receipt notice.

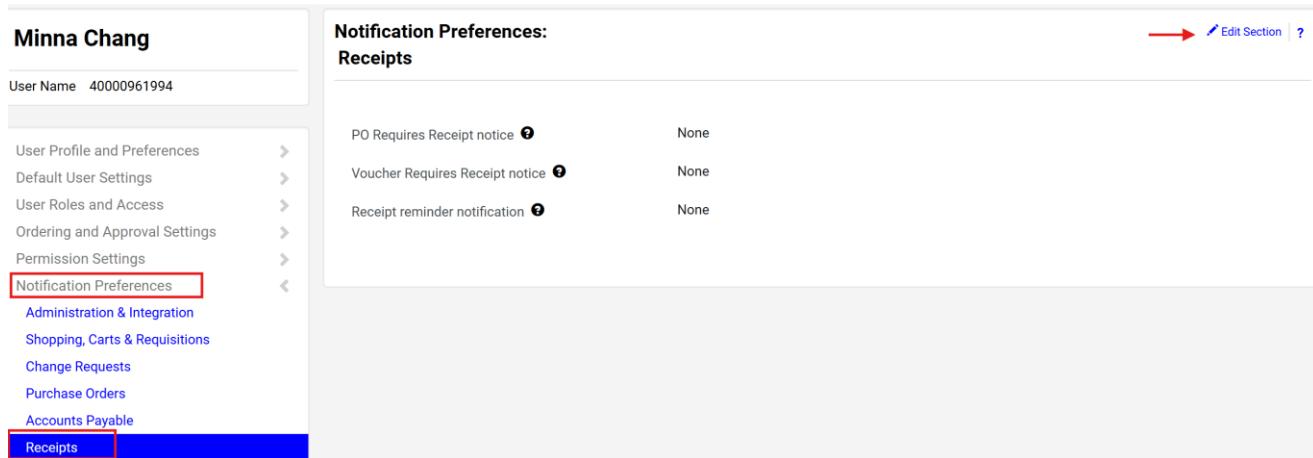
In the drop-down menu, select Email & Notification. Then click on Save Changes.

## Notification Preferences: Accounts Payable

Voucher submitted into Workflow	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Voucher Workflow Notification available	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None
Voucher pending Workflow approval	<input type="radio"/> Default	<input checked="" type="radio"/> Override	Email & Notification
Voucher Workflow complete	<input checked="" type="radio"/> Default	<input type="radio"/> Override	None

For **Create a Receipt**, the Shopper/Requester must turn on the following notification to receive an email as a reminder the action is needed.

Select Notification Preferences>Receipts. Then click on Edit Section.



Minna Chang

User Name 40000961994

User Profile and Preferences

Default User Settings

User Roles and Access

Ordering and Approval Settings

Permission Settings

Notification Preferences

Administration & Integration

Shopping, Carts & Requisitions

Change Requests

Purchase Orders

Accounts Payable

Receipts

Notification Preferences: Receipts

PO Requires Receipt notice

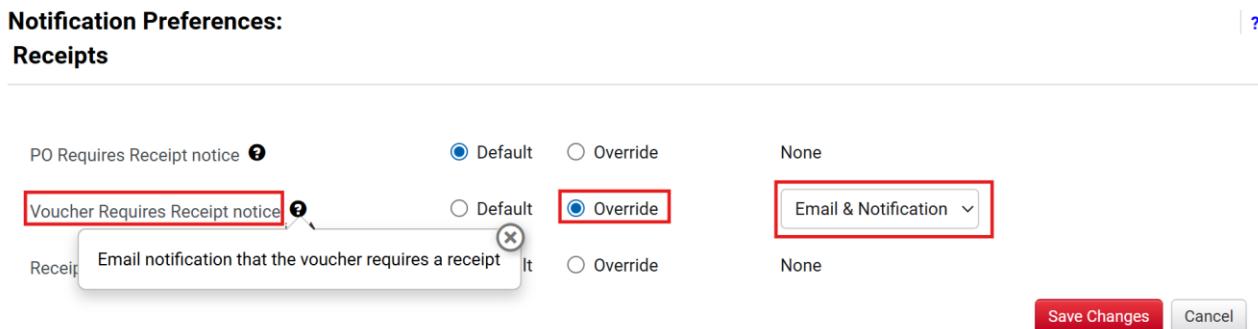
Voucher Requires Receipt notice

Receipt reminder notification

Select Override for Voucher Requires Receipt notice.

In the drop-down menu, select Email & Notification. Then click on Save Changes.

This will be a reminder in your email that when you receive the product, you must create a receipt.



Notification Preferences: Receipts

PO Requires Receipt notice

Voucher Requires Receipt notice

Receipt reminder notification

Email notification that the voucher requires a receipt

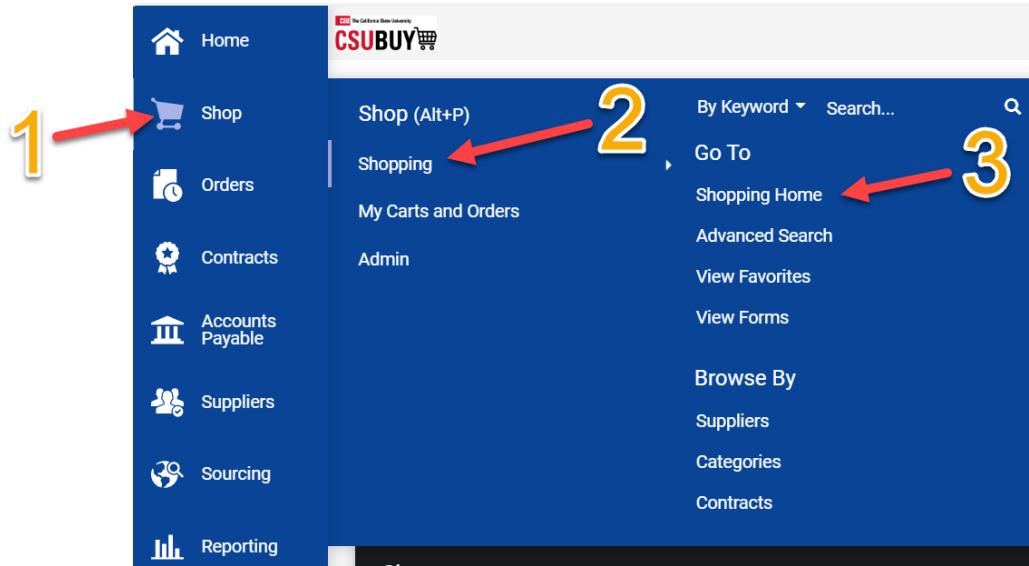
Save Changes Cancel

# CHAPTER 2: SHOPPER/REQUESTER

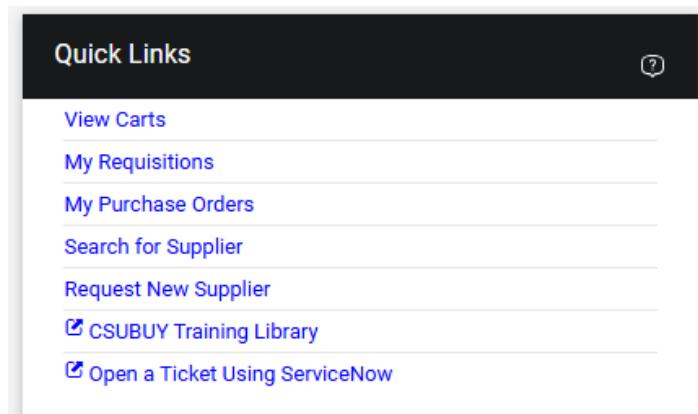
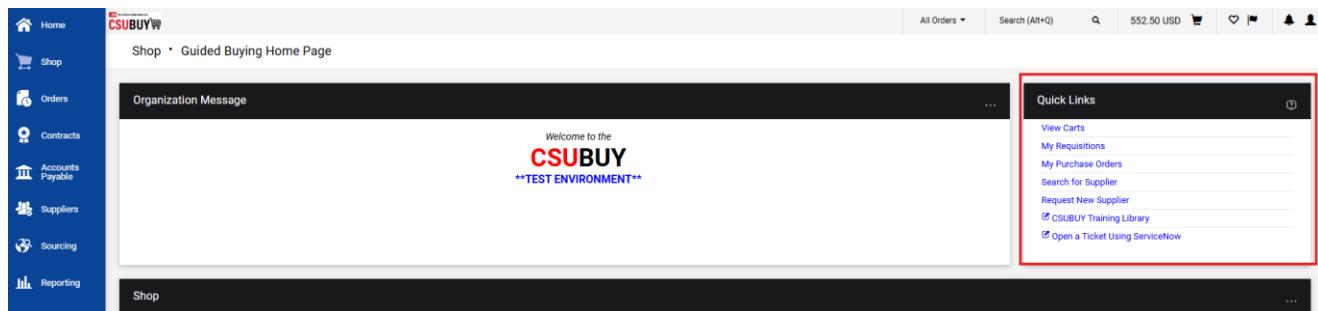
## 1-SHOPPING HOME PAGE NAVIGATION

The CSUBUY Home Page differs depending on your role. A Shopper/Requester's Home Page will be the Shopping Home Page.

If you need to navigate to the Shopping Home Page, go to Shop > Shopping > Shopping Home



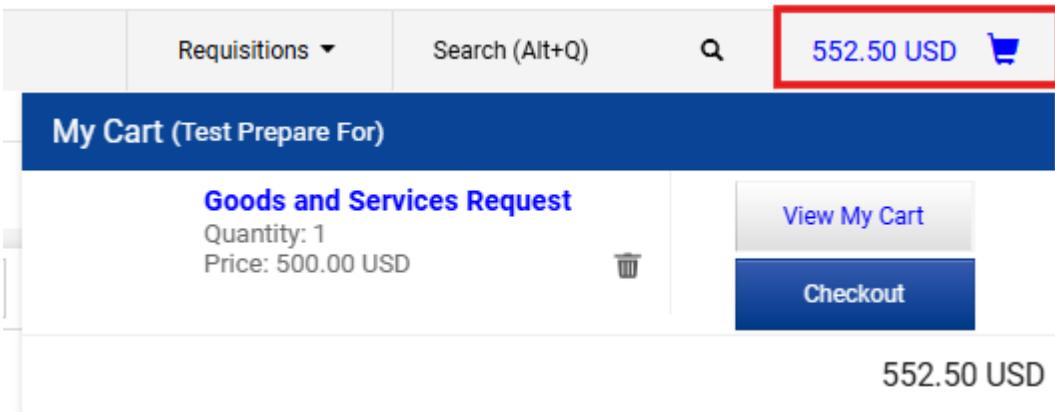
To the right, there is a Quick Links section. This provides links that could be described as "My Stuff" along with other useful links.



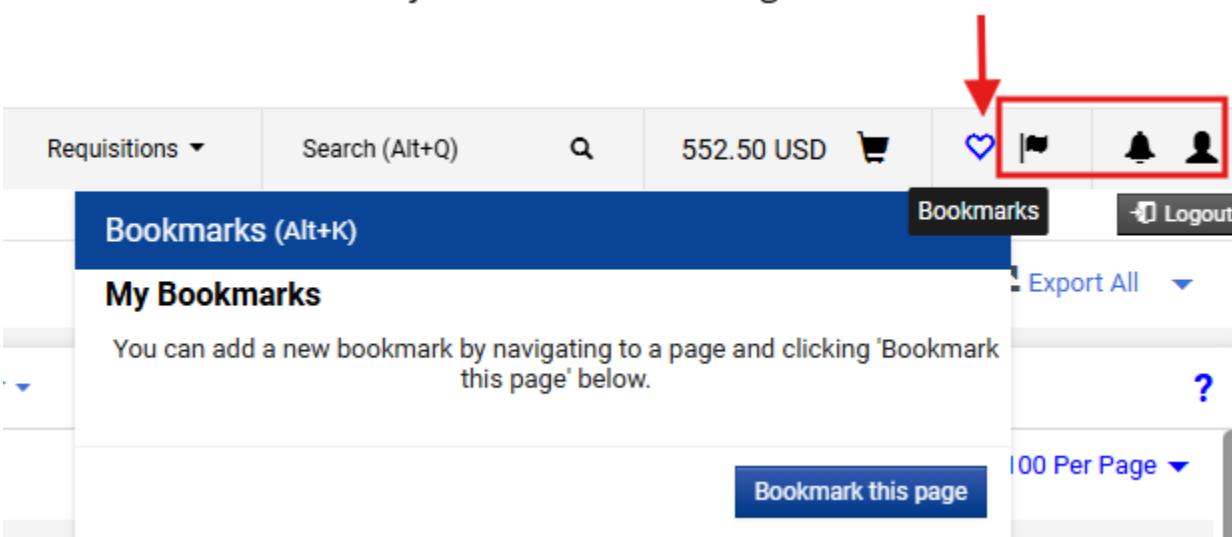
At the top right corner, you will notice the following icons and search bars. The drop down has selections similar to the flyouts. Select the type of document you are searching for and then enter a search criterion such as number, supplier, name, prepare for, etc.



**Shopping Cart** icon: where you can view your Shopping Carts.



- **Heart icon** to the right is your Bookmarked Pages.
- **Flag icon** has pending Action Items. A number will appear on the flag if there are pending items.
- **Bell icon** is the Notifications Page. A number will appear on the bell if there are unopened notifications.
- **Person icon** is your User Profile, where you can access your profile settings.



The screenshot shows the CSUBUY Shopping Home Page. A vertical navigation menu on the left is highlighted with a red box and number 1. The main content area features a large 'Organization Message' box with a red box and number 2, containing a 'Welcome to the CSUBUY' message. A 'Quick Links' box on the right is highlighted with a red box and number 4, listing links like 'View Carts', 'My Requisitions', and 'My Purchase Orders'. The top right corner shows a shopping cart icon with 5 items and a user profile icon. A red box and number 3 highlights the 'Search (Alt+Q)' bar. A red box and number 5 highlights the top right corner with the cart and user icons.

### 1. Flyout

- Full CSUBUY Navigation

### 2. Organization Message

- A dashboard widget that contains both campus specific messages and system wide updates

### 3. Quick Search

- Can be used as a quick search for documents and suppliers

### 4. Quick Links

- A navigation widget with links to frequently used areas of CSUBUY

### 5. Action Items

- Notifications And access to the user profile.

## 2-BEFORE SHOPPING: VERIFY PERSONA AND EMPTY SHOPPING CART

### Verify Persona

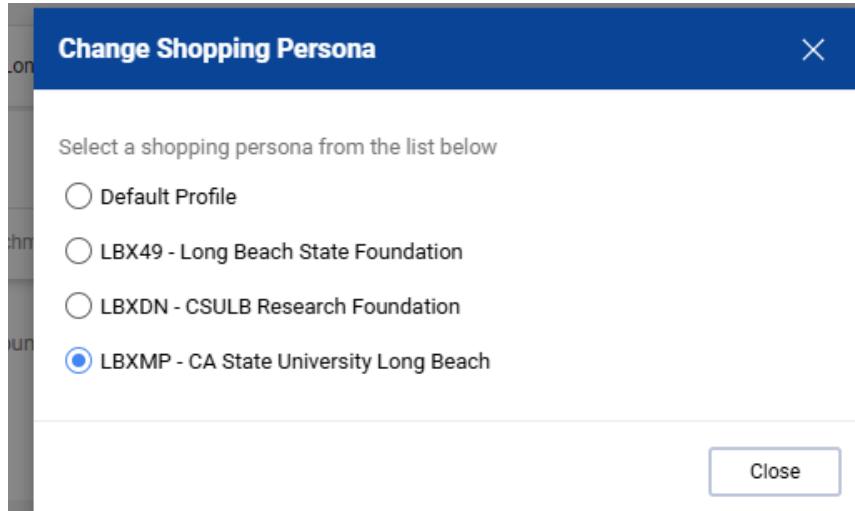
A Persona is similar to a Business Unit. Confirm that you are in the correct Persona for the entity you are shopping for.

Entity	Persona
CSULB Campus	LBXMP – CA State University Long Beach Persona
Research Foundation	LBXFD – CSULB Research Foundation
Long Beach State Foundation	LBX49 – Long Beach State Foundation

Verify that you are in the correct Business Unit in your User Profile.

The screenshot shows the JAGGAER Service User Profile for 'Minna Chang'. A red arrow points to the 'Change Shopping Persona' link, which is highlighted with a red box and contains the text '(Shopping As: LBXMP - CA State University Long Beach)'. Another red arrow points to the shopping cart icon in the top right corner, which is highlighted with a red box and shows 3 items. The top navigation bar includes a search bar, a cart icon with 1,123.96 USD, and a user profile icon with a red box and number 3.

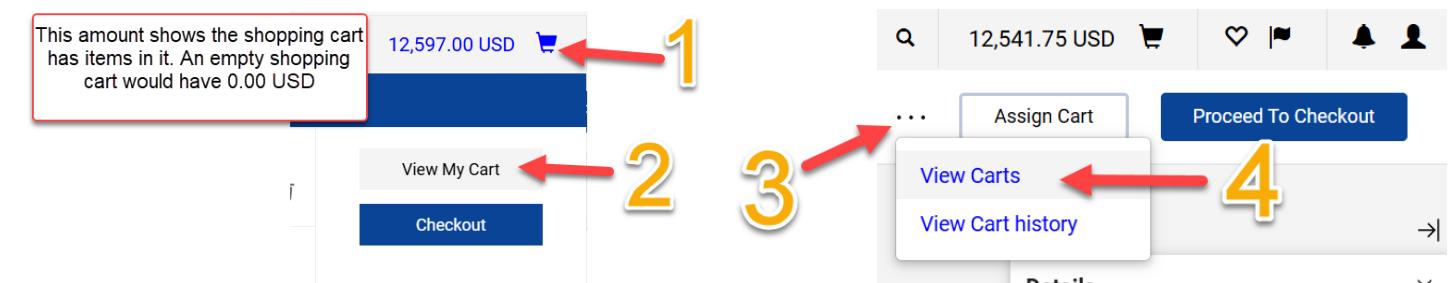
If you need to change the entity you are shopping for, click on Change Shopping Persona and select the correct Shopping Persona.



### Confirm Your Shopping Cart is EMPTY

Your cart must be empty before you begin shopping.

1. Click on the shopping cart icon in the top right corner
2. Select **View My Cart**. If the cart has items in it, you must save it as a draft to start a new shopping cart.
3. Click the 3 dots in the upper right corner
4. Select **View Carts**. Then select the Draft Carts tab
5. To the right of the page select **Create Cart**.

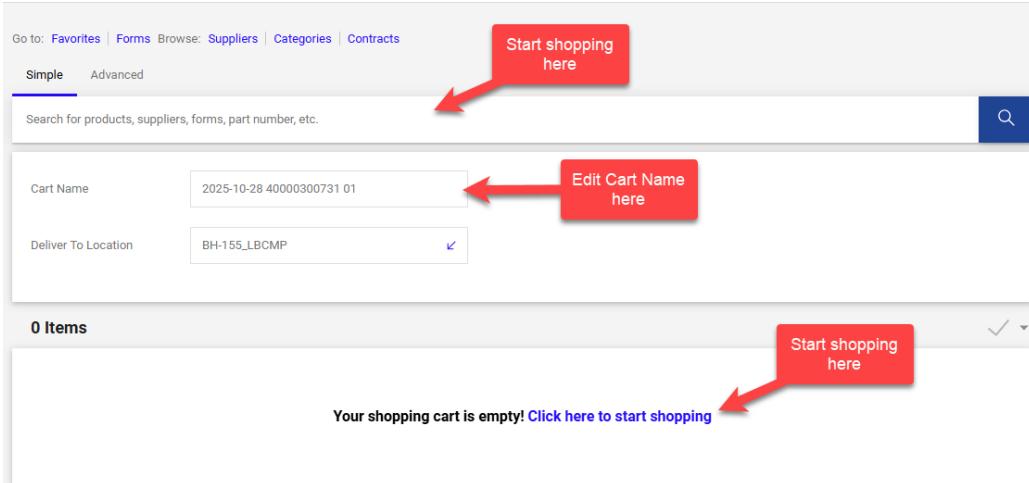


Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total	Action
Normal	4366822	2025-09-25 40000300731 02		9/25/2025	48,262.50 USD	<a href="#">View</a>
Normal	4370131	2025-10-01 40000300731 01		10/1/2025	72,000.00 USD	<a href="#">View</a>
Normal	4386889	Active	2025-10-24 40000300731 01	10/24/2025	0.00 USD	<a href="#">View</a>

Now you have an empty cart and can start shopping!

To see your drafted carts, go to Shop > My Carts and Orders > View Carts > Draft Carts.

Shopping Cart • Shopping Cart

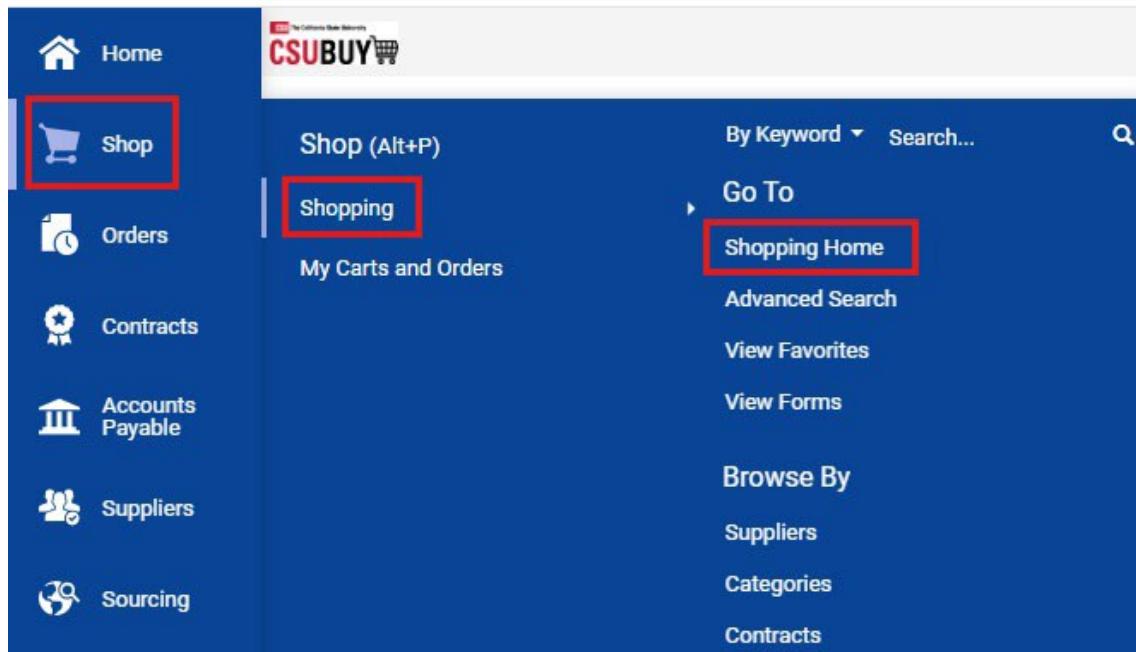


The screenshot shows the 'Shopping Cart' page with a 'Draft Carts' section. At the top, there are tabs for 'Simple' and 'Advanced'. Below the tabs is a search bar with the placeholder 'Search for products, suppliers, forms, part number, etc.' and a magnifying glass icon. A red callout box with the text 'Start shopping here' and an arrow points to the search bar. The next section contains fields for 'Cart Name' (2025-10-28 40000300731 01) and 'Deliver To Location' (BH-155\_LBCMP), with a red callout box 'Edit Cart Name here' pointing to the cart name field. Below these fields is a section titled '0 Items' with a red callout box 'Start shopping here' pointing to the text 'Your shopping cart is empty! Click here to start shopping'. At the bottom right of the page is a checkmark icon.

### 3-PRODUCT SEARCH

To begin shopping, you may start with a product search. This will provide products options and prices to compare.

Navigate to the Shopping Home Page.



The screenshot shows the 'CSUBUY' Shopping Home Page. On the left, there is a sidebar with icons for Home, Shop (highlighted with a red box), Orders, Contracts, Accounts Payable, Suppliers, and Sourcing. The main content area has a 'Shop (Alt+P)' button and a 'My Carts and Orders' section. To the right, there is a search bar with 'By Keyword' and 'Search...' and a magnifying glass icon. Below the search bar is a 'Go To' menu with 'Shopping Home' (highlighted with a red box), 'Advanced Search', 'View Favorites', 'View Forms', 'Browse By', 'Suppliers', 'Categories', and 'Contracts'. The 'Shopping Home' option in the 'Go To' menu is also highlighted with a red box.

#### Simple and Advanced Product Search

**Simple** search is useful if you have minimal specific information and would like a general search for a product. Type the product in the search bar.

Shop • Guided Buying Home Page

Requisitions ▾ Search (Alt+Q) 552.50 USD CSUBUY Training Library Open a Ticket Using ServiceN

Shop

Go to: Favorites | Browse: Suppliers | Categories | Contracts

Simple Advanced

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

**Advanced** search is useful if you have information regarding a product and would like to narrow your search by adding search criteria. The drop-down menu allows you to search by a product type such as furniture.

Shop • Shopping Home Page

All ▾ Search (Alt+Q) 0.00 USD

Shop

Simple Advanced

Advanced Search Everything

Find Results That Have:

All of These Words: HP Printer stand

Supplier:

Part Number (SKU):

Manufacturer Name:

Commodity Code:

Other Options

Exact Phrase:

Exclude Words:

Any of These Words:

Search

## Filtering Search Results

The Search Results appear as shown below.

- **Filters** – Seen on the left, allows you to narrow your search
- **Drop-down menu** – Allows you to sort the search results according to the criteria you select
- **List icon** – Allows you to select if you'd like to see the search result as tiles (shown below) or as a list.

Simple Advanced

HP Printer

**Filters**

**By Product Flag**

Recycled (5)

**By Supplier**

Staples (884)  
 GovConnection (854)  
 Fisher Scientific (6)

[Select Multiple Filters](#)

**By Category**

Printer or facsimile toner (1393)  
 Printer and photocopier and facsimile accessories (150)  
 Laser printers (39)  
 Ink cartridges (35)  
 Printer or copier paper (22)

Search Results: 1744

 [PRINTER HP PS AIO C309G](#)  
from Staples

Part Number HEW-CD055A [Order From Supplier](#)

 [HP PRINTER CLJ CP4525N](#)  
from Staples

Part Number 846844 [Order From Supplier](#)

 [HP Q75](#)  
from Staples

Part Number 633154 [Order From Supplier](#)

 Sorry, image not available.

[PRINTER HP DJ T7100 COLOR](#)  
from Staples

 [PRINTER HP DESIGNJET 130R](#)  
from Staples

 [PRINTER HP OFFICEJET 7000](#)  
from Staples

**BEST MATCH**

**Best Match**

**Part Number**

**Description**

**Size**

**Packaging UOM**

**Supplier**

[\(Price: Low to High\)](#)

[\(Price: High to Low\)](#)

**Gear icon** – Allows you to select what information you would like to see in the Product Search results.

BEST MATCH ▾

ch results

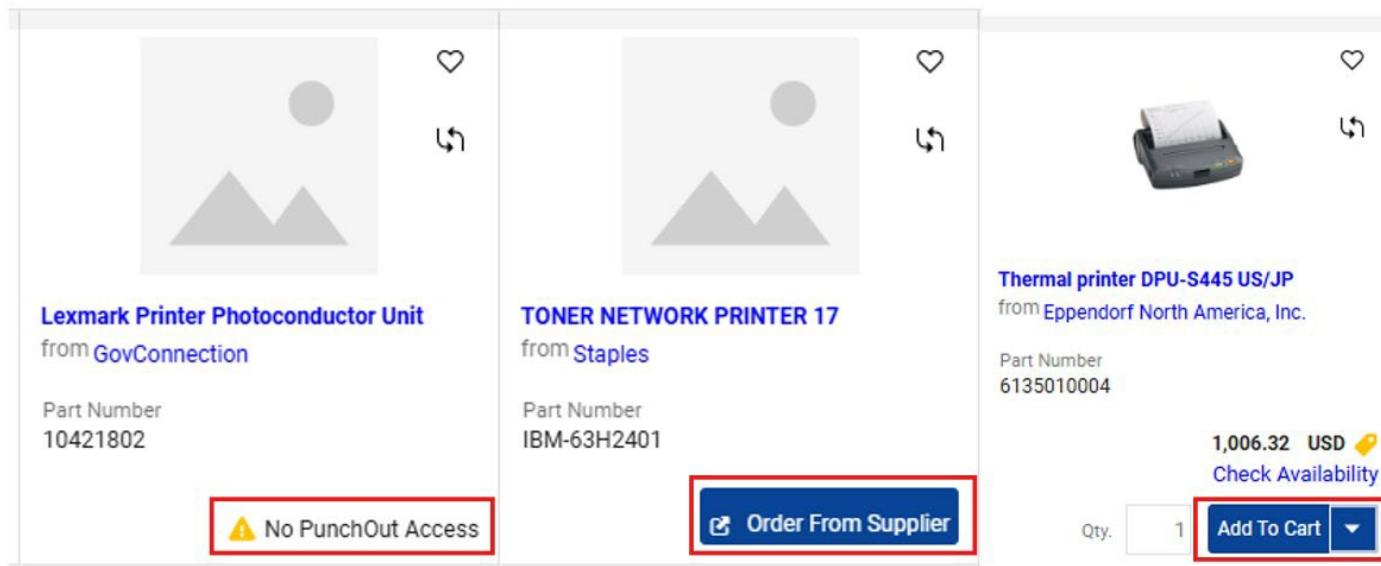
- Delivery Lead Time
- Mfg. Name
- Mfg. Part No.
- Part No.
- Product Flags
- Supplier
- Supplier Classes
- System Packaging
- Volume Pricing

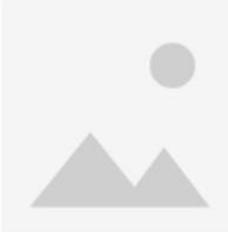
Supplier

Apply Cancel

## Search Results & Ways to Add to Shopping Cart

The search results will provide three different ways the product is added to the Shopping Cart depending on the Supplier.



 <b>Lexmark Printer Photoconductor Unit</b> from <a href="#">GovConnection</a> Part Number 10421802  <span style="border: 2px solid red; padding: 2px;">⚠ No PunchOut Access</span>	 <b>TONER NETWORK PRINTER 17</b> from <a href="#">Staples</a> Part Number IBM-63H2401  <span style="border: 2px solid red; padding: 2px;">Order From Supplier</span>	 <b>Thermal printer DPU-S445 US/JP</b> from <a href="#">Eppendorf North America, Inc.</a> Part Number 6135010004  1,006.32 USD  <a href="#">Check Availability</a> Qty. <input type="text" value="1"/> <span style="border: 2px solid red; padding: 2px;">Add To Cart</span>
--	---	--

**No Punchout Access** – You need to go to the supplier website and search for the product to obtain the price. You would then need to use a **Form** to input the product information for purchase. Forms are covered in Section 5-Adding Items to a Shopping Cart: Forms

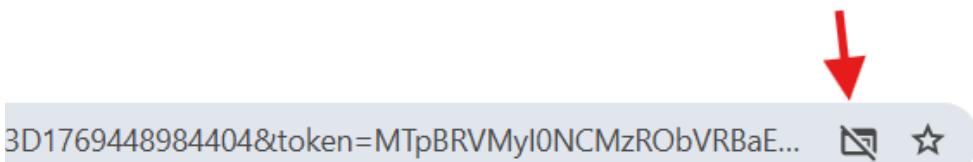
**Order from Supplier** – When clicking on the box, you will be punched out to the Supplier website. You would then search for the product and add it to the Supplier cart. Once you check out, you will then be punched into the CSUBUY with the item in your Shopping Cart. This type of Supplier is known as a Punchout Supplier. Punchout Suppliers also have a Punchout Catalog in CSUBUY. Punchout Catalog is covered in Section 4-Adding Items to a Shopping Cart: Punchout Catalog

**Add to Cart** – When clicking on the box, the item will be added to your Shopping Cart.

## 4-ADDING ITEMS TO A SHOPPING CART: USING PUNCHOUT CATALOGS

There are catalogs from different suppliers (PunchOut suppliers) such as Staples and Amazon, which you access by clicking on their tile found in the Shopping Home Page. When clicking on their tile, you will be “punched out” to their site and are then able to search for the product and add to the Shopping Cart.

**Important Note:** For the **Amazon** PunchOut Catalog, you must remove Pop-Up Blockers as seen below.



Click on the Pop-Up Blocker and then select Allow.

To shop using a PunchOut Catalog, go to the (1) Shopping Home Page and go to the (2) Showcase section to select from the PunchOut Catalog.

The screenshot shows the CSUBUY Shopping Home Page. A red circle labeled '1' is positioned over the 'Office/Classroom' dashboard in the 'Dashboards' section. A red circle labeled '2' is positioned over the 'Showcases' section, which displays various guided buying options like 'Office/Classroom - Guided Buying' and 'STAPLES Goods and Services Request'.

After selecting a supplier, you will be redirected or punched out to the supplier's website.

You will notice at the top of the site, you are in a CSUBUY PunchOut. You could click on Cancel PunchOut if you do not want to add any items to your cart and this will take you back to CSUBUY.

The screenshot shows the Staples Business website. A red box highlights the 'CSUBUY PunchOut' text at the top. A red box also highlights the 'Cancel PunchOut' button. The page includes a search bar, a 'Staples Business' logo, and navigation links for 'Lists' and 'Chat'.

Here, you can search for the items and then click **Add to Cart**.

The screenshot shows a product page for 'Paper Mate InkJoy 300 RT Retractable Ballpoint Pen, Medium Point, Black Ink, 24/Pack (1945925)'. The page includes a product image, a brief description, a rating of 4.77 stars, 39 reviews, and 1 question. It shows a price of \$6.72, a 'Market price' of \$6.44-\$9.99, and a 'Contract price' of 33% off. The page also indicates a delivery date of Mon, Dec 22, and offers 'Free Returns' online and in-store. A 'Quantity' dropdown is set to 1, and a red 'Add to cart' button is visible.

You will then have an opportunity to add more items or Review and Checkout. Make sure your order is correct as you will not be able to make adjustments to the order once you Submit Order.

At Checkout you would review and then submit the order.

## Review & Checkout

Order Summary

Items (2)	\$103.83
<b>Total</b>	<b>\$103.83</b>

✓ You're saving \$76.70 on this order!

Delivery to: Long Beach, CA 90808

**Submit Order**

You will then be punched back to CSUBUY with the item in your Shopping Cart. If you realize you need to adjust the order, you may delete the line item in your Shopping Cart and then go back to the Supplier Punch Out and select the correct item and add it to your Shopping Cart. (See Section 7-Shopping Cart Fields & Shopping Cart Management for instructions on deleting a line item.)

Note that each Supplier's site will be slightly different but the processes of submitting an order and being punched back to CSUBUY is the same.

## 5-ADDING ITEMS TO A SHOPPING CART: USING FORMS

When you are unable to locate the Product from the PunchOut/Catalog Supplier, you would need to use a Form. Depending on the item you are purchasing, you would use one of the following Forms:

### Goods and Services Request

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

### Facilities and Construction Request

- Utilize this form to initiate Facilities or Public Works Project

### Hospitality Request

- Award or Service Recognition
- Farewell Event

- Venue
- Catering
- Morale Function
- Entertainment Services
- Participation Incentive
- Farewell Award
- Promotional Items
- Other

### Independent Contractor Request

Utilize this form to initiate a request for services provided by an individual who is self-employed, guest speaker or guest lecturer.

### IT Hardware Request

Utilize this form to initiate a request for IT Hardware and Accessories.

### IT Software Request

Utilize this form to initiate a request for IT Software or Cloud Services.

### Finding the Form

1. Go to the Shopping (1) Home Page and in the (2) Showcase section, select the Category of your product. Then go to the Form as shown.

The screenshot shows the CSUBUY Guided Buying Home Page. On the left, a sidebar menu includes Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, and Reporting. The main content area has a 'Shop' section with a search bar and a grid of categories: Office/Classroom, IT/Electronics, Laboratory/Scientific/Medical, Miscellaneous, General, Hospitality, and Facilities. To the right, a 'Dashboards' section shows 'Hospitality' as the active tab, with 'IT/Electronics' and 'Laboratory/Scientific/Medical' as other tabs. Below this is a 'Showcases' section with a box containing the text 'Hospitality - Guided Buying' and a link labeled 'Hospitality Request (non-travel)'. A yellow callout box with the text 'Select the hyperlink to shop with using the form' points to this link. The number '1' is placed above the grid of categories, and the number '2' is placed next to the 'Hospitality Request (non-travel)' link.

2. To quickly find a list of all the Forms available, use the flyouts and select View Forms.

The screenshot shows the CSUBUY Shopping Home Page. The sidebar menu has a 'Shop' icon highlighted with a yellow box and the number '1'. A flyout menu for 'Shop' is open, showing 'Shop (Alt+P)' at the top, followed by '2' (highlighted with a yellow box), 'My Carts and Orders', 'Admin', and 'View Forms' at the bottom, which is also highlighted with a yellow box and the number '3'. The main content area includes a search bar, a currency selector showing '266.95 USD', and a 'Go To' section with links to 'Shopping Home', 'Advanced Search', 'View Favorites', and 'View Forms'.

You will then see the Forms available. Either click on the blue hyperlink or click on Submit Request.

Expand All | Collapse All

**Personal**  
You have no personal favorites.

**Shared**

- Buyer Forms
- CSU Forms** 4
- Direct Pay Forms
- Supplier Management
- Testing

**CSU Forms**

1-9 of 9 Results | Actions for Selected Favorites | 20 Per Page | Select All

Facilities and Construction Request	0.00 USD	Submit Request	Copy
Template Title: Facilities and Construction Request			
Purpose: Procurement Request			
<a href="#">View</a>			
Goods and Services Request	0.00 USD	Submit Request	Copy
Template Title: Goods and Services Request			
Purpose: Procurement Request			
<a href="#">View</a>			
Hospitality Request (non-travel)	0.00 USD	Submit Request	Copy
Template Title: Hospitality Request (non-travel)			
Purpose: Procurement Request			
<a href="#">View</a>			

## Completing the Form

The Form will open, and you will see instructions on how to complete the Form as shown below.

**Hospitality Request (non-travel)**

Form Number 1201566 | Purpose Procurement Request | Status Incomplete

**Instructions**

- Suppliers ▲
- Form Fields ▲
- General Information ▲
- Cost Details ▲
- Review and Submit ▲

This area outlines the required information

Utilize this form to initiate a request for Hospitality (non-travel). Examples are:

- Award or Service Recognition
- Farewell Event
- Venue
- Catering
- Morale Function
- Entertainment Services
- Participation Incentive
- Farewell Award
- Promotional Items
- Other

This form should not be used if the request:

- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for Goods and Services (non-IT). See Goods & Services Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or guest lecturer. See the Independent Contractor Request Form.
- Is a payment for a Direct Payment invoice.
  - 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 does not exist, submit a Supplier Request form before completing this.

Fill out each section and select 'Next' to complete the form Next >

Follow through the workflow, entering all necessary information. As you follow the prompt, you will have the opportunity to enter the Supplier, Item and additional information about the product you would like to purchase.

**Hospitality Request (non-travel)**

Form Number 1201566 | Purpose Procurement Request | Status Incomplete

**Review and Submit**

✓ Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

When each section has been completed, it will display green check marks. You are ready to submit as a requisition!

If this is a recurring purchase, you can add to your Favorites for faster checkout Add to Favorites

Add and go to Cart

## Add Lines to the Shopping Cart Order a Form

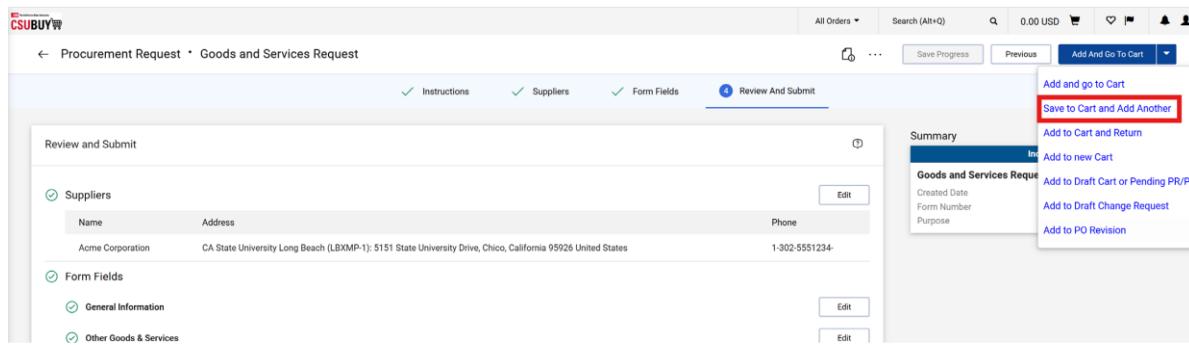
Important note: All lines must include a separate Form, but they must be the SAME Form. In other words, you cannot have a Goods and Services Form and an IT Hardware Form in the same Shopping Cart. No mixing forms in the Shopping Cart.

There are three ways to add a line to the Shopping Cart when using Forms.

### When Your First Form/Item is not yet Added to the Shopping Cart and You Want to Use the Same Filled Out Form for Another Item:

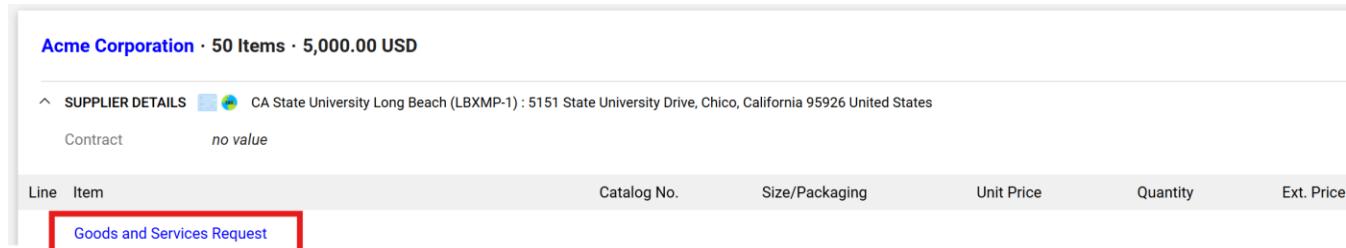
When you are still in the Form select **Save to Cart and Add Another**

This will take you through the form you are currently utilizing, allowing you to change fields such as items, price, quantity, commodity codes, etc.

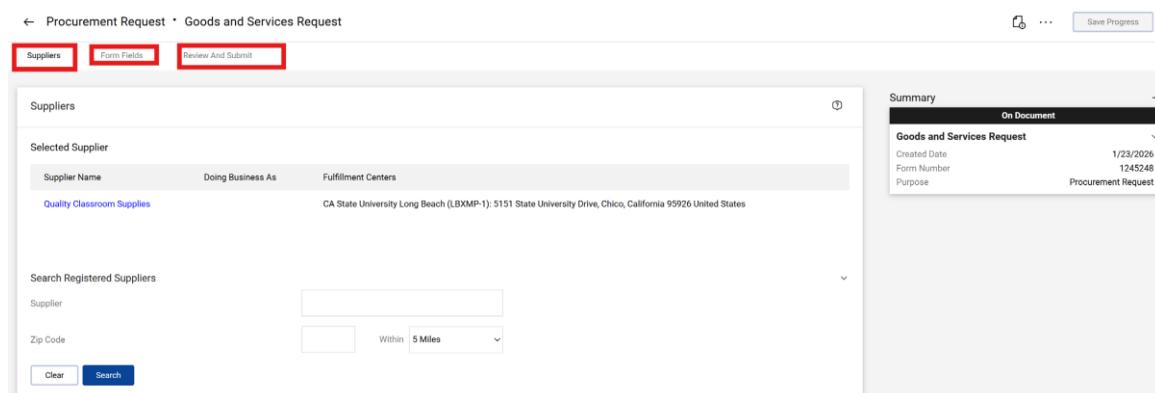


### When your First Form/Item is Already in the Shopping Cart and You want to Use the Same Filled Out Form for Adding Another Item:

Click on the Form under Item in your Cart.



Make updates as needed by clicking on each of the tab below.

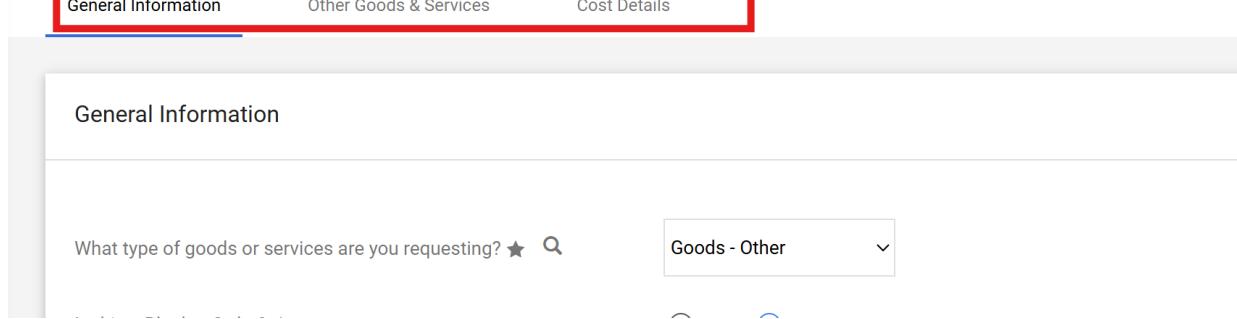


Make sure you review each tab under Form Fields and edit as needed:

← Procurement Request • Goods and Services Request

Suppliers Form Fields Review And Submit

General Information Other Goods & Services Cost Details



General Information

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

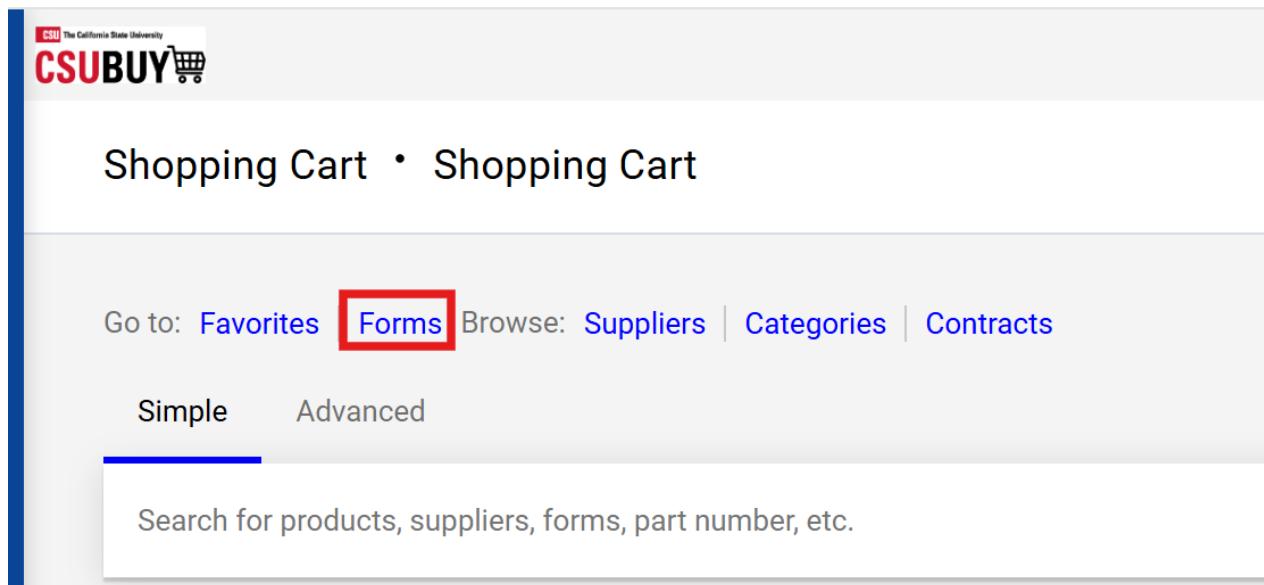
As a final step, click on **Review and Submit** and then **Add And Go to Cart**.



All Orders

#### When your First Form/Item is Already in the Shopping Cart and You want to Start with a BLANK Form

From the Shopping Cart, select Forms and make sure you select the same exact Form as the one already in your Shopping Cart. For example, if you have an IT Hardware Form, you must select the IT Hardware Form. If you need to use a different Form, please start with a new empty Shopping Cart.



Go to: [Favorites](#) [Forms](#)  [Simple](#) [Advanced](#)

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

Then proceed to complete it and Add to your Cart.

## Note on Blanket PO

When completing a Form in the General Information section, you will need to indicate if the purchase is related to a Blanket PO. Blanket PO is a Purchase Order for goods or services with multiple payments not based on quantities being delivered.

- By indicating YES, the entire PO remains open until the total dollar amount has been fully voucherized.
- Each line on an Amount-Only/Blanket PO should have a quantity of ONE using the Unit of Measure (UOM) each or lot. The entire PO must be by quantity or by amount, it cannot contain a mix of both line types.

### 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

## Multi-Year PO

This should never be selected for our campus.

Once the Form is complete, a line is created in the Shopping Cart with the Form. You may add additional Forms in the same Shopping Cart.

## 6-ADDITIONAL FORMS

There are additional Forms available that are not used to purchase a product:

- Payment for Unauthorized Purchase
- Request to Close PO
- Supplier Extension or Re-Invite

### Payment for Unauthorized Purchase

A purchase that does not require a PO. Example include:

- Academic Recruitment Commission/Fee
- Attorney Fee
- Freight / Postage / Shipping
- Legal Settlement
- Local & Federal Government Payment
- Medical Service Payment

- Memberships
- Official/Referee Payment
- Permit / License (non-IT)
- Royalty Payment
- Subscription/Publication (non-IT)
- Utilities

When opening the form, follow the prompts and submit the form.

### Request to Close PO

A PO may need to be manually closed if the order is complete, but the system still shows an open status due.

When opening the Form, complete the fields click Next and on the next screen click Submit.

### Supplier Extension or Re-Invite

A supplier extension or re-invitation may be necessary when a supplier needs to be added to a different business unit or when reactivating a supplier who is currently inactive in the system.

When opening the form, select the correct option and answer the questions on the Form.  
Then click **Next** and on the next screen click **Submit**.

## 7-SHOPPING CART FIELDS & SHOPPING CART MANAGEMENT

This section will provide guidance on the following:

- Description of fields in a Shopping Cart
- Creating a new Shopping Cart
- View Draft Shopping Carts
- Deleting a Shopping Cart
- Copy a Shopping Cart
- Other Actions in a Shopping Cart (including removing an item)

### Shopping Cart Fields

The first section includes **Cart Name** where you may edit the Shopping Cart name.

You may also adjust the **Deliver To Location** which is typically the building and room number you would like your product delivered. You may search for available places using the magnifying glass icon.

Cart Name	2025-12-12 40000961994 01
Deliver To Location	AS-112_LBCMP 

The next sections provide Supplier Details and the Line Items for the Products in your Shopping Cart.

In the Shopping Cart, you may:

1. Confirm the **Commodity Code** and adjust, if needed. The Commodity Code is automatically entered based on the Supplier. The Supplier is assigned a Commodity Code. However, the Commodity Code may need to be adjusted. Please see Chapter 6-Section 1 for a list of Commodity Codes and Section 12 for more information on Commodity Codes.
2. Do not adjust **Receiving Required**. This is automatically checked based on commodity code and will trigger the requirement to Create a Receipt for when you receive the product or service.
3. Indicate if the product is an **Asset** that should be capitalized (must be at least \$5,000). This will also trigger the requirement to Create a Receipt when you receive the product.

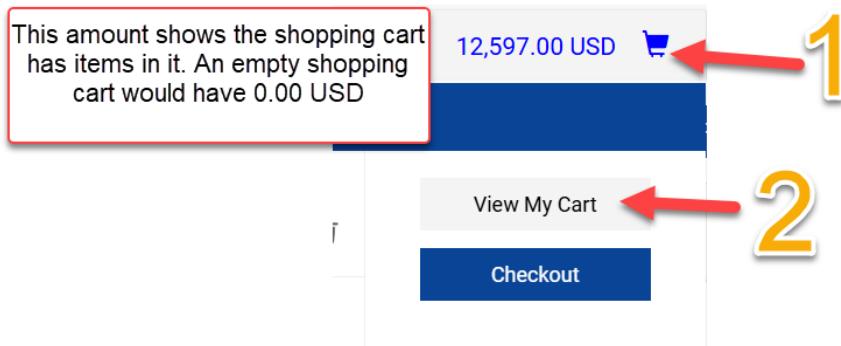
1	Test <a href="#">Procurement Request: Goods and Services Request</a>	EA	500.00	Qty: 3 EA	1,500.00
<b>ITEM DETAILS</b>					
Performance Start Date	Commodity Code	170003 	General Supplies	Taxable	
Performance End Date	Receiving Required	<input type="checkbox"/>		Asset	<input type="checkbox"/>
more info...					

## Creating a New Shopping Cart

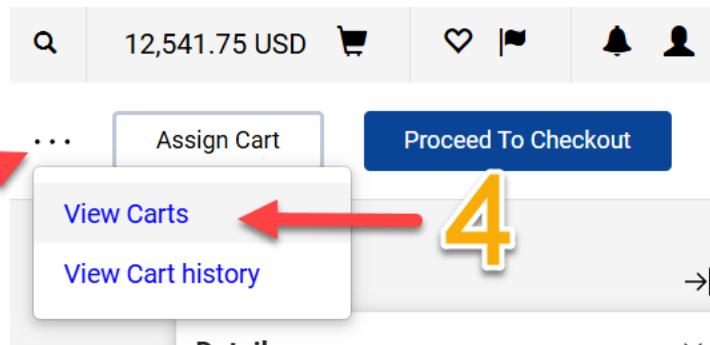
You may save your current Shopping Cart with items in it as a draft and create a new Shopping Cart by following these instructions:

Click on the shopping cart icon in the top right corner and select **View My Cart**.

This takes you inside your shopping cart.

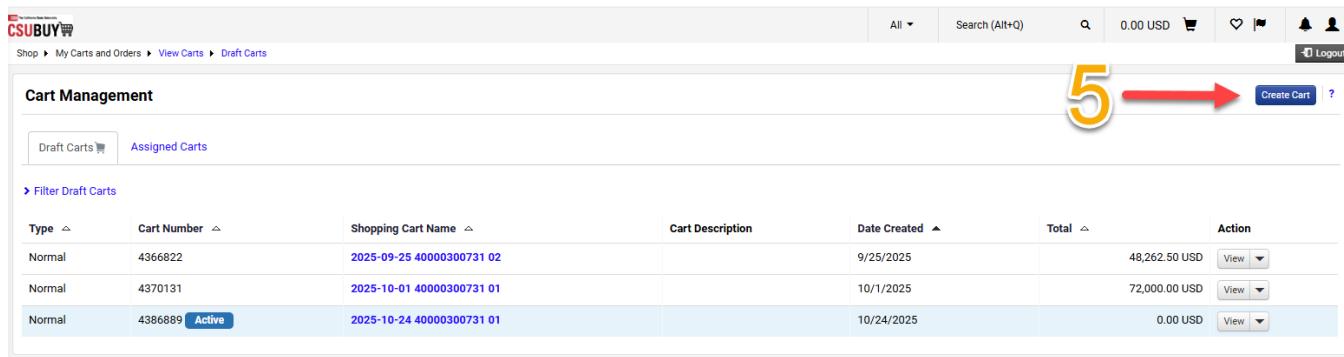


Click the 3 dots in the upper right corner and select **View Carts**



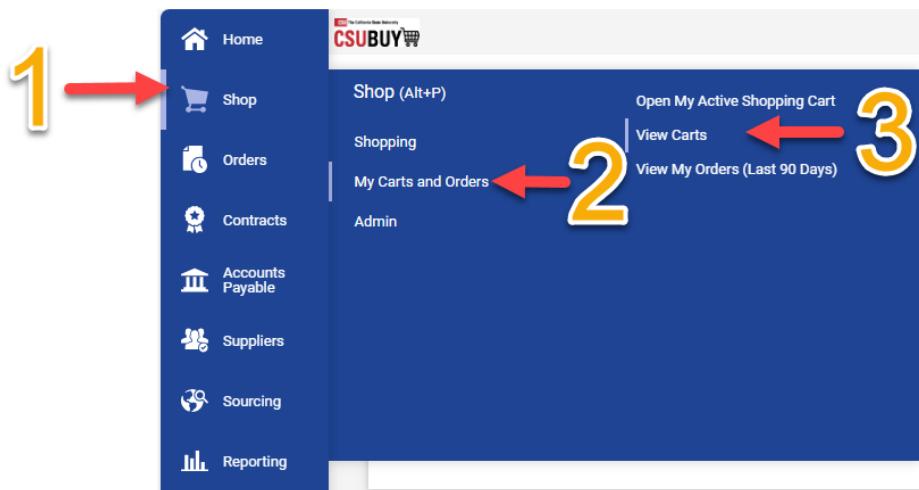
This takes you to the Cart Management screen with all the Draft Carts. The Cart Number is actually your DRAFT Requisition number.

Click on **Create Cart**



## Viewing Draft Carts

To see your draft carts, go to Shop > My Carts and Orders > View Carts > Draft Carts.

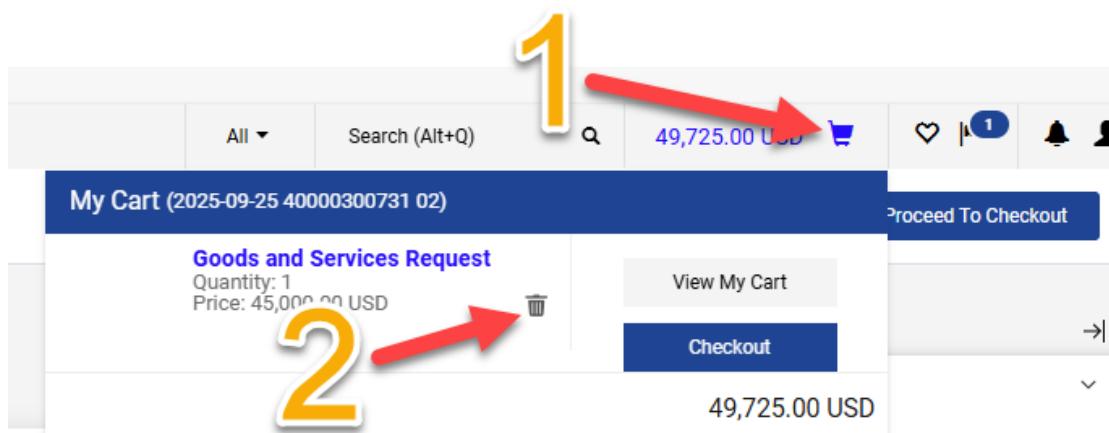


The screenshot shows the 'Cart Management' page. The 'Draft Carts' tab is selected and highlighted with a yellow box. The table below lists three draft carts:

Type	Cart Number	Shopping Cart Name
Normal	4366822	2025-09-25 40000300731 02
Normal	4370131	2025-10-01 40000300731 01
Normal	4386889	Active

## Delete a Shopping Cart

The Active Cart Number indicates the Shopping Cart you are currently in. To delete a Shopping cart you are currently in, select the cart icon, then the trash icon to delete. Note, this action deletes the item; therefore, if you have more than one item, you must delete them all.



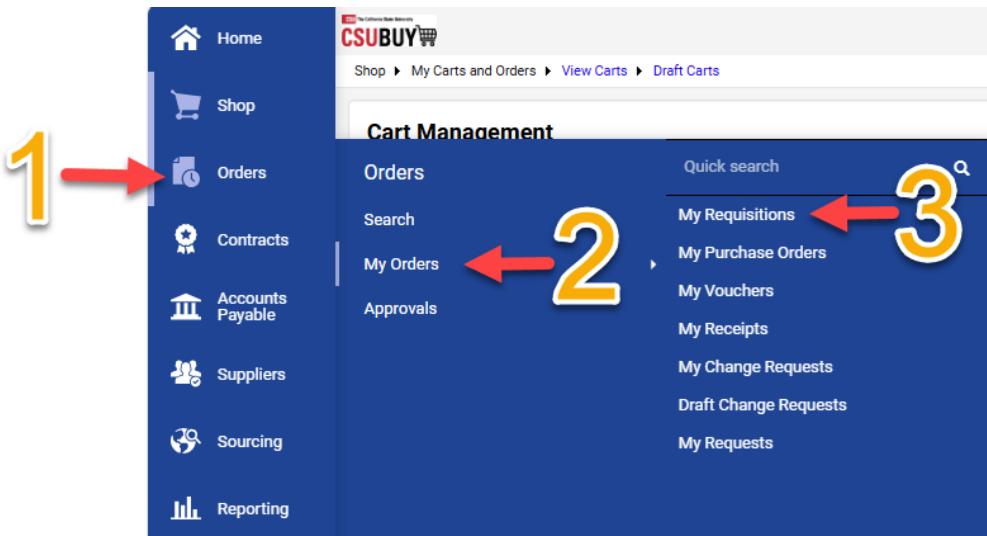
Alternatively, from your Cart Management page, in the Draft Carts tab, select the dropdown from the Action column and select **Delete**.

Cart Management					
Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total
Normal	4366822	Active	2025-09-25 40000300731 02	9/25/2025	48,262.50 USD
Normal	4370131		2025-10-01 40000300731 01	10/1/2025	72,000.00 USD
Normal	4386889		2025-10-24 40000300731 01	10/24/2025	0.00 USD

### Copy to a Shopping Cart

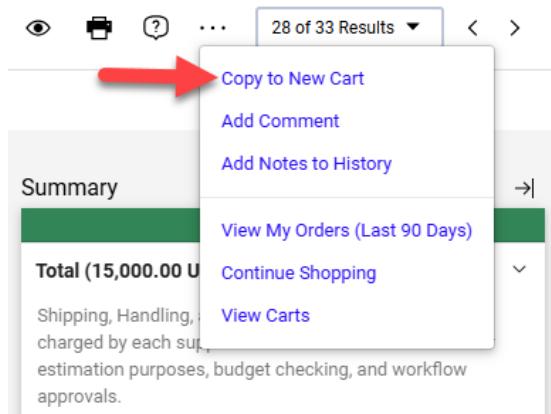
(For Forms ONLY; not for PunchOut Orders)

You may copy a previous order to a new Shopping Cart. This is helpful if you have items that you purchase frequently. You could save a draft of the Shopping Cart for future purchases and/or repurchase the previous order. Go to **My Requisitions** as shown below.



Select the requisition number with the items you would like to repurchase.

In the upper right corner of the requisition, select **Copy to New Cart**. This will create a new cart with the same items you have previously purchased.



## Actions in a Shopping Cart

You have the ability to perform the following actions in the Shopping Cart.

- Add to Favorites
- Remove Selected Items
- Remove All Items
- Move to Another Cart >
- Change Supplier
- Add to Draft Cart or Pending PR/PO >
- Add to Draft Change Request
- Change Commodity Code
- Requires Sourcing
- Remove Requires Sourcing

By clicking on the arrow, the actions become available. You may select one, more than one or all items in the Shopping Cart in which the action will apply. The selected items are indicated by the green check mark. In this example only one item in the Shopping Cart was selected.

Shopping Cart • Shopping Cart

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

Cart Name: 2025-12-12 40000961994 01

Deliver To Location: AS-112\_LBCMP

**6 Items**

**Acme Corporation** • 6 Items • 3,000.00 USD

**SUPPLIER DETAILS** CA State University Long Beach (LBXMP-1): 5151 State University Drive, Chico, California 95926 United States

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Test Procurement Request: Goods and Services Request		EA	500.00	Qty: 3 EA	1,500.00

**Actions for 1 selected item**

- Remove Selected Items
- Remove All Items
- Move to Another Cart >
- Change Supplier
- Add to Draft Cart or Pending PR/PO >
- Add to Draft Change Request
- Change Commodity Code
- Requires Sourcing
- Remove Requires Sourcing

## 8-PROCEED TO CHECKOUT & DRAFT REQUISITION OVERVIEW

Once your Shopping Cart is complete, you will click on **Proceed to Checkout**.

CSUBUY

All Orders ▾

Search (Alt+Q)

49.51 USD

2

2

Shopping Cart • Shopping Cart

Guide Me

Proceed To Checkout

This action will create a DRAFT Requisition with a number. Please keep in mind, at this stage this is a DRAFT Requisition. It is not considered a Requisition until it is submitted to workflow by the Requester.

You may also click on the cart icon and go back to the Shopping Cart stage. The following is the Summary tab.

### Reviewing the Summary of the DRAFT Requisition

There are important elements in the Summary of the DRAFT Requisition to be reviewed. Updates may be made by clicking on the pencil icon, which indicates a field that can be edited.

The screenshot shows the 'Summary' tab of a requisition. It is divided into several sections, each with a red numbered callout:

- 1 General Information:** Contains 'Transaction Details' for a 'Cart Name' (Demo Order) and a 'Business Unit' (Cal State Univ, Chico P2P (CHXCO)).
- 2 Address Information:** Shows 'Ship To' and 'Deliver To' addresses, both pointing to '100A\_CHICO' (Arts and Humanities 100A).
- 3 PO Information:** Includes fields for 'Accounting Date' (no value), 'PO Type' (no value), 'Amount-Only / Blanket PO' (X), and 'Multi-Year PO' (X).
- 4 Other Participant Information:** Lists 'Prepared by' (Rocky Requester), 'Prepared for' (Rocky Requester), 'Buyer' (no value), and 'Ad-Hoc Approver' (Select).
- 5 Internal Notes and Attachments:** Shows 'Internal Note' (no value) and 'Internal Attachments' (Add). **External Notes and Attachments:** Shows 'Note to all Suppliers' (no value) and 'Attachments for all suppliers' (Add).

#### 1. Cart Name / Business Unit

#### 2. Ship To / Deliver To / Bill To

#### 3. PO Information

##### Amount-Only/Blanket PO

- Purchase Order for goods or services with multiple payments not based on quantities being delivered. By indicating YES, the entire PO remains open until the total dollar amount has been fully vouchered.
- Each line on an Amount-Only/Blanket PO should have a quantity of ONE using the Unit of Measure (UOM) each or lot. The entire PO must be by quantity or by amount, it cannot contain a mix of both line types.

##### Multi-Year PO

This should never be selected for our campus.

#### 4. Other Participant Information

Prepare By: The user that submitted the cart into workflow which is the Requester.

Prepare For: The user that created the cart, which is either the Shopper or Requester. They are also the PO Owner, Voucher Owner and the user responsible for Verify Receipt or Create a Receipt when the product or service is received.

#### 5. Notes and Attachments

You may add a note to the Draft Requisition as well as attach a file or link. Notes and Attachments are useful to let others know additional information regarding the order.

Internal: These are only visible to all users that are internal, within the CSU

External: These are visible to both external and internal users. External users would be suppliers.

### Supplier Details and Item Details

The next section includes information on the Supplier and the Item purchased.

Amazon.com · 1 Item · 8.89 USD

SUPPLIER DETAILS CA State University Long Beach (LBXMP-4) : 6400 Valley View Street, Buena Park, California 90620 United States

Contract	no value	Supplier Account No.	no value
Quote number	no value	PO Clauses	no clause

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Avery Hi-Liter Desk-Style Highlighters, Smear Safe Ink, Chisel Tip, 12 Fluorescent Yellow Highlighters (24000)	B0013L7ECW	EA	8.89	Qty: 1 EA	8.89

ITEM DETAILS

Manufacturer Name	Avery	Contract:	no value	Tax Code	LBC Long Beach Sales Tax
Manufacturer Part Number	24000	Commodity Code	170003 / General Supplies	Taxable	✓
Supplier Part Auxiliary ID	asid-cdJHWI4ddv06YUF	Receiving Required	no value	Asset	✗
more info...		Contains Discount	✗	Asset Profile ID	no value
		Prepayment	no value	Work Order	no value
		PO Clauses	no clause		

CHARTFIELD

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
LBXMP CA State University Long Beach	no value	no value	660003_LBXMP General and Current	no value	no value	no value	no value

#### 1. Supplier Detail

#### 2. Item Detail

Performance Start/End Date (if available): Please include these dates if you are receiving a service

Commodity Code: Ensure the correct commodity code is entered. The commodity code will then create a default account entry. See Section 12 regarding Commodity Codes and Chapter 6, Section 1-List of Commodity Codes to Account Codes

Receiving Required: Leave this as blank. Receiving Required will be triggered based on the Commodity Code for the item being purchased.

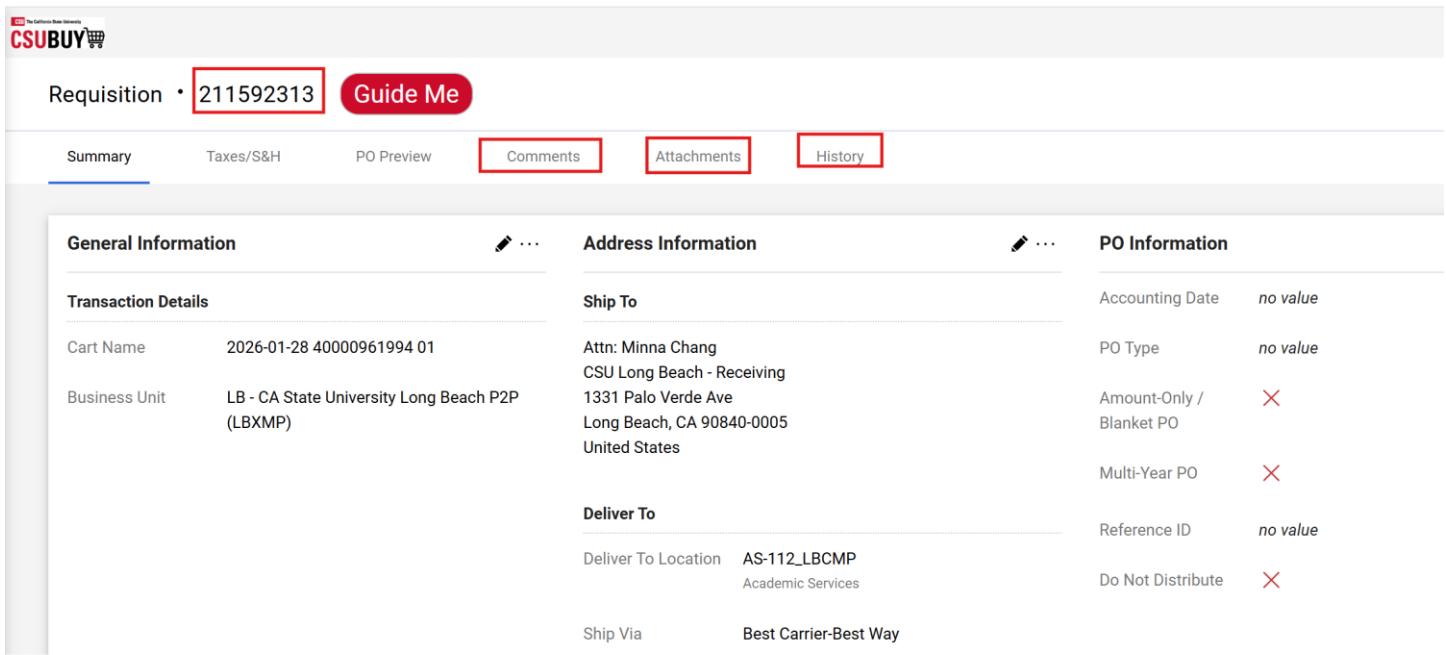
Asset: Please mark YES if you know the item is an asset that will be capitalized, typically assets over \$5,000.

#### 3. Chartfield

For each item, a Chartfield entry is required.

*See Section 9-Draft Requisition: Chartfields*

## Comment, Attachments, and History



Requisition • 211592313 [Guide Me](#)

Summary Taxes/S&H PO Preview [Comments](#) [Attachments](#) [History](#)

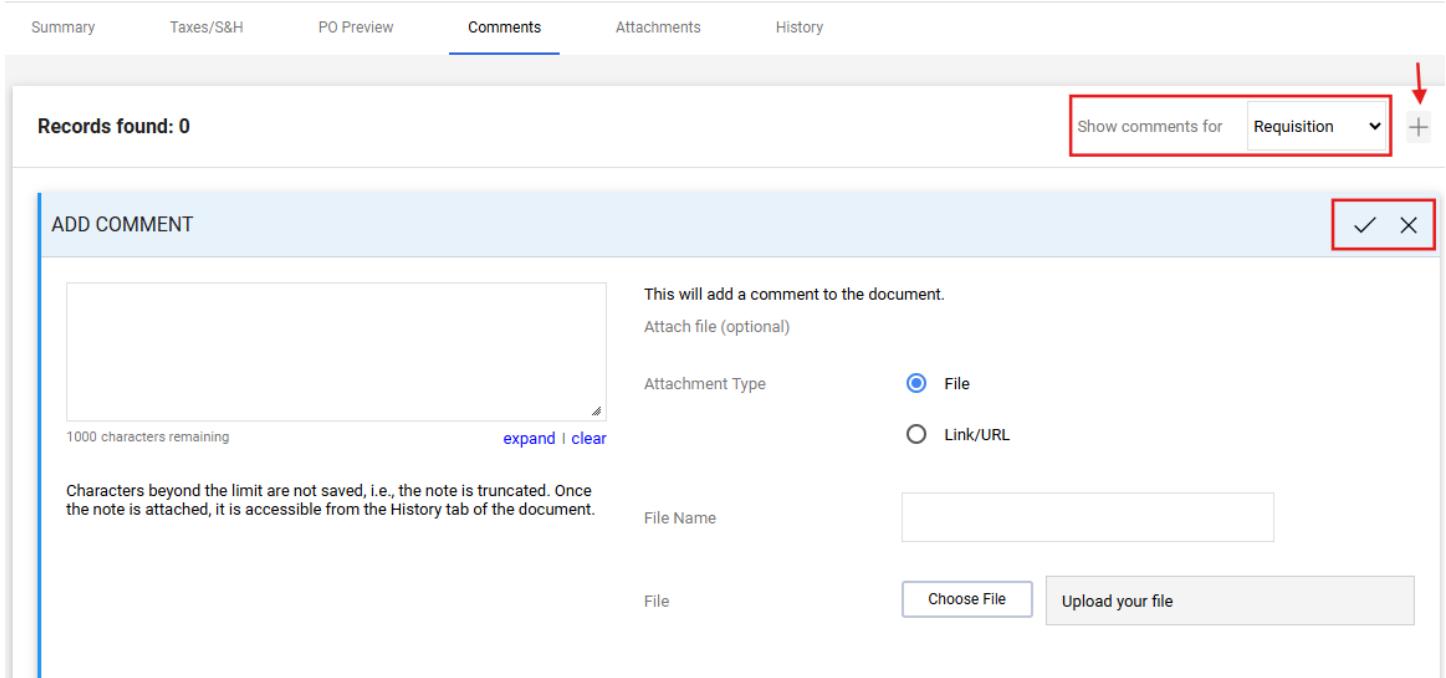
General Information		Address Information		PO Information	
Transaction Details		Ship To		Accounting Date <i>no value</i>	
Cart Name	2026-01-28 40000961994 01	Attn: Minna Chang	CSU Long Beach - Receiving	PO Type <i>no value</i>	
Business Unit	LB - CA State University Long Beach P2P (LBXMP)	1331 Palo Verde Ave	Long Beach, CA 90840-0005	Amount-Only / Blanket PO	
		United States		Multi-Year PO	
Deliver To		Deliver To Location AS-112_LBCMP Academic Services		Reference ID <i>no value</i>	
Ship Via		Best Carrier-Best Way		Do Not Distribute	

### Comment Tab

Allows you to enter Comments as well as Attachments that may be helpful to the Reviewer or Approver. You may select from the drop-down menu if you would like your comment and attachment to appear on the Requisition, Purchase Order, Voucher, Receipt or ALL of these documents for this order.

When the box below appears, type your comment. **Once you click on the check mark, you cannot edit or delete it.** Click the **X** if you decide you do not want to add a comment. You may also add an attachment or link.

Requisition • 4433102



Summary Taxes/S&H PO Preview [Comments](#) [Attachments](#) [History](#)

Records found: 0 Show comments for **Requisition**

**ADD COMMENT**

This will add a comment to the document.  
Attach file (optional)

Attachment Type  File  Link/URL

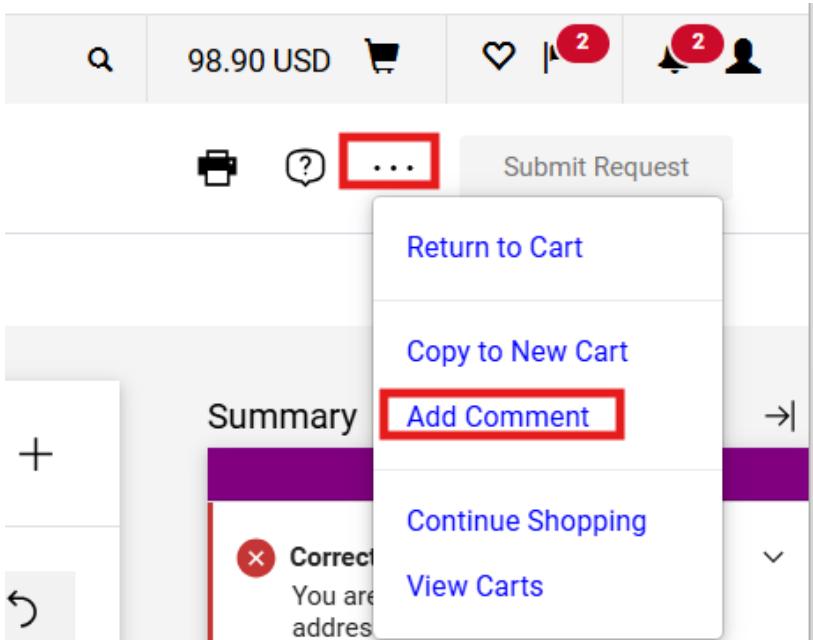
File Name

File  Choose File

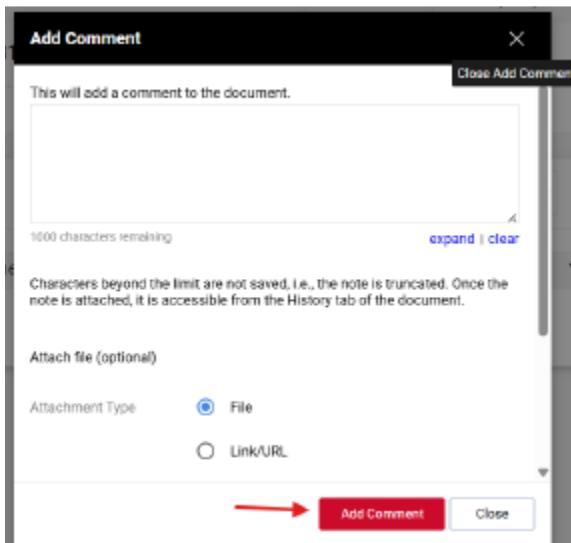
1000 characters remaining [expand](#) [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

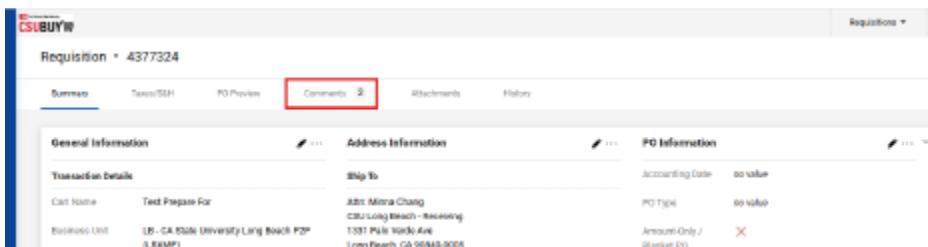
You may also add a comment by clicking on the three dots and selecting Add Comment



The pop-up will appear where you may type your comment. You also have the option to add an attachment.



When a comment is added, it is indicated as shown below:



A user can reply to a comment by clicking on the arrow as shown below:

## Attachments Tab

You may add an internal or external attachment here. Internal attachment are only viewed by CSU users and external attachments can be viewed by those outside the CSU such as Suppliers.

## History Tab

This allows you to see all the changes made to the document, who made the change and the day/time of the change. This is extremely helpful for troubleshooting any issues.

Line No	Date/Time	User	Action	Field Name	From	To	Note
	12/22/2025 10:58:18 AM	Minna Chang	Comment Added				Test
Line 1	12/22/2025 10:34:09 AM	Minna Chang	Requisition modified	Commodity CF	115001	157002	The Custom Field Value is changed/populated based on the commodity code: 157002
Line 1	12/22/2025 10:34:09 AM	Minna Chang	Requisition modified	Account	660940_LBCMP	605002_LBCMP	The Custom Field Value is changed/populated based on the commodity code: 157002
Line 1	12/22/2025 10:34:09 AM	Minna Chang	Requisition modified	Commodity Code	115001	157002	

## 9-DRAFT REQUISITION: CHARTFIELDS

Chartfields for each item must be entered ensuring the purchase is recorded in the ledger appropriately.

### Enter Chartfields

The values in the chartfield will be automatically populated if you set up your Code Defaults. (See Chapter1 Profile Set Up, Section 4 Setting Account Code Defaults) The Account is populated automatically based on the Commodity Code.

The chartfield can also be edited by clicking on the pencil icon.

CHARTFIELD					
Values have been overridden for this line					
Business Unit	Fund	DeptID	Commodity CF	Account	Account Override
LBCMP CA State University Long Beach	SS007_LBCMP Financial Management	00738_LBCMP Financial Management	105003 Vehicles	619001_LBCMP Other Equipment	no value no val

You may edit the Business Unit, Fund, and Department ID. The Commodity Code and Account is automatically populated. You may override the Account by entering the updated Account in the Account Override field. (Please note, an Account Override entry will trigger an Accounting Review to be added to the workflow.) You may also add a Program, Class, and Project ID in the fields.

## Split Chartfields

If the item should be charged to separate funds or departments, select the plus sign in the bottom right corner of the Chartfield Override line and insert the information.

After adding a new line, enter the chartfields in the field. Scroll to the last column and select the dropdown and select how the split should be made. Confirm the split amounts for payment and **Save**.

## Copying Chartfields to Lines

Chartfields can be copied from the header to individual lines.

^ CHARTFIELD

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
SLCMP Cal Poly, San Luis Obispo	60022_SLCMP M E Project Based Learning Lab	100300_SLCMP CAFES-Agribusiness	660003_SLCMP Supplies and Services	no value	no value	no value	no value

Values have been overridden for this line   

**Copy To Other Lines: Chartfield**

1 Select code values to be copied and the line(s) they will be copied to.

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
SLCMP Cal Poly, San Luis Obispo	60022_SLCMP M E Project Based Learning Lab	100300_SLCMP CAFES-Agribusiness	660003_SLCMP Supplies and Services	no value	no value	no value	no value

2 Amazon.com

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2. Pilot G2 Retractable Gel Pens, Fine Point, 0.7 mm, Black Barrel, Black Ink, Pack Of 36 Pens	B000CPFPK4	EA	39.47	1 EA	39.47

3  

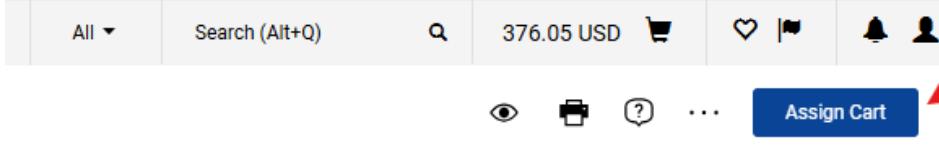
## 10-ASSIGN CART & SUBMIT REQUEST

Once the DRAFT Requisition has been completed, the next step:

- For a **Shopper**, they would **Assign Cart** to the Requester, who would then review and **Submit Request**
- For a **Requester**, they would directly **Submit Request**

Submit Request kicks off the Requisition (no longer a draft) to workflow with the Requisition going to the DOA/Fiscal Approver for review and approval.

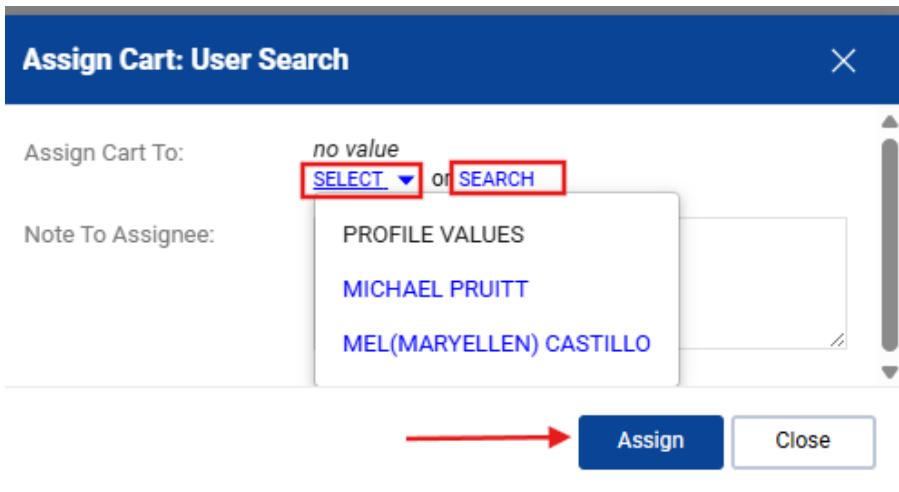
**Assign Cart** if you are a Shopper.



Summary →  
Draft

You will then be able to select a Requester. If you set up a list of Requesters in your default setting, the individual will appear when clicking on **SELECT**. Or you could click on **SEARCH** to find a Requester. You may also write a **Note To Assignee** in the field if there is any information you would like to communicate to the Requester.

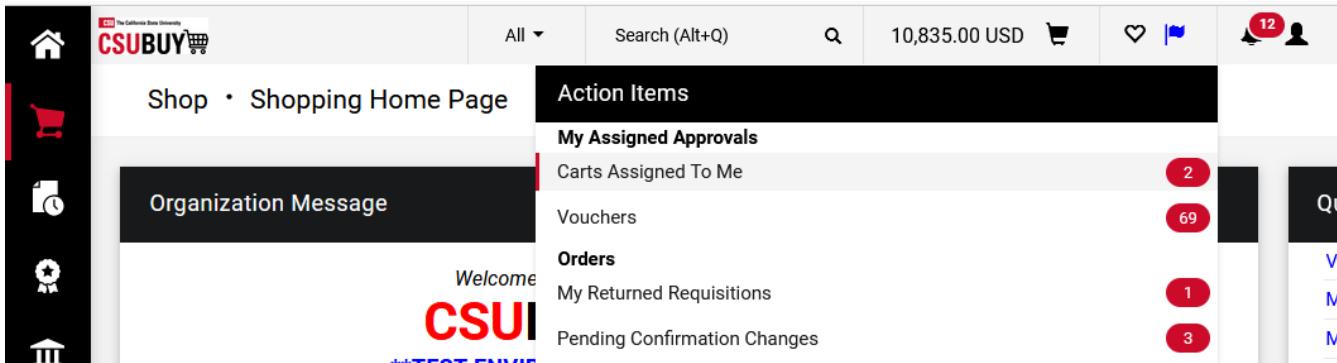
Then click on **Assign**.



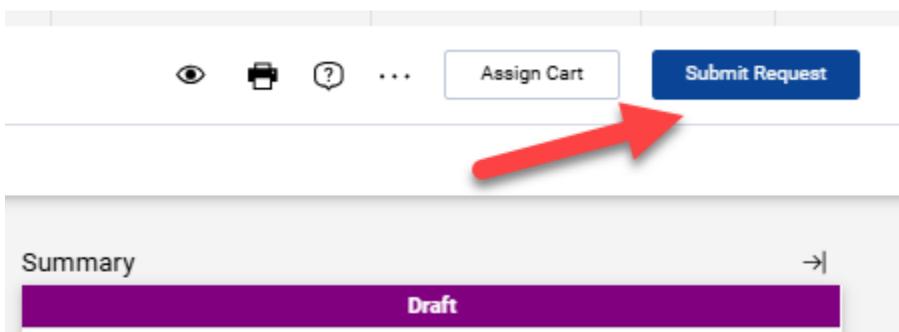
#### Receiving Cart from a Shopper & Submit Request

The Requester would receive a notification by email or within CSUBUY notification bell icon indicating there is a DRAFT Requisition to review.

In CSUBUY, the Requester can go to the flag icon and click on **Cart Assigned to Me**



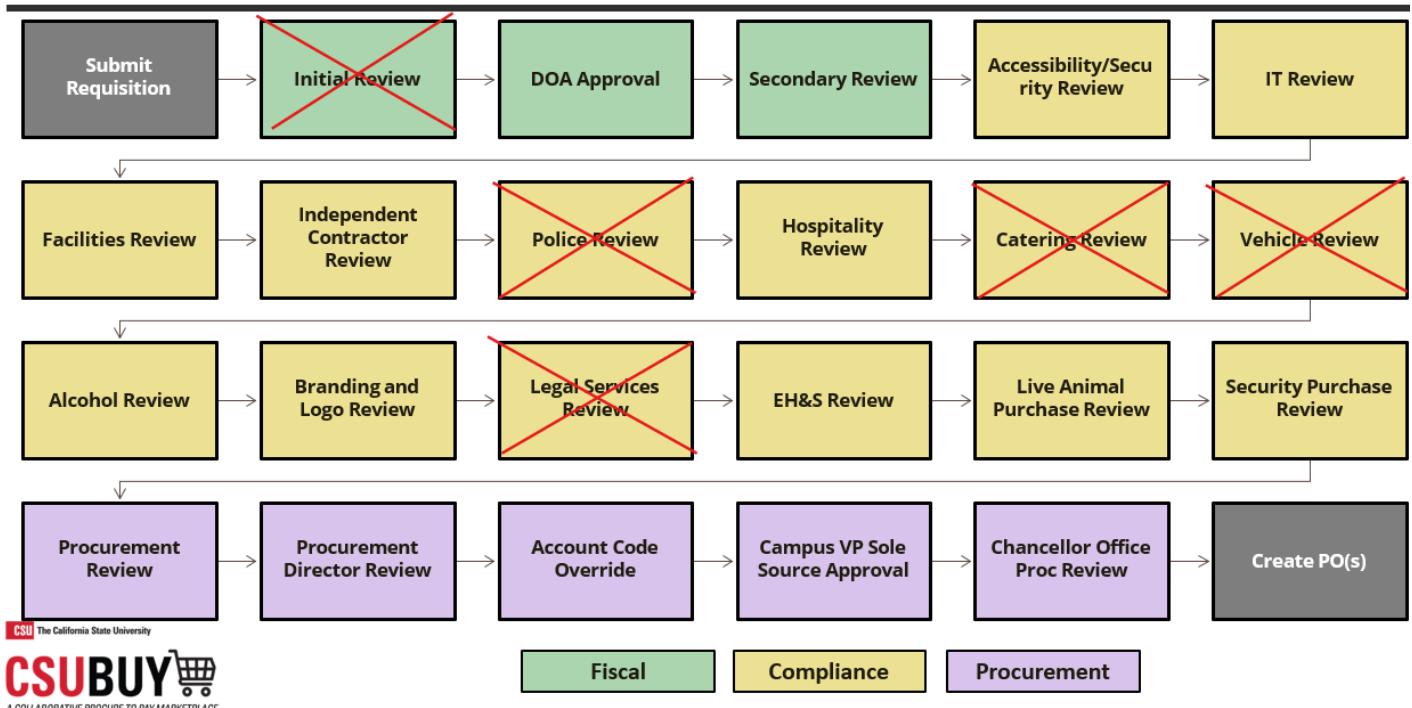
The Requester would then review the DRAFT Requisition. The Requester has the ability to edit any field with the pencil icon. The Requester would then **Submit Request**.



## 11-REQUISITION WORKFLOW

This is an overview of all the possible reviews available in CSUBUY once the Requisition is in Workflow. Not all purchases will require each review. It depends on the product purchased. Note: CSULB does not have all Review.

## CSUBUY P2P: Requisition Workflow Steps are Grouped

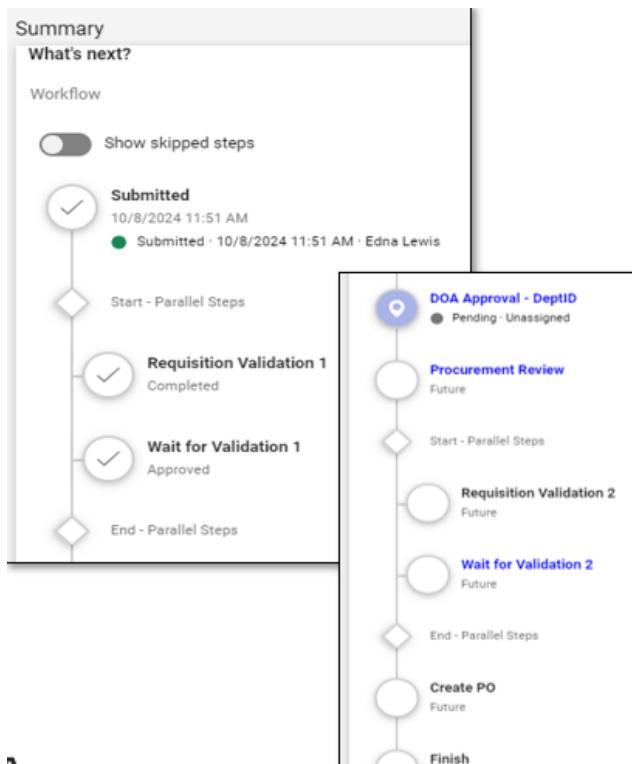


Fiscal

Compliance

Procurement

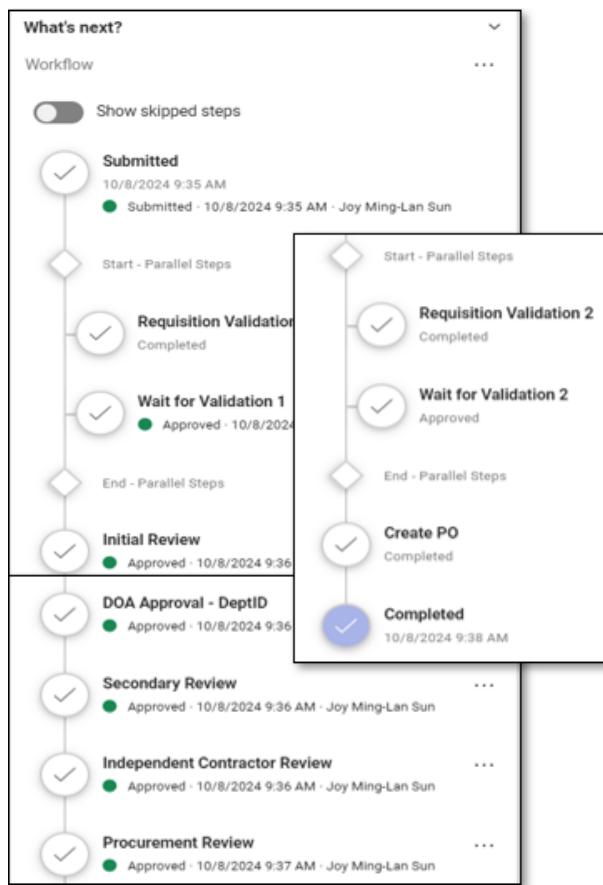
## Workflow in CSUBUY: Pending at DOA Approval



## Workflow in CSUBUY: Completed

The following show the Requisition through PO Created.

At this point, the PO is distributed to the Supplier.



## Bypass Procurement Review

The following are circumstances when a Procurement Review is bypassed due to low dollar and low risk.

Low Risk Commodity Codes are ONLY: 145009, 145010, 145011, 145012, 170001, 170002, 170003, 170004

Low Dollar/Low Risk Criteria	Concept Examples
<p>All three criteria must be met to bypass Procurement Review:</p> <ul style="list-style-type: none"><li>• Requisitions &lt;\$5,000</li><li>• Punchout or catalog items</li><li>• Low Risk Commodities<ul style="list-style-type: none"><li>• Lab/Scientific Supplies</li><li>• Medical Supplies</li><li>• Office Supplies</li><li>• Photography Supplies</li><li>• Custodial Supplies</li><li>• Facilities Supplies</li><li>• Housing Supplies</li><li>• Industrial Supplies</li></ul></li></ul>	<p><b>Low Dollar/Low Risk Examples</b></p> <ul style="list-style-type: none"><li>• Staples punchout order for paper with total of \$2,800</li><li>• Fisher punchout order for beakers with total of \$4,999</li></ul> <p><b>non-Low Dollar/Low Risk Examples</b></p> <ul style="list-style-type: none"><li>• Staples punchout order paper with total of \$5,002</li><li>• Staples punchout order for computer printer with total of \$1,000</li><li>• Staples G&amp;S Form order for furniture with total of \$500</li></ul>

## 12-COMMODITY CODES & COMPLIANCE REVIEW/CREATE A RECEIPT

### Commodity Code Triggers

There are certain goods and services that require additional compliance reviews. The compliance review is triggered by the Commodity Code. Therefore, it is important to ensure the correct Commodity Code is entered in the Shopping Cart/Draft Requisition so that the appropriate review is done.

In addition, the Commodity Code triggers whether a Receipt (a confirmation the good is received) is required.

The list provides the Commodity Code that triggers the Compliance Review and requirement to Create a Receipt for the good.

Commodity Code	Commodity Code - Description	Compliance Review	Receiving Type	Account Code	LB Account Description
100004	Group II Capital Assets		Create Receipt	607009	Group II Equipment - Cap Proj
105002	Equipment		Create Receipt	619001	Other Equipment
105003	Vehicles	Vehicle Review	Create Receipt	619001	Other Equipment
105004	Farm Equipment		Create Receipt	619001	Other Equipment
115002	IT Hardware	IT Review	Create Receipt	616002	IT Hardware
115003	IT Hardware Maintenance	IT Review		616801	IT Hardware Maintenance
115004	IT Software	IT Review & Accessibiliy/Security Review		616003	IT Software
115005	IT Software Maintenance	IT Review & Accessibiliy/Security Review		616003	IT Software
140004	Vehicle Lease/Rental Services	Vehicle Review		660937	Vehicle Lease
145007	Vehicle Maint/Repair Services	Vehicle Review		660932	Motor Vehicle Expense
145008	Chemical Supplies	EH&S Review		660003	Supplies and Services
150003	Works of Art		Create Receipt	660003	Supplies and Services
150006	Controlled Substances	EH&S Review	Create Receipt	660003	Supplies and Services
150007	Furniture	Facilities Review		619804	Furniture
150019	Weapons	Safety & Security Review	Create Receipt	619001	Other Equipment
160002	Legal Services	Legal Services		613803	Legal Services
160007	HazMat/Chemical Services	EH&S Review		605006	Hazardous Waste
160009	Safety/Security Services	Safety & Security Review		660003	Supplies and Services
170006	HazMat/Chemical Supplies	EH&S Review		605006	Hazardous Waste
170007	Safety/Security Supplies	Safety & Security Review		660003	Supplies and Services
180002	Library Books (Library Only)		Create Receipt	608001	Library Books (Lbry use only)
180003	Library Serials (Library Only)		Create Receipt	608003	Library Serials/Periodicals
180004	Library Periodicals (Library Only)		Create Receipt	608004	Periodicals
700004	Legal Settlement	Legal Services Review		660090	Expenses-Other

In most cases, the good that requires a Compliance Review will typically be purchased using a Form. The Form includes information that satisfies the Compliance Review. However, if a product is purchased from a Punchout, the Compliance Reviewer may reach out to you for more information.

## 13-VERIFY RECEIPT OR CREATE RECEIPT

Once the Purchase Order is distributed to the Supplier/Vendor and the goods are received, the **Prepare For/Voucher Owner/PO Owner** (typically, the same person) must either **Verify Receipt** of the good or service or **Create a Receipt** for the good in CSBUY.



## 2-Way Match

Receipt NOT Required.

### PO Owner Approval (Verify Goods Received)

- The PO Owner approves the voucher **IF:**
  - It is NOT an Asset Item
  - It is NOT a High-Risk Commodity (below)
  - It is NOT identified as "Receiving Required"



## 3-Way Match

Receipt Required.

### Receipt Requirement

- A receipt is required **IF** the item falls into any of these categories:
  - Asset Item
  - High-Risk Commodity (below)
  - Identified as "Receiving Required"
- Hold for Receiving will remain at 30 days

### High Risk Commodities

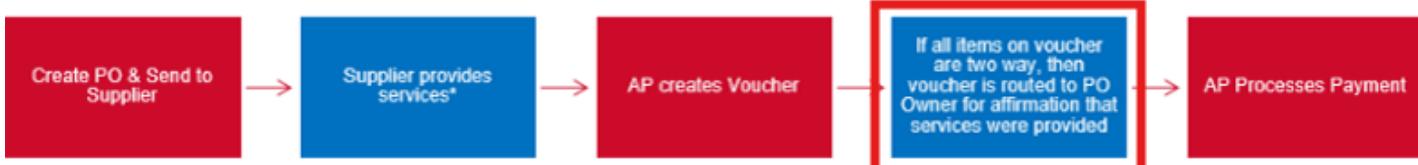
100004 Group II Capital Assets	105002 Equipment	105003 Vehicles	105004 Farm Equipment
115002 IT Hardware	150003 Works of Art	150006 Controlled Substances	150019 Weapons
180002 Library Books (Library Only)	180003 Library Serials (Library Only)	180004 Library Periodicals (Library Only)	

**Important Note:** The **Prepare For** person is usually the Shopper or Requester, that is, the person who created the Shopping Cart. In CSUBUY, the person who creates the Shopping Cart is the default Prepare For person. The Requester has the ability to edit this field and change the Prepare For to another person but only another Shopper or Requester role should be selected. The **Prepare For** person is also the **PO Owner** and the **Voucher Owner**.

### Verify Receipt

Verify Receipt is part of the Voucher Workflow and is a means for AP to know the good or service was received and therefore it is a confirmation that the vendor/supplier could be paid. AP initiates the Voucher Workflow process by submitting an invoice from the supplier/vendor for the good. (Note, in some cases, an Auto Invoice is created without AP for certain types of POs.)

Verify Receipt is required for a good or service that requires a 2-way match.

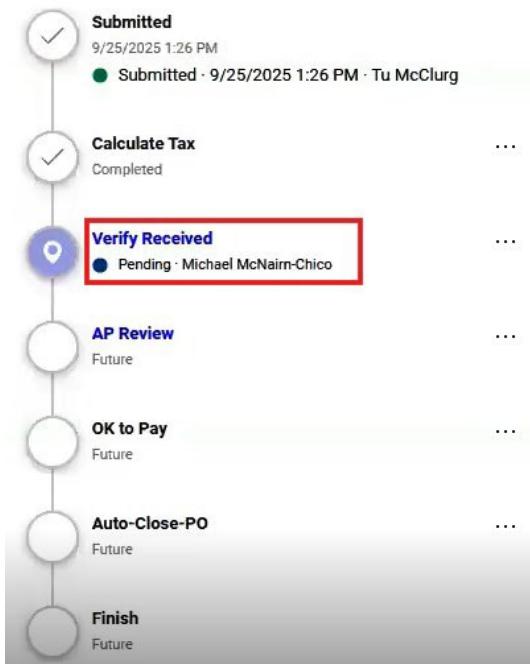


The Voucher Owner, usually the Shopper/Requester (or Prepare For person) will receive a notification that a Voucher needs their Verify Receipt approval. If you are not receiving notifications, please go to your profile and turn Receipt notifications on. You may identify the Voucher that needs your receipt approved by going to Quick Links on the Home Page and click on My Vouchers.

As seen in the Workflow, the Voucher Owner is responsible to Verify Receipt confirming the good or service was received.

## What's next?

Workflow



The Voucher Owner would open the Voucher.

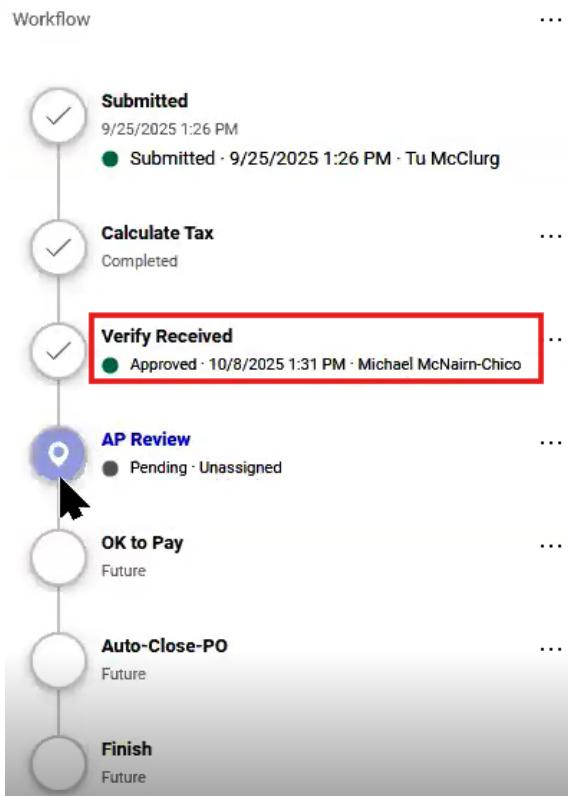
Voucher • Acme Corporation • C003024T

Summary	Tax Details	Matching	Supplier Messages	Comments 1	Attachments	History
Supplier Name  Acme Corporation			Neil Mink 5151 State University Drive Chico, California 95926		Voucher by Business Unit	CH - Cal State Univ, Chico P2P (CHXCO)
Supplier No. 1004408209			United States Email somebody@nobody.com Phone 1-302-5551234- Address Id 1		Voucher Number	C003024T
Supplier Invoice No. InvoiceAmountOnly					Voucher Type	Voucher
Invoice Date 9/25/2025			Discount, Tax, Shipping & Handling		Voucher Owner	Michael McNairn-Chico
Accounting Date 9/25/2025			Discount, Tax, Shipping & Handling		Voucher Source	Manual
Payment Terms Net 30 ( 0 % 0, Net 30 )			Sales Tax 0.00 USD		Invoiced By	Tu McClurg
Due Date 10/25/2025			Allocation Weighted		Invoice Received (mm/dd/yyyy)	no value
Discount Date no value						

The Voucher Owner would then click on Approve/Complete Step button in the Voucher as shown below:



When returning to the Voucher, the Workflow shows the Verify Received is approved:

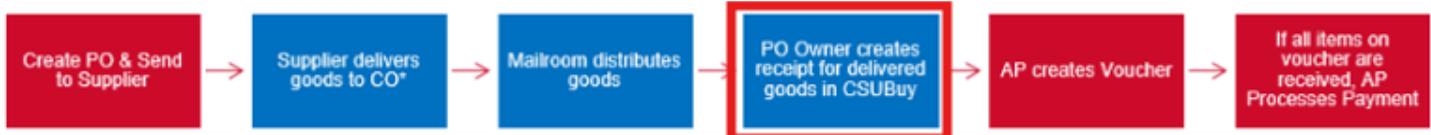


### Create a Receipt

The Create a Receipt action is needed for certain goods and is considered a 3 Way Match.

Create a Receipt action is taken when the good is received. Note that you can Create a Receipt even if the Voucher Workflow process has not been kicked off. This is because the Create a Receipt occurs in the Purchase Order and not the Voucher. However, the Voucher Workflow identifies whether the Receipt was created or not.

Below shows the process in which the PO Owner creates the receipt before the Voucher is created.



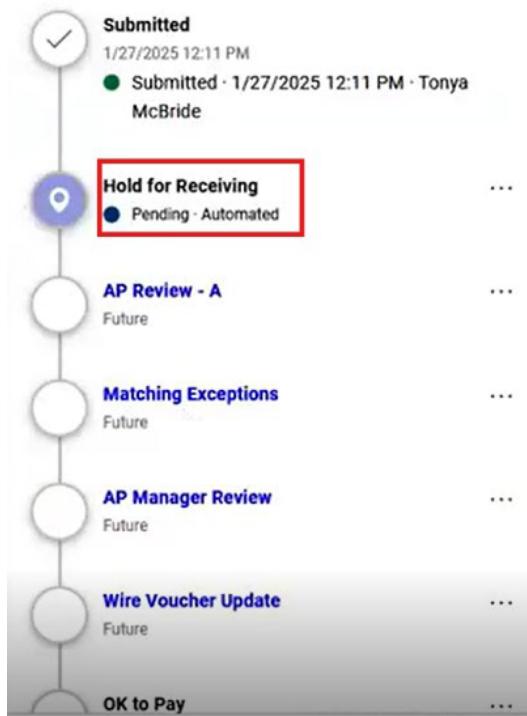
When creating a receipt, you may create a quantity receipt entering the number of items received or a cost receipt entering the cost of the service. Cost receipts are only for Amount-Only/Blanket PO. An example would be a PO for 100 hours of legal services in which the cost of the service would be entered in the receipt.

Examples of goods that require a Create a Receipt action are equipment, furniture, gasoline, etc. These goods have a commodity code that triggers the Hold for Receiving in the Voucher Workflow. Please see Section 12 – Commodity Code and Compliance Review for a list of all Commodity Codes that require a Receipt.

## Workflow

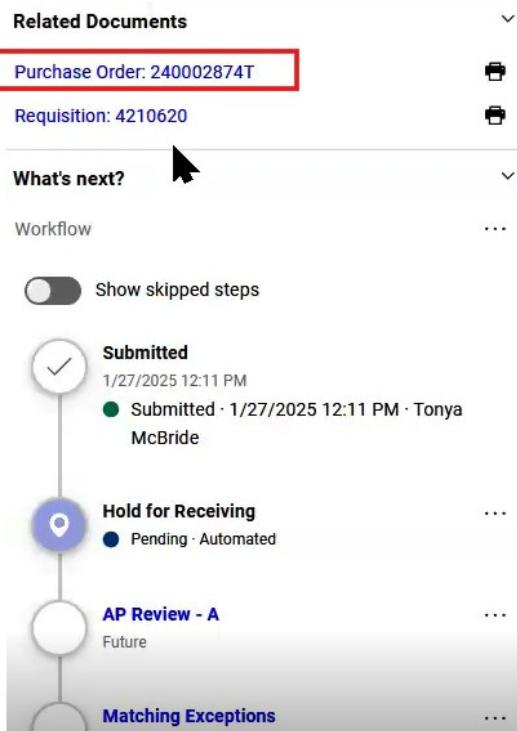
...

Show skipped steps



The Prepare For/Voucher Owner/PO Owner should create a receipt when the good is received. 63

In order to Create a Receipt, go to the Purchase Order. If you are in the Voucher Workflow, you could also find the Purchase Order under Related Documents:



In the Purchase Order, go to **Receipts**.

Purchase Order • Acme Corporation • 240006341T Revision 0

Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	Vouchers	Comments	Attachments	History
<b>General Information</b>						<b>Document Status</b>				
Supplier Name	Acme Corporation					Requisition Number	4406630 <a href="#">view</a>   <a href="#">print</a>			
Purchase Order No.	240006341T					Workflow	✓ Completed (12/8/2025 4:46 PM)			
Purchase Order Date	12/8/2025					PO Status	Open			
Revision No.	0					Distribution Status	Sent To Supplier			
Revision Date	12/8/2025					The system distributed the purchase order using the method(s) indicated below the last time it was distributed: <a href="#">view</a>				
Owner Name	Minna Chang					Email (HTML Body)	somebody@nobody.com			
Owner Email	minna.chang@csulb.edu					Distribution Date/Time	12/8/2025 4:46 PM			

Then click on the **PLUS** sign:

Purchase Order • Acme Corporation • 240006341T Revision 0

Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts	Vouchers	Comments	Attachments	History
Records found: 0										<b>+</b>
There are no receipts for this PO.										

The following box will pop up. Click on **Create Quantity Receipt** or a Cost Receipt may come up for Amount-Only/Blanket PO.

240006341T: Create Receipt									X
Line	Net Qty Received	Net Cost Received	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	--	--	Test Procurement Request: IT Hardware Request		EA	500.00	10 EA	5,000.00	✓
<b>Create Quantity Receipt</b> <span style="float: right;">Cancel</span>									

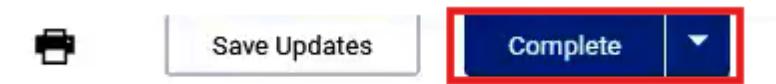
Then the receipt document will appear. Enter information as needed in the document.

Go to the following section and confirm quantity and status and click on the check box as shown below:

PO • 240006341T					Print	Print
Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status	
1	Test		10 0/EA	10	Received	<input checked="" type="checkbox"/>

There is the option for Received, Returned, Cancelled

Then click on **Complete**:



The confirmation box then appears:



If the good needs to be **Returned**, communicate and coordinate the return directly with the supplier.

▪ **Things to keep in mind:**

1. Reason for return:
  - Didn't want it
  - Ordered the wrong thing
  - Supplier shipping the wrong item
  - Broken/arrived damaged
2. Shipping
  - Ship back the item
  - No need to ship back
  - Enter Receipts/Returns to match method of return
3. Billing
  - Replaced at no charge
  - Credited, then rebilled
4. Enter comments on PO to communicate: AP, Procurement, Shipping & Receiving and Requester
5. Each supplier handles returns a little differently

If the Order was cancelled, please select **Cancel** in the Receipt.

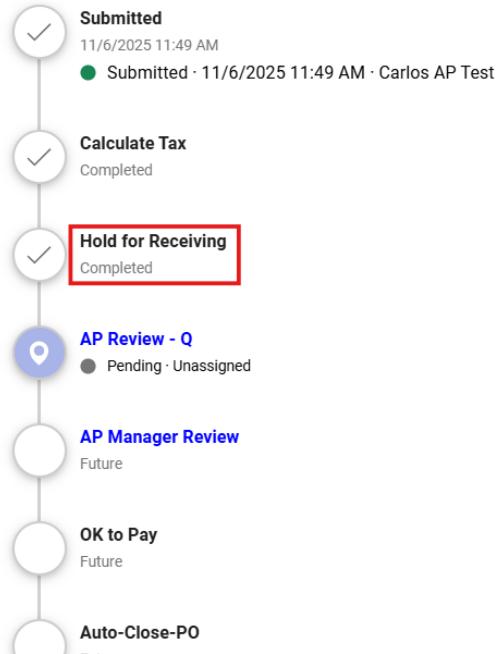
You will notice that there is a Receipt in the PO (note in this example, there is no Voucher created yet).

Purchase Order • Acme Corporation • 240006341T Revision 0								
Status	Summary	Revisions 1	Confirmations	Shipments	Change Requests	Receipts 1	Vouchers	Comments
<strong>General Information</strong>				<strong>Document Status</strong>				
Supplier Name	Acme Corporation			Requisition Number	4406630	<a href="#">view</a>   <a href="#">print</a>		
Purchase Order No.	240006341T			Workflow	Completed	(12/8/2025 4:46 PM)		
Purchase Order Date	12/8/2025			PO Status	Open			
Revision No.	0			Distribution Status	Sent To Supplier			

If there is a Voucher, when going back to the Voucher Workflow, the Hold for Receiving is completed.

#### What's next?

##### Workflow



#### NOTE:

**Create a Receipt** is always done by a person who has a **Receiving Role**. **All Shoppers and Requesters have been given the Receiving Role** at CSULB so that it is the Shoppers and Requester's responsibility to Create a Receipt when the good is received.

A 3-Way PO will remain in "Hold for Receiving" for 30 days in AP Voucher workflow. After 30 days the Voucher will move to AP Review automatically.

A 2-Way PO will stay in "Verify Received" in AP Voucher workflow indefinitely.

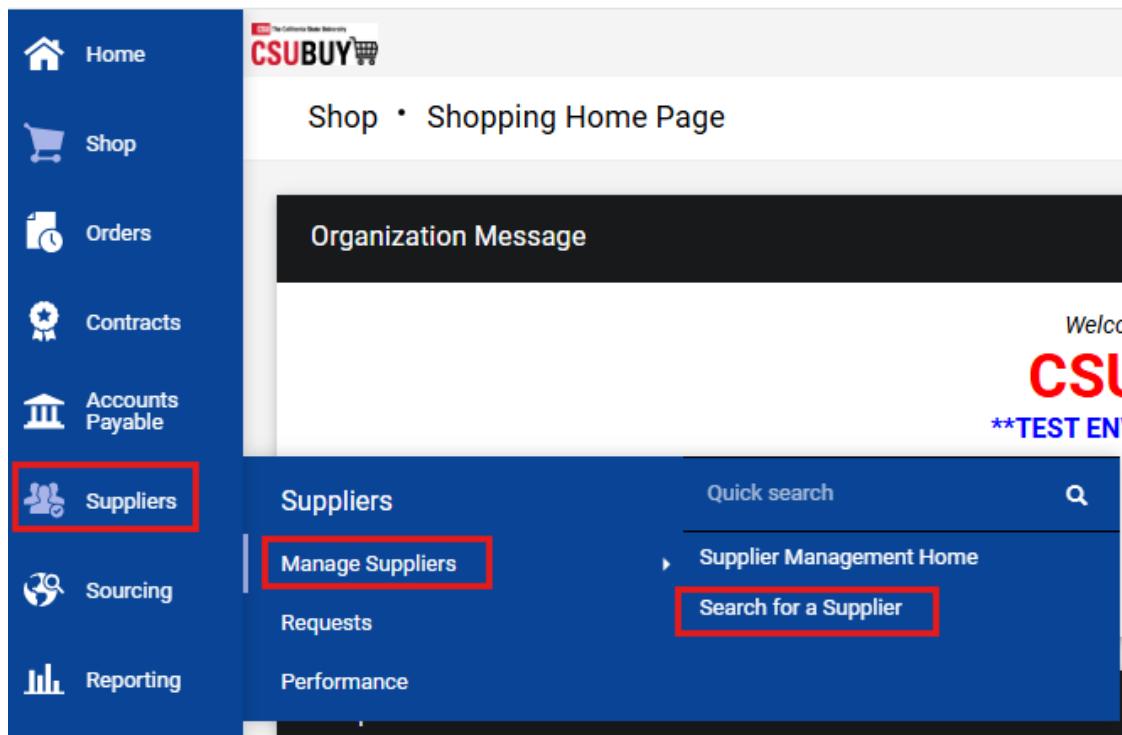
## 14-SUPPLIERS

In order to purchase from a Supplier, the Supplier must be onboarded to CSUBUY. If a Supplier has onboarded to CSUBUY but has not been used by our campus, an invitation must be extended to the Supplier so that our campus could purchase from them.

### Searching for a Supplier

Searching for a specific supplier can be done using the Supplier Flyout.

From the flyouts to the left of the home page, select Suppliers> Manage Suppliers> Search for a Supplier



To search for only active suppliers set the search filters for **Relationship: In Network** and **Status: Active for Shopping**. If you would like to search for all suppliers, set the Status to All.

Not Active for Shopping means the suppliers on-boarding process to CSUBUY is not complete. You may contact the Supplier Manager for CSULB if you would like more details.

Before selecting a supplier, always verify that you are shopping for suppliers within network.



The suppliers' registration status when you have your search status set to 'All' will display 'None', 'Invited', 'In Progress', 'Profile Complete', 'Rejected' or 'Approved' **For you to be able to purchase from an Approve Supplier, the Supplier must be active for the Business Unit you are shopping from.**

Company Name	Supplier Classes	Last Modified	Supplier Number	Registration Status	Registration Type	Registration Date	Supplier Type
QIAGEN, Inc (QIAGEN)		9/18/2024 9:15:40 AM	0000001645	Approved	Solicited	4/3/2023	Hosted Catalog, Mobile PunchOut

Select the supplier for additional information and more importantly to determine if the Supplier is active for **CSULB Business Units** so that you can purchase from them. If not, you must extend an invitation to the supplier. In the example below, only SOXMP Business Unit can purchase from this supplier. If you would like LBXMP to be added, please note the **Legal Name** and **Supplier number** which is needed to invite this supplier to be a LBXMP supplier.

Supplier Number 1010006587  
Registration Status Approved  
Registration Type Solicited

About  
Supplier 360  
Summary  
General  
Additional Information  
Workflow and Review  
Legal and Compliance  
View History

**Supplier Details**

**17th & Montgomery LLC**

Legal Name 17th & Montgomery LLC  
DBA 17th & Montgomery LLC  
Aliases  
Supplier No. 1010006587  
3rd Party Ref No. -  
Active Business Unit(s) SOXMP-1010006587  
Date of Last Order 11/14/2025  
Registration Status Approved

**Business Description**

**Products and Services**

**NAICS Codes**

Primary  
711510 - Independent Artists, Writers, and Performers  
Secondary  
611430 - Professional and Management Development Training

**Commodity Codes**

115009 (IT Consulting)  
150018 (Training/Professional Dev)

**Keywords**

There is no Keywords to

**Internal Notes**

10/1/25 (KK) Ran Manual GIACT  
Verification Results

## How to Extend an Invitation to a Supplier Not Yet Active for CSULB Business Units

In the Homepage, go to the sidebar Flyout and select Shop>Shopping>View Forms

Then select CSU Forms.

Shop ▶ Shopping ▶ View Forms

Expand All | Collapse All

**Personal**  
You have no personal favorites.

**Shared**  
CSU Forms

**Manage Saved Forms**

This section provides easy access to the p both of which are created and managed in

Scroll down to the bottom and select Supplier Extension or Re-Invite. 69

You would use this Form to extend an invitation to a Supplier so that a CSULB Business Unit may shop from the Supplier.

<b>Payment for Unauthorized Purchase</b> Template Title: Payment for Unauthorized Purchase Purpose: Procurement Request	0.00 USD Submit Request Copy
<b>Request to Close PO</b> Template Title: Request to Change PO Status (Cancel, Close, Reopen) Purpose: Generic Request	Submit Request Copy
<b>Supplier Extension or Re-Invite</b> Template Title: Supplier Extension or Re-Invite Purpose: Generic Request	Submit Request Copy

1-9 of 9 Results      20 Per Page ▾

Once you open the Form, please complete including the Legal Name CSUBUY Supplier Number.

Which Long Beach business unit needs to use this extended supplier? ★  LBXMP - CA State University Long Beach P2P  LBXDN - CSULB Research Foundation P2P  LBX49 - Long Beach State Foundation P2P

Do you need to use the supplier for a PO or Invoice Payment within 1-2 ★  Yes  No business days?

Suppliers Legal Company Name ★

CSUBUY Supplier Number ★

Select the type of products and/or services the supplier will provide. ★  Vendor will provide a service, labor, or installation on campus/in California.  Vendor will provide a service remotely.  Vendor will provide goods.  Vendor will create custom goods (branded/promotional, commissioned art, floral arrangements, etc.)

Provide additional details of the products and/or services the supplier will provide you.  2000 characters remaining

Will the extension require additional addresses?  Fulfillment  Remit

**Fulfillment:** Address where supplier would like to receive the Purchase Order

**Remit:** Address where supplier would like to checks to be sent.

### Request a New Supplier: Process

Create and submit a request for new supplier.

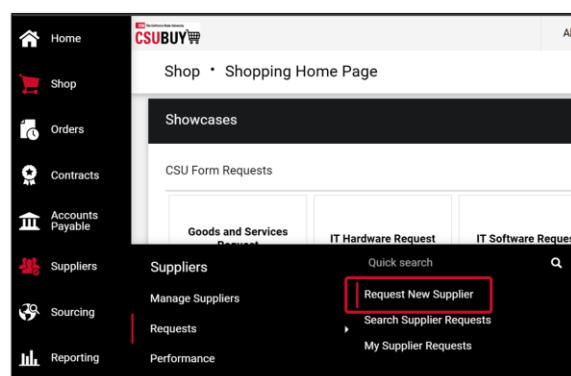
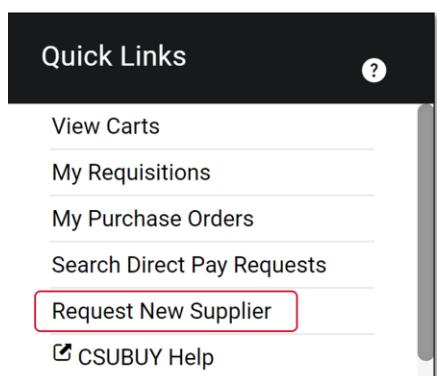
Request routes for review/approval by CSU Supplier Management team.

If approved, a blank supplier profile is created\*

Supplier Management Team invites new supplier to register in the supplier portal.

Once the supplier completes their profile, and is approved, a notification is sent that supplier is available for shopping.

### Request for a New Supplier: Two Ways to Get There



The new supplier creation process begins by entering the supplier's name and clicking Submit to launch the request form.

## Request New Supplier

Supplier request form

Supplier name \*

CSU New Supplier Request

Submit

### Navigation in Search Supplier

Building and saving a supplier search or report allows users to quickly access frequently used data, streamline analysis, and support ongoing tracking or decision-making without reapplying criteria each time.

The screenshot shows the CSUBUY supplier search interface. The top navigation bar includes 'Suppliers', 'Manage Suppliers', and 'Search for a Supplier'. The main search area has a 'Search Suppliers' title and a 'Quick Filters' sidebar on the left. The search results table has columns for Company Name, Supplier Classes, Modified, Last Supplier Number, Registration Status, Registration Type, Registration Date, Supplier Type, Duns Number, and Diversity Classification. A note at the bottom says 'Note: Select any supplier to view their profile.' with a key icon.

1. Quick Filters/Saved Searches

2. Network Status

3. Active for Shopping Status

4. Quick Search

5. Add Filter

6. Save Search

7. Configure Column Gear

8. Registration Status

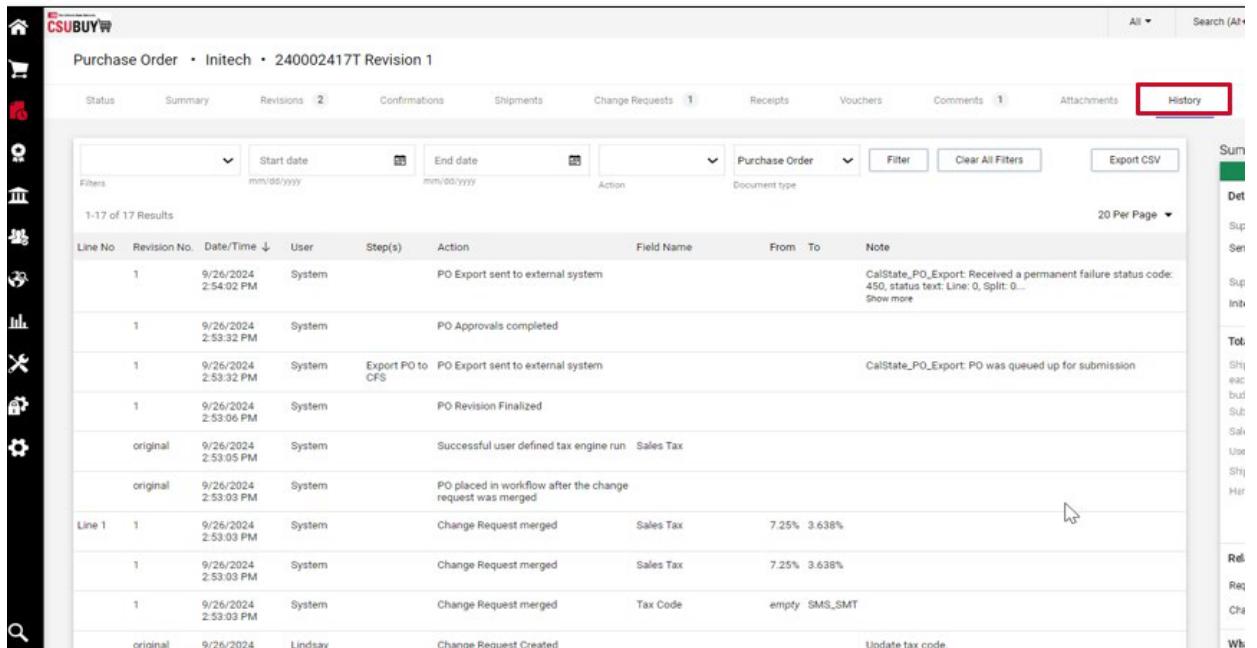
### Supplier Status

Registration Status	Definition
None	Loaded, not invited
Invited	Registration invitation sent to supplier
In Progress	Supplier has created a login and may or may not have started registration
Profile Complete	Supplier has submitted registration
Approved	Supplier profile has been approved through registration workflow
Status:	Definition
Enabled for Procurement	Active for Shopping
Not Enabled for Procurement	Inactive for Shopping
CSUBUY Network Relationship	
In Network	Search results should be limited to "In Network"

The History tab is useful to resolve a returned requisition that has been kicked back by CFS.

## 15-HISTORY AND RESOLVING RETURNED REQUISITION

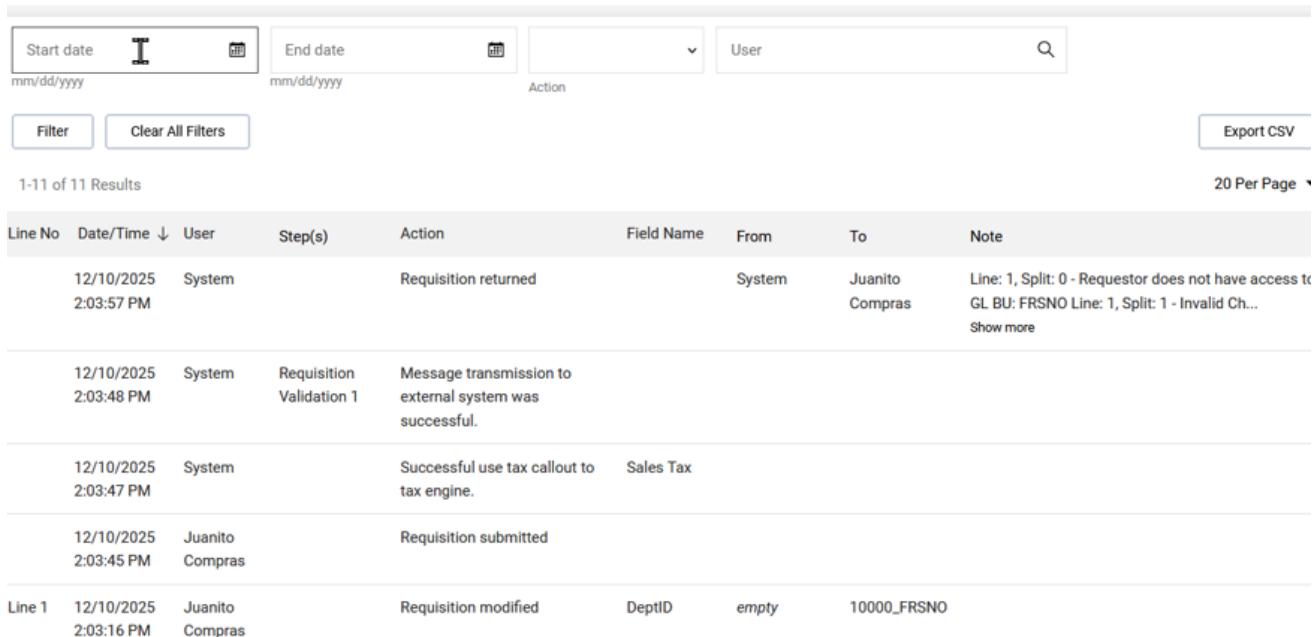
The History tab provides a detailed log of all actions and events related to the Requisition/Purchase Order.



The screenshot shows the 'History' tab for a Purchase Order. The interface includes a sidebar with various icons and a search bar at the top. The main area displays a table of 17 results, each with a timestamp, user, action, and a note. The notes provide details about the status of the PO export and approvals. A sidebar on the right lists categories like Sum, Det, Sup, Ser, Sup, Int, Tot, Shj, exc, bud, Sub, Sal, Use, Shj, Har, Rel, Req, Chg, and Wh.

Line No	Revision No.	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
1		9/26/2024 2:54:02 PM	System		PO Export sent to external system				CalState_PO_Export: Received a permanent failure status code: 450, status text: Line: 0, Split: 0... Show more
1		9/26/2024 2:53:32 PM	System		PO Approvals completed				
1		9/26/2024 2:53:32 PM	System	Export PO to CFS	PO Export sent to external system				CalState_PO_Export: PO was queued up for submission
1		9/26/2024 2:53:06 PM	System		PO Revision Finalized				
original		9/26/2024 2:53:05 PM	System		Successful user defined tax engine run	Sales Tax			
original		9/26/2024 2:53:03 PM	System		PO placed in workflow after the change request was merged				
Line 1	1	9/26/2024 2:53:03 PM	System		Change Request merged	Sales Tax	7.25%	3.638%	
1		9/26/2024 2:53:03 PM	System		Change Request merged	Sales Tax	7.25%	3.638%	
1		9/26/2024 2:53:03 PM	System		Change Request merged	Tax Code	empty	SMS_SMT	
original		9/26/2024	Lindsay		Change Request Created				Update tax code.

Information include Date/Time stamp, User, Action and Notes along with the ability to export the information. You could then make the corrections in the draft cart and resubmit.



The screenshot shows the 'History' tab for a Requisition. The interface includes a sidebar with various icons and a search bar at the top. The main area displays a table of 11 results, each with a timestamp, user, action, and a note. The notes provide details about the status of the requisition and its submission. A sidebar on the right lists categories like Sum, Det, Sup, Ser, Sup, Int, Tot, Shj, exc, bud, Sub, Sal, Use, Shj, Har, Rel, Req, Chg, and Wh.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
12/10/2025 2:03:57 PM	System			Requisition returned		System	Juanito Compras	Line: 1, Split: 0 - Requestor does not have access to GL BU: FRSNO Line: 1, Split: 1 - Invalid Ch... Show more
12/10/2025 2:03:48 PM	System	Requisition Validation 1		Message transmission to external system was successful.				
12/10/2025 2:03:47 PM	System			Successful use tax callout to tax engine.	Sales Tax			
12/10/2025 2:03:45 PM	Juanito Compras			Requisition submitted				
Line 1	12/10/2025 2:03:16 PM	Juanito Compras		Requisition modified	DeptID	empty	10000_FRSNO	

### Resolve a Returned Requisition

The History tab is useful to resolve a returned requisition that has been kicked back by CFS.

A returned requisition is located in your draft carts. You will also receive an email indicating that the requisition was returned.

## Cart Management

Draft Carts  Assigned Carts

▶ Filter Draft Carts

Type	Cart Number	Shopping Cart Name
Normal - Returned	4429672 <span>Active</span>	2025-12-10 ccampostest 01
Normal	4429709	2025-12-10 ccampostest 02

When opening the draft cart for the returned requisition, see the History tab. In the Note, you will see the reason why the requisition was returned.

Requisition • 4429672

Summary Taxes/S&H PO Preview Comments Attachments History

Start date  End date  Action User

1-11 of 11 Results 20 Per Page

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	12/10/2025 2:03:57 PM	System		Requisition returned		System	Juanito Compras	Line: 1, Split: 1 - Invalid ChartField combination FUND_CODE/ ACCOUNT in combo group CSU_LGLEU1 Show less

You could then make the correction in the draft cart and resubmit.

## CHAPTER 3: MAKING CHANGES BY SHOPPER/REQUESTER

### 1-SHOPPING CART (DRAFT REQUISITION) CHANGES

Before you submit your shopping cart, you can make changes in the shopping cart (draft requisition) such as changing the supplier, removing items, changing the quantity, and moving items to another cart. If a change needs to be made after the shopping cart has been submitted, you will need to submit a **Change Request** (refer to Section 3 & 4)

#### Changing a Supplier

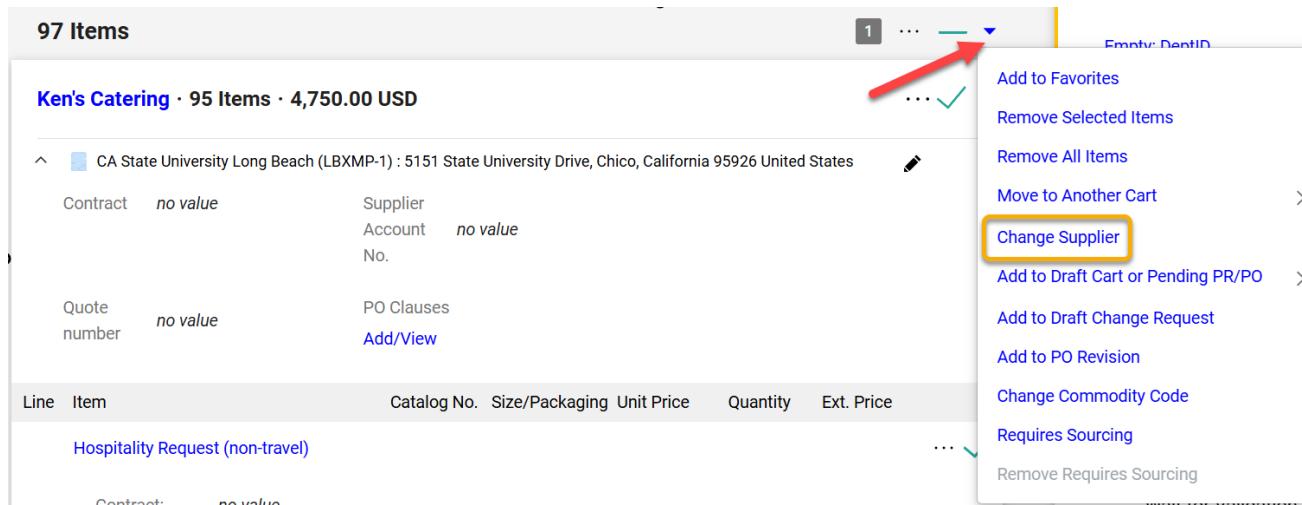
If you prefer to shop with a different supplier, you can change suppliers even after you have items in your cart. From the Draft Requisition page, select the check box next to the supplier's name.

97 Items ...  ▼

Ken's Catering • 95 Items • 4,750.00 USD ...



Select the dropdown arrow next to the checkbox and select, **Change Supplier**



97 Items

**Ken's Catering · 95 Items · 4,750.00 USD**

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract: no value      Supplier: no value  
Account: no value  
No.

Quote number: no value      PO Clauses: Add/View

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Hospitality Request (non-travel)						

Contract: no value

Empty: Delete

...

Change Supplier

Add to Favorites

Remove Selected Items

Remove All Items

Move to Another Cart

Add to Draft Cart or Pending PR/PO

Add to Draft Change Request

Add to PO Revision

Change Commodity Code

Requires Sourcing

Remove Requires Sourcing

Search for a supplier in the search bar and select a new supplier.

Keep in mind that selecting a new supplier may change products and costs.



Change Supplier

Existing Supplier

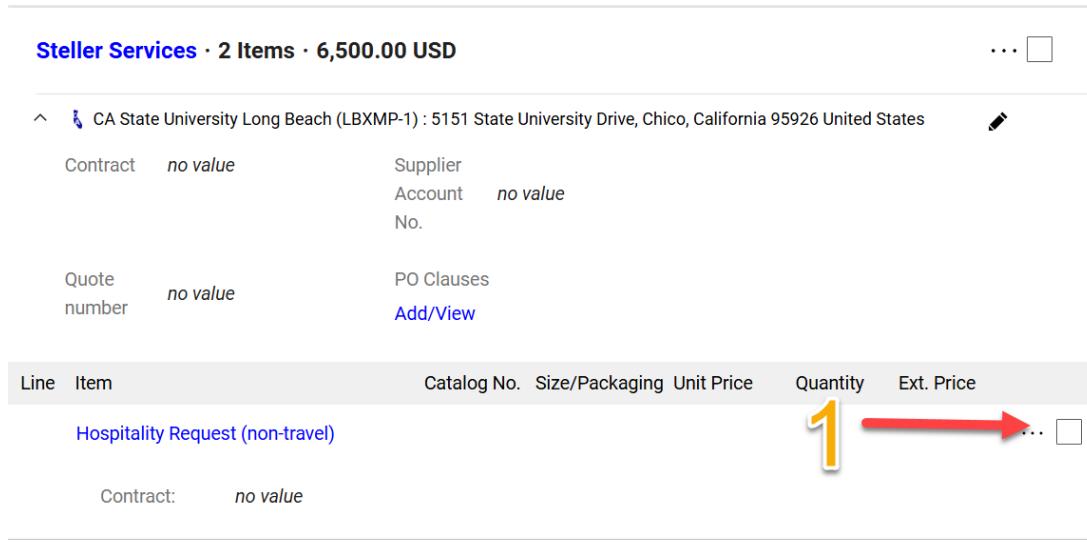
Select Supplier

★ Required fields

Save  Close

### Removing Line Items from the Shopping Cart (Draft Requisition)

From your draft requisition, before assigning your cart or submitting the request, scroll down to the item you want to remove. Select the checkbox of the item you want to remove.



Steller Services · 2 Items · 6,500.00 USD

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract: no value      Supplier: no value  
Account: no value  
No.

Quote number: no value      PO Clauses: Add/View

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Hospitality Request (non-travel)						

Contract: no value

...

1

Scroll to the top where the total amount of items in your cart is listed.

Select the dropdown arrow. Click **Remove Selected Items**.

97 Items 1 2 \* Required: Fund

Ken's Catering · 95 Items · 4,750.00 USD

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract: no value Supplier:   
 Account: no value No.

Quote number: no value PO Clauses:   
 Add/View

Line Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price

Hospitality Request (non-travel) 3

Add to Favorites  
Remove Selected Items 3  
Remove All Items  
Move to Another Cart  
Change Supplier  
Add to Draft Cart or Pending PR/PO  
Add to Draft Change Request  
Add to PO Revision  
Change Commodity Code  
Requires Sourcing  
Remove Requires Sourcing

Your cart will be updated to show that you removed items from your cart.

### Changing Quantities in the Shopping Cart (Draft Requisition)

From your draft requisition go to the line item to change.

Select the Hyperlinked form.

Requisition · 4419442 1 1

All ▾ Search (Alt+Q) 2

Summary Taxes/S&H PO Preview Comments Attachments History

Ad-Hoc Approver

97 Items 2

Ken's Catering · 95 Items · 4,750.00 USD 1

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract: no value Supplier:   
 Account: no value No.

Quote number: no value PO Clauses:   
 Add/View

Line Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price

Hospitality Request (non-travel) 2 2

Contract: no value

1 lunches for summer picnic EA 50.00 95 EA 4,750.00 ...

This will redirect you to the Request Form.

Select the 'Cost Details' tab to the left and adjust the amount you intend to purchase.

CSUBUY 

Shop ▶ Shopping ▶ View Forms

[◀ Back to Requisition](#)

**Hospitality Request (non-travel)**

Form Number 1213273  
Purpose Procurement Request  
Status On Document

**Instructions**

Suppliers ✓  
Form Fields ✓  
General Information ✓  
Cost Details ✓

Review and Submit  **3**

Utilize this form to initiate a request for Hospitality (non-travel). Examples are:

- Award or Service Recognition
- Farewell Event
- Venue
- Catering
- Morale Function
- Entertainment Services
- Participation Incentive
- Farewell Award
- Promotional Items
- Other

You have now been redirected back to the request form.

This form should not be used if the request:

- Is for IT Hardware and/or Software. See the IT Hardware and/or Software Request form.
- Is for Goods and Services (non-IT). See Goods & Services Request Form.
- Is for services provided by an individual who is self-employed, guest speaker, or guest lecturer. See the Independent Contractor Request Form.
- Is a payment for a Direct Payment invoice.
  - 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 does not exist, submit a Supplier Request form before completing this.**

[Next >](#)

Review (4), save progress (5), and select **Back to Cart(6)**.

[◀ Back to Cart](#)  **6**

**Hospitality Request (non-travel)**

Form Number 1213273  
Purpose Procurement Request  
Status On Document

**Instructions**

Suppliers ✓  
Form Fields ✓  
General Information ✓  
Cost Details ✓

Review and Submit

**Form Fields - Cost Details**

**On This Page**  **4**  
Quotes & Other Attachments (4)  
Cost Details (6)

**Quotes & Other Attachments**  
Please upload the quote(s) you received along with all required documentation for this request.

Do you have documentation to attach? \*  **5**  
 Yes  No

Please upload quote(s) and all required documentation as internal attachments on the Requisition.

**Cost Details**  **4**

Catering Cost

Unit Price *	50.00	USD	Quantity *	76	Total	3,800.00 USD
Unit of Measure *	EA - Each					
Product Description *	lunches for summer picnic 975 characters remaining					
Taxable	Yes					
Catalog No.						
Commodity Code *	158001 - Catering Services					

**5**  **Save Progress**

Your cart will update with the new amount of items.

Shopping Cart • Shopping Cart

Go to: Favorites | Forms Browse: Suppliers | Categories | Contracts

Simple Advanced

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

Cart Name: 2025-11-21 40000300731 02

Deliver To Location: BH-155\_LBCMP

**78 Items**

**Ken's Catering** • 76 Items • 3,800.00 USD

**...**

**SUPPLIER DETAIL**  CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract: no value

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Hospitality Request (non-travel)						

Notice that the cart amount has changed from 95 to 76. From here, review your cart and chartfield and submit or assign your shopping cart.



### Add to Favorites

Before assigning your cart or submitting the request, scroll down to the items you want to Favorite and select the checkbox.

**Steller Services** • 2 Items • 6,500.00 USD

**...**

**SUPPLIER DETAIL**  CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract	Supplier	Account	PO Clauses
no value		no value	Add/View

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Hospitality Request (non-travel)						
Contract: no value						

' checkbox." data-bbox="615 725 805 765"/>

Scroll to the top where the total amount of items in your cart is listed and select the dropdown carrot. Click **Add to Favorites**.

97 Items

Ken's Catering · 95 Items · 4,750.00 USD

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract	no value	Supplier
Account	no value	No.
Quote number	no value	PO Clauses Add/View

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Hospitality Request (non-travel)						

1 ... 2 ... 3

\* Required: Fund

Add to Favorites

Remove Selected Items

Remove All Items

Move to Another Cart

Change Supplier

Add to Draft Cart or Pending PR/PO

Add to Draft Change Request

Add to PO Revision

Change Commodity Code

Requires Sourcing

Remove Requires Sourcing

A pop up will appear where you can edit the Nickname and location of the save items.  
Select **Save Changes**.

Add Favorite

Edit Item Details

Item Nickname ★ 4

Description 5

Rename your favorited line items for quick reference

500 characters remaining

Select Destination Folder

Personal

Favorites 5

Shared

You have no shared favorites. 6

Create New

Save Changes

Close

### Move to Another Cart

If you would like to move a line item to another cart to make a separate purchase, select the check box next to the supplier's name.

From the dropdown arrow next to the checkbox and select **Move to Another Cart**.

You can move to an existing draft cart or to a new cart entirely.

78 Items

Ken's Catering · 76 Items · 3,800.00 USD

^ SUPPLIER DETAIL ... 7 CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

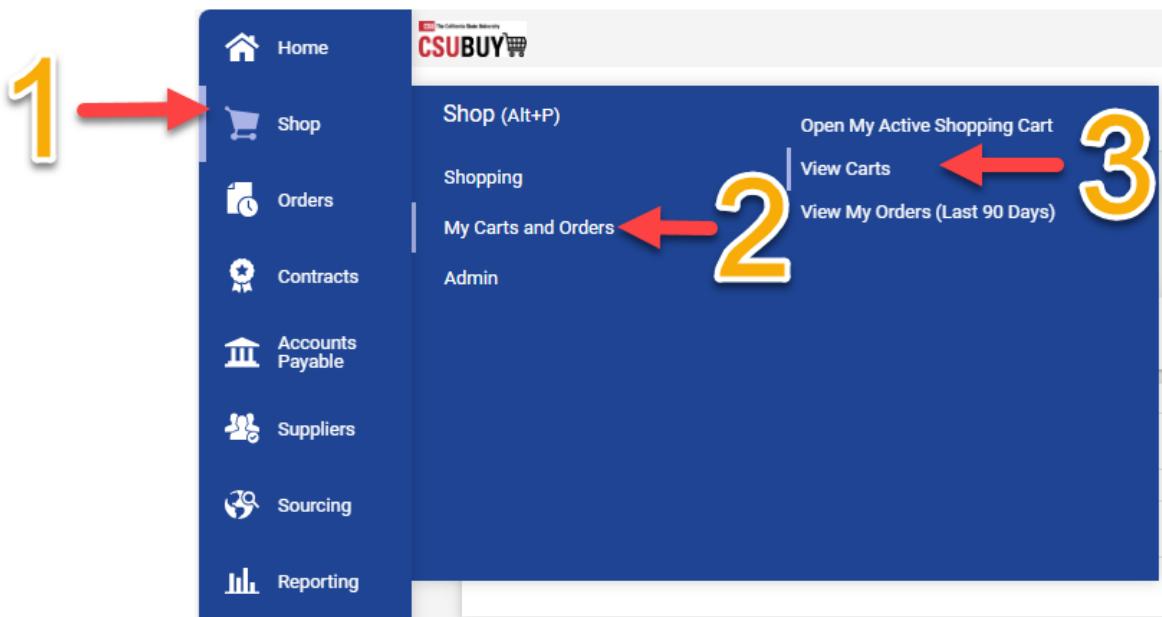
Contract no value

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	Hospitality Request (non-travel)				1	✓
	Contract:	Select price or contract...				
1	lunches for summer picnic Procurement Request: Hospitality Request (non-travel)	EA	50.00	Qty: 76 EA	3,800.00	

Actions for 1 selected item 1

- ... 2
- Remove Selected Items
- Remove All Items
- Move to Another Cart** 2
- Change Supplier
- Add to Draft Cart or Pending PR/PO
- Add to Draft Change Request
- Add to PO Revision
- Change Commodity Code
- Requires Sourcing
- Remove Requires Sourcing

You can view all your Draft Carts from the 'Shop' flyout



Select 'My Carts and Orders' > 'View Carts' > Draft Carts'

Cart Management

Draft Carts 1 Assigned Carts

Filter Draft Carts

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total
Normal	4366822 <span style="border: 1px solid #0070C0; padding: 2px;">Active</span>	2025-09-25 40000300731 02		9/25/2025	48,262.50 USD
Normal	4370131	2025-10-01 40000300731 01		10/1/2025	72,000.00 USD
Normal	4386889	2025-10-24 40000300731 01		10/24/2025	0.00 USD

## 2-CHANGING PERSONAS IN A SHOPPING CART

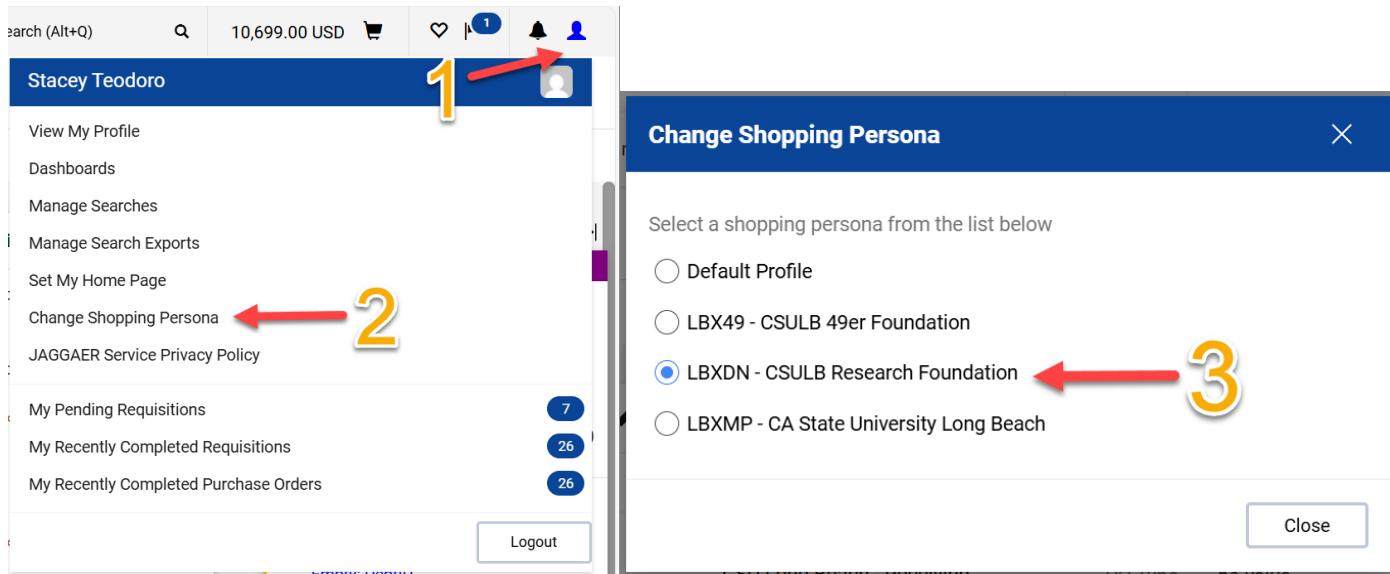
Your Profile includes a Persona setting. A Persona indicates the Business Unit from which you are purchasing. CSULB has the following Persona available:

- LBXMP – CA State University Long Beach
- LBX49 – Long Beach State Foundation
- LBXDN – CSULB Research Foundation

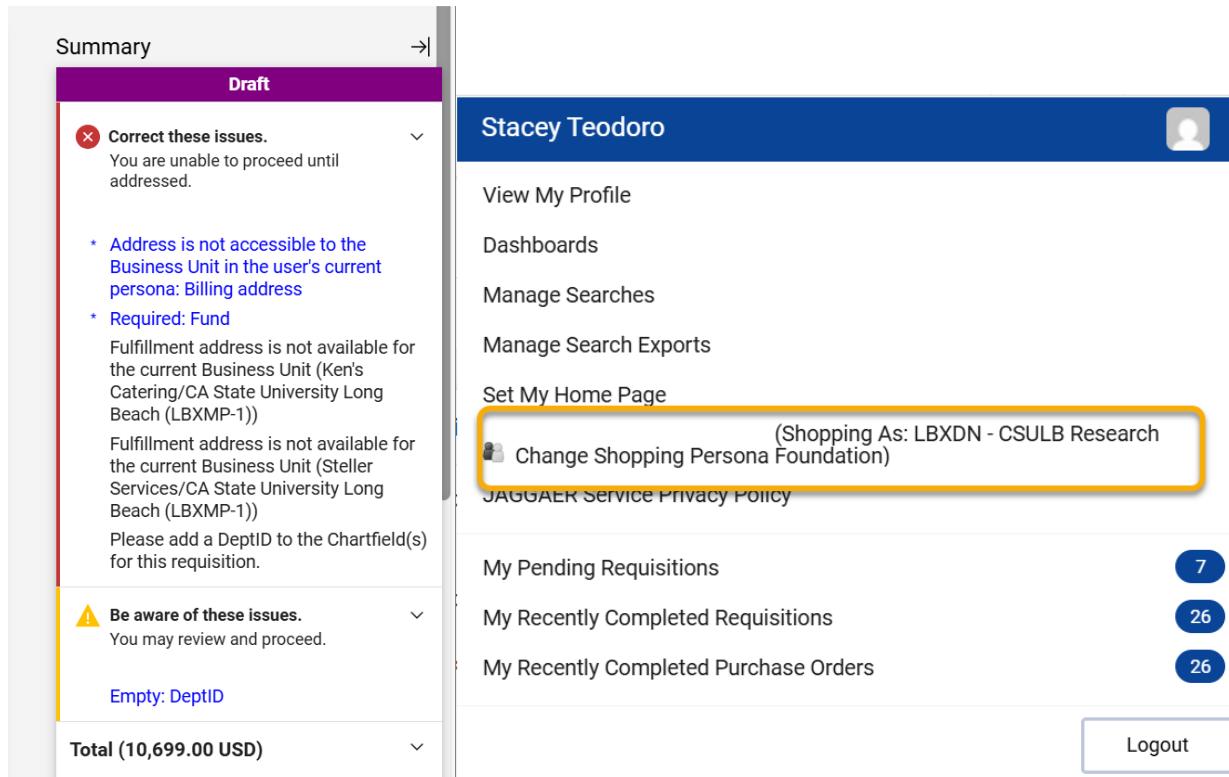
If you are shopping and realize you are not in the correct business unit, you may change Personas before checking out your cart.

In your shopping cart, or in the draft requisition, select the Profile User Icon.

Select **Change Shopping Persona**. Select the correct shopping persona.



The Workflow of the draft requisition may notify you of issues that need to be addressed, such as changing the billing address or funds. Update all necessary information and submit or assign the draft requisition as normal. You can verify your persona by clicking the User Icon again.



### 3-CHANGE REQUEST FOR CHARTFIELD AND ITEMS ON THE PO

This section will focus on a Change Request for adjusting the following

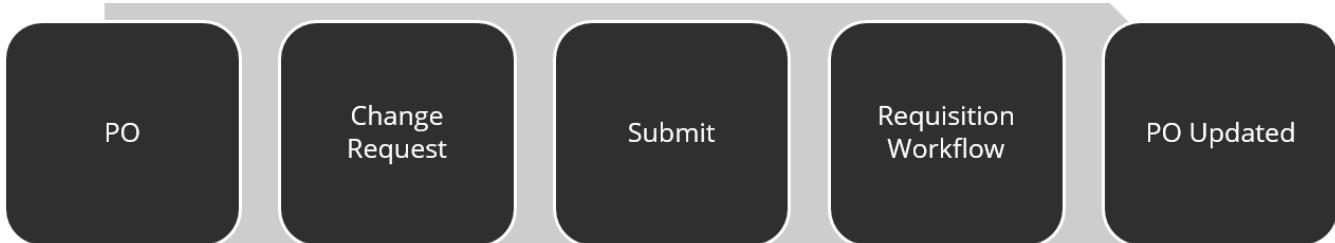
1. Chartfield
2. Dollar, Quantity, Product Description of Items on a PO

A Change Request (formally known as a Purchase Order Amendment – POA) allows the Prepare For person, typically the Requester (who is also the PO Owner) to make changes to an order that has already completed workflow and is now a PO.

A change to the PO can be made only when the PO is NOT in a closed status.

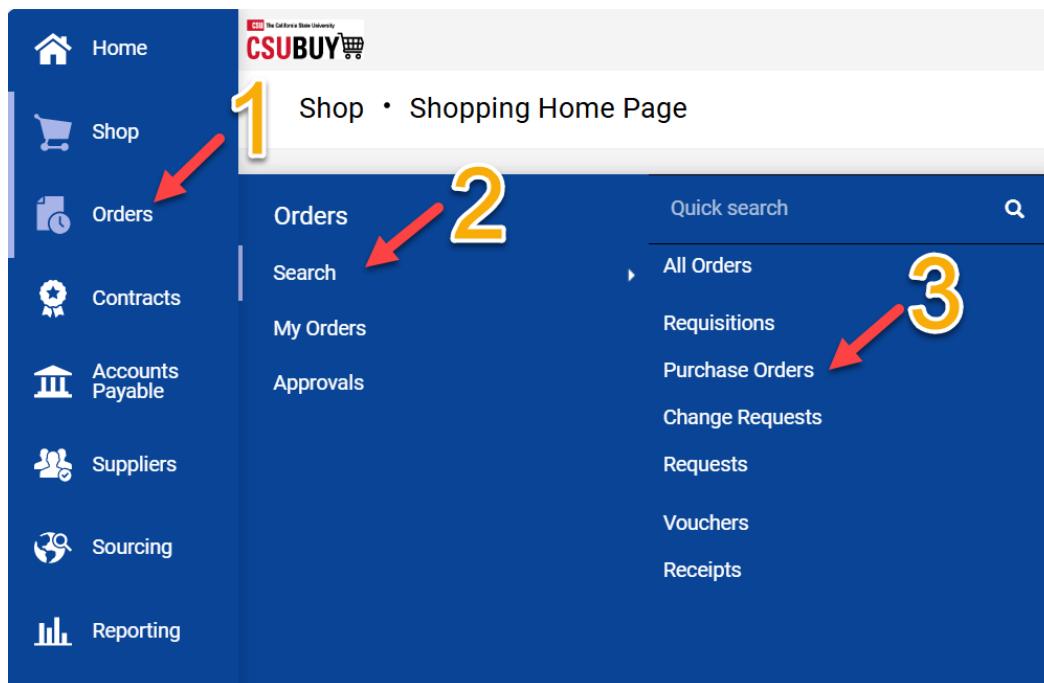
**A Change Request CANNOT be made for Punchout Supplier Purchase Orders.**

The Change Request updates a Purchase Order by resubmitting it through the requisition approval workflow for review and approval before the revised PO is finalized. Important Note, that a Change Request cannot be made on a PO that has a voucher, payment or receipt; therefore, it is important to check the status of the PO first.



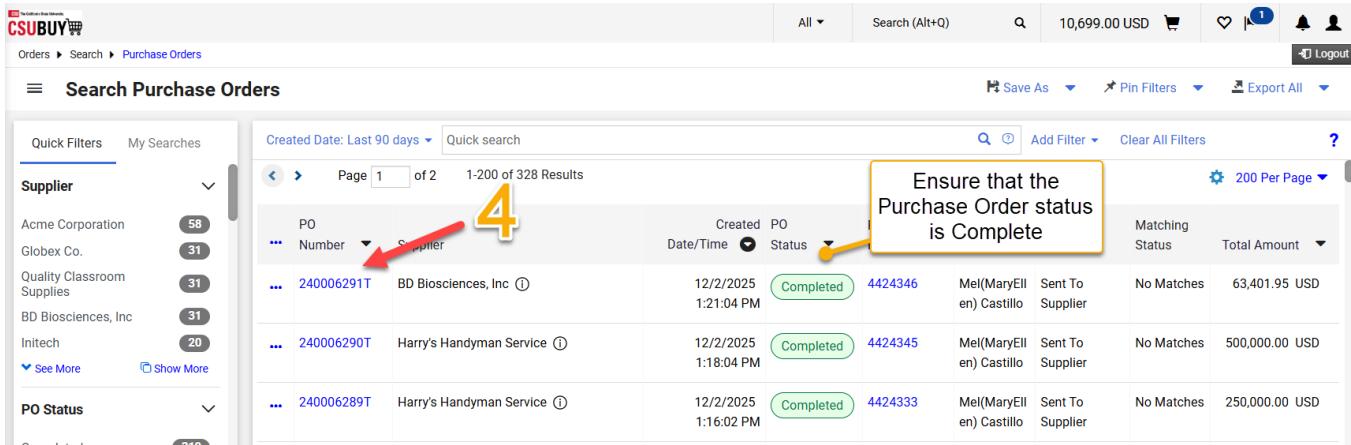
A Change ORDER is only done by Buyers and is different from a Change Request because it does not go through the requisition approval workflow process for the change.

From the flyout, select Orders>Search>Purchase Orders



Search for the Purchase Order and select the PO that needs a Change Request.

Verify that the Purchase Order's status is Completed. If it is pending, request the Buyer to return the requisition.



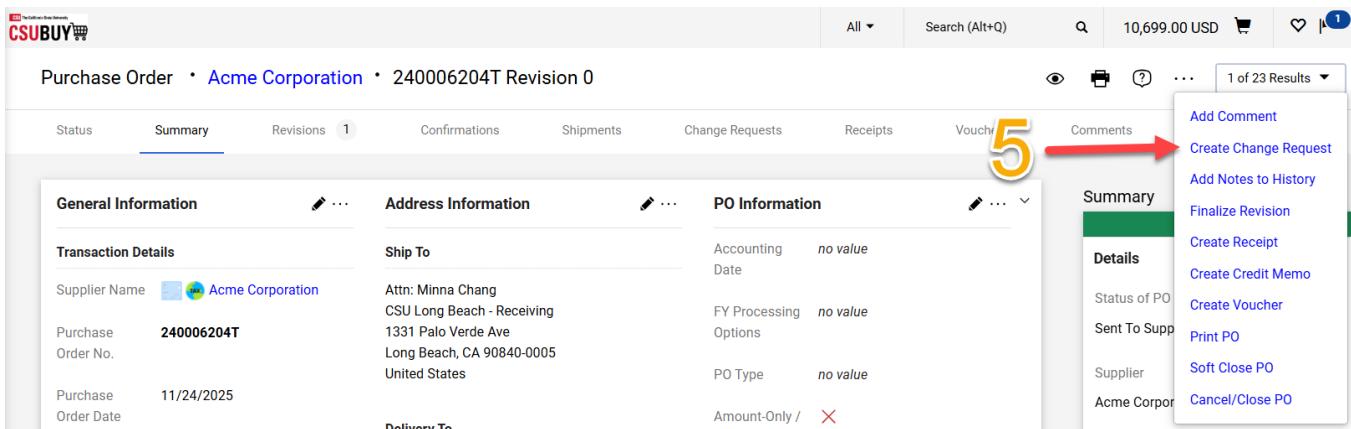
Search Purchase Orders

Created Date: Last 90 days Quick search

Page 1 of 2 1-200 of 328 Results

PO Number	Supplier	Created Date/Time	PO Status	PO ID	Entered By	Sent To Supplier	Matching Status	Total Amount
240006291T	BD Biosciences, Inc	12/2/2025 1:21:04 PM	Completed	4424346	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	63,401.95 USD
240006290T	Harry's Handyman Service	12/2/2025 1:18:04 PM	Completed	4424345	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	500,000.00 USD
240006289T	Harry's Handyman Service	12/2/2025 1:16:02 PM	Completed	4424333	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	250,000.00 USD

After finding the Purchase Order, click the three dots to the rights and select 'Create Change Request' from the list.



Purchase Order • Acme Corporation • 240006204T Revision 0

Status Summary Revisions 1 Confirmations Shipments Change Requests Receipts Vouch... Comments

General Information Address Information PO Information

Transaction Details Ship To Accounting no value Date

Supplier Name: Acme Corporation Attn: Minna Chang CSU Long Beach - Receiving

Purchase Order No. 240006204T 1331 Palo Verde Ave

Long Beach, CA 90840-0005 United States

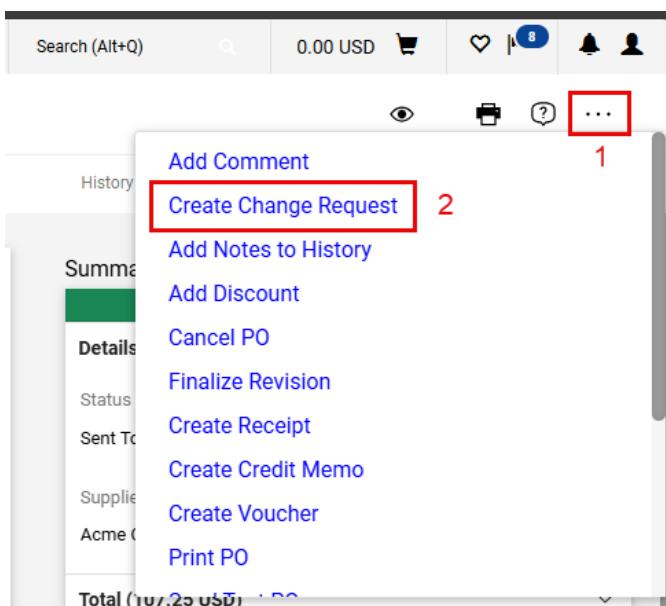
Purchase Order Date 11/24/2025

Deliver To

Summary Details Status of PO Sent To Supp... Supplier Acme Corpor...

Add Comment Create Change Request Add Notes to History Finalize Revision Create Receipt Create Credit Memo Create Voucher Print PO Soft Close PO Cancel/Close PO

Here is a closer view of 5



Search (Alt+Q) 0.00 USD

Add Comment 1 Create Change Request 2

Add Notes to History

Add Discount

Cancel PO

Finalize Revision

Create Receipt

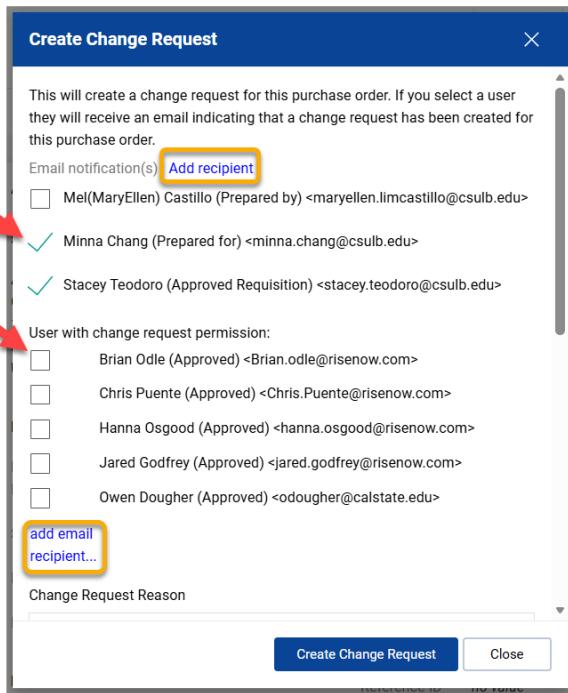
Create Credit Memo

Create Voucher

Print PO

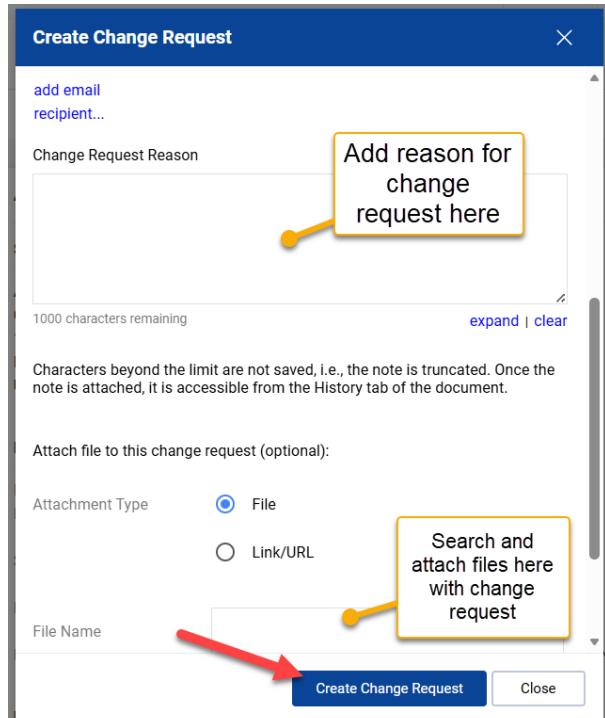
Total (107.25 USD) 1 PO

The below pop-up will appear for the change request. Select the users that you want to notify. If the recipient is not listed, click **Add recipient** to add them. Note: it is suggested (not required) that you select your approver(s) as a recipient so they know a change request will be coming for approval. It is not necessary to add the Buyer.



Scroll down to type in the reason for the change request and any necessary documents that need to be attached. Be very specific about what changes you are requesting to the Requisition/PO and attach supporting documents for the change.

**Click Create Change Request**



You will now be redirected to a draft requisition. Use the pencil icon on the right side of each section to make changes and save.

Change Requests • 4424603

Summary Taxes/S&H PO Preview External Communication Comments 2 Attachments History

**30 Items**

**Acme Corporation** - 30 Items - 750.00 USD

**SUPPLIER DETAILS** CA State University Long Beach

Contract: no value

Quote number: no value

**Line Item** Catalog No. Size/Packaging

Goods and Services Request

Contract: no value

1 Test BX 25.00 30 BX 750.00 ...

**ITEM DETAILS**

Performance Start Date Commodity Code 170003 / General Supplies Tax Code LBC

Performance End Date Receiving Required no value Taxable ✓

more info... Contains Discount X Asset X

Prepayment no value Asset Profile ID no value

PO Clauses Add Work Order no value

**CHARTFIELD**

Business Unit Fund DeptID Commodity CF Account Account Override Program Class Project

LBCMP CA State University GF001\_LBCMP 170003 660003\_LBCMP no value no value no value no value

CA State University Long Beach CSU Operating Fund Financial Management

If you need to send the change order to the supplier, use the **External Communication** tab and check the 'Suppliers on Change Request' box

You can assign the change requests here

Change Requests • 4424603

External Communication

Send to...

Suppliers on Change Request

LNP System Connections on Change Request

CalState.PO\_Export

**Draft**

**Total (828.75 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal 750.00

Sales Tax 78.75

Use Tax 0.00

**828.75**

**Related Documents**

Purchase Order: 240006204T

Request ID: 4419441

**What's next for my order?**

Next Step: Wait for Validation 1

Approver: Approver (DO NOT DELETE), Workflow

**Workflow**

Draft Active Stacey Tedoro On behalf of: Minna Chang

Start - Parallel Steps

Requisition Validation 1 Future

Wait for Validation 1

Any changes made will be highlighted

Note: if your original requisition was submitted during a different Accounting Period (month), and the G/L for that month is closed, you will need to remove the Accounting Date, or your Change Request will be returned by the system. To remove the Accounting Date, click the pencil under PO Information so that you may edit the Accounting Date.

General Information		Address Information		PO Information	
Transaction Details		Ship To		Accounting Date	no value
Cart Name	Broker of PR-99 - SR	Jean Michelle Tanner	c/o: Receiving	PO Type	no value
Business Unit	CalState San Marcos PDP (SDM00P)	441 La Sierra Road	San Marcos, CA 92070	Amount Only / Blanket PO	X
				...	

## Chartfield Changes

To make changes to the chartfield, scroll down to the chartfield lines and click the pencil to edit.

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	...	
<b>IT Software Request</b> <span style="float: right;">...</span> <span style="float: right;"><input type="checkbox"/></span>							
Contract:	<i>no value</i>						
1 testing smt tax		EA	100.00	100	10,000.00	...	
<b>ITEM DETAILS</b> <span style="float: right;"><input type="checkbox"/></span>							
Service Start Date	Commodity Code	115004 / IT Software	Tax Code	SMS	San Marcos Sales Tax		
Service End Date	Override Receiving Required	X	Taxable	✓			
<a href="#">more info...</a>	Prepayment	<i>no value</i>	Asset	X			
	PO Clauses	<a href="#">Add</a>	Asset Profile ID	<i>no value</i>			
			Work Order	<i>no value</i>			
<b>CHARTFIELD</b> <span style="float: right;"><input type="checkbox"/></span> <span style="float: right;"></span>							
Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
SMCMP Cal State San Marcos	48500_SMCMP TF Campus Operating Fund	1047_SMCMP FAS Procurement & Contracts	616802_SMCMP Info Tech Software > \$5000	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

You can change the Fund, Dept ID, add an Account Code Override, or split the fund (+). Once you have made the changes, click on the checkmark to validate then click Save.

Override Line 1: Chartfield

Business Unit ★	Fund ★	DeptID	Account ★	Account Override	Program	Class	Project
SMCMP - Cal State San Marcos	48500_SMCMP	<input type="button" value="Search"/>	1047_SMCMP	<input type="button" value="Search"/>	616802_SMCMP	<input type="button" value="Search"/>	<input type="button" value="Search"/>
				Search	<input type="button" value="Search"/>	Search	<input type="button" value="Search"/>
				Account			
<input type="button" value="Save"/> <input type="button" value="Close"/>							

★ Required fields

## Item Changes

To make changes to the dollar amount, quantity, product description, and other line changes, click on the form name.

CSBUY

Change Requests • 4202662

Summary Taxes/S&H PO Preview External Communication Comments 1 Attachments History

Ad-Hoc Approver [Select](#)

**100 Items**

**Bradford Telecommunications • 100 Items • 10,000.00 USD**

**SUPPLIER DETAILS** Cal State San Marcos P2P (SMXMP-1) : 5151 State University Drive, Chico, California 95926 United States

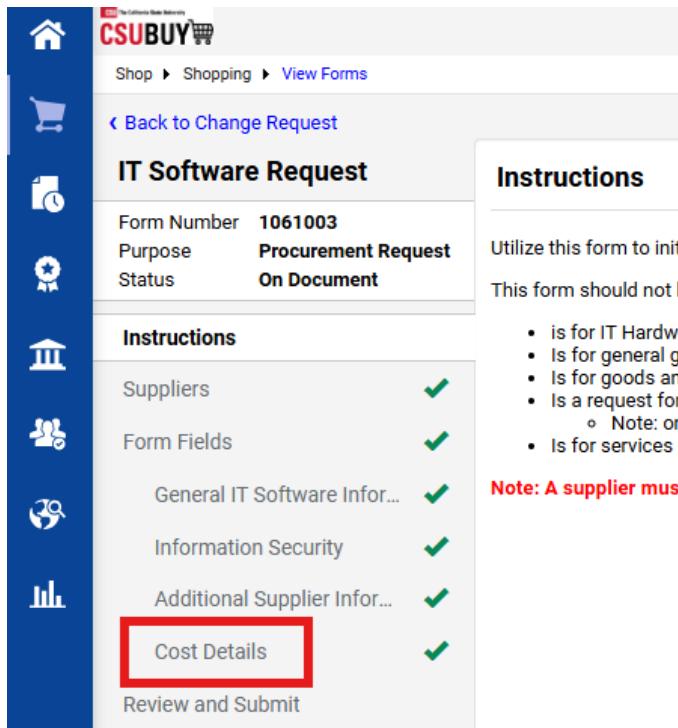
Contract	no value	Supplier Account No.	no value
Quote number	no value	PO Clauses	

Item	Catalog No.	Size/Packaging
IT Software Request		
Contract:	no value	
1 testing smt tax		EA

**ITEM DETAILS**

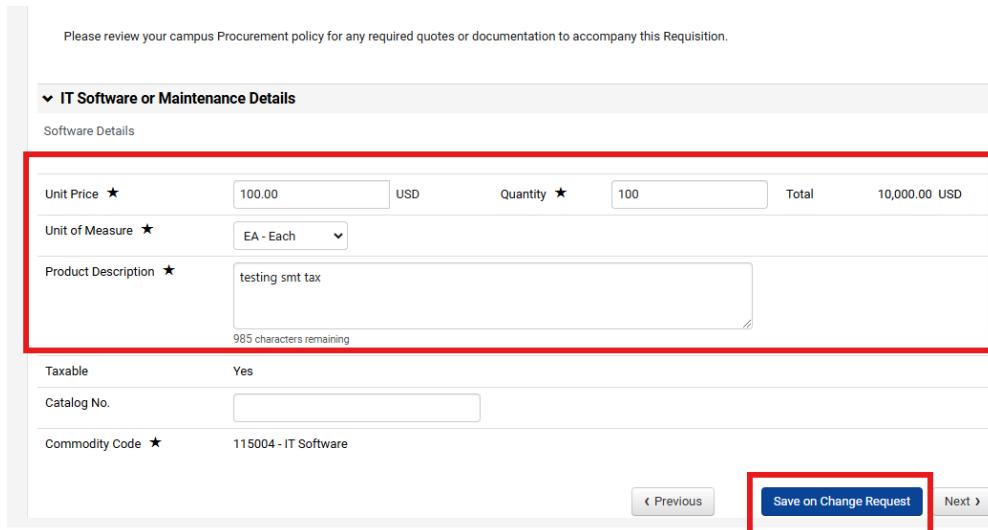
Service Start Date	Commodity Code	115004 / IT Software
Service End Date	Override Receiving Required	<input checked="" type="checkbox"/>

Click on **Cost Details** to get to the cost information.



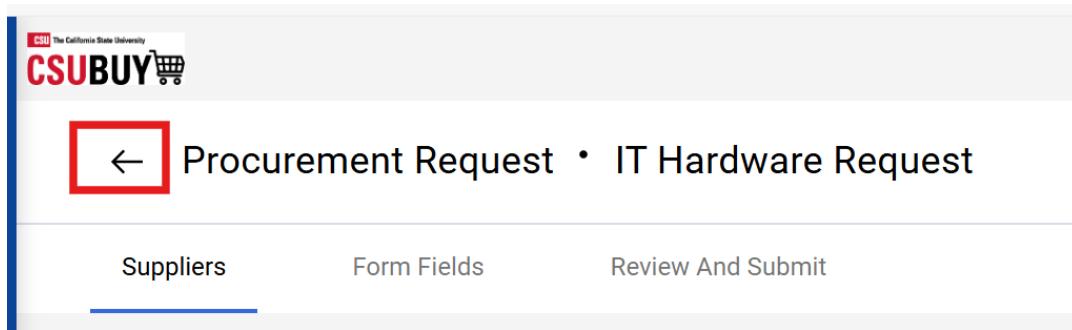
The screenshot shows the 'IT Software Request' form on the CSUBUY website. The 'Cost Details' button is highlighted with a red box. The form includes fields for Form Number (1061003), Purpose (Procurement Request), and Status (On Document). The 'Instructions' section lists various categories with green checkmarks, and the 'Cost Details' button is also marked with a green checkmark. A note at the bottom states: 'Note: A supplier must be selected before you can add cost details'.

Make edits to the Cost Details as applicable then click **Save on Change Request**.



The screenshot shows the 'IT Software or Maintenance Details' section of the form. The entire section is highlighted with a red box. It includes fields for Unit Price (100.00), Unit of Measure (EA - Each), Product Description (testing smt tax), Taxable (Yes), Catalog No., and Commodity Code (115004 - IT Software). At the bottom, there are 'Previous' and 'Next' buttons, and the 'Save on Change Request' button is also highlighted with a red box.

Click **Back Arrow** to get out of the form and to your shopping cart.

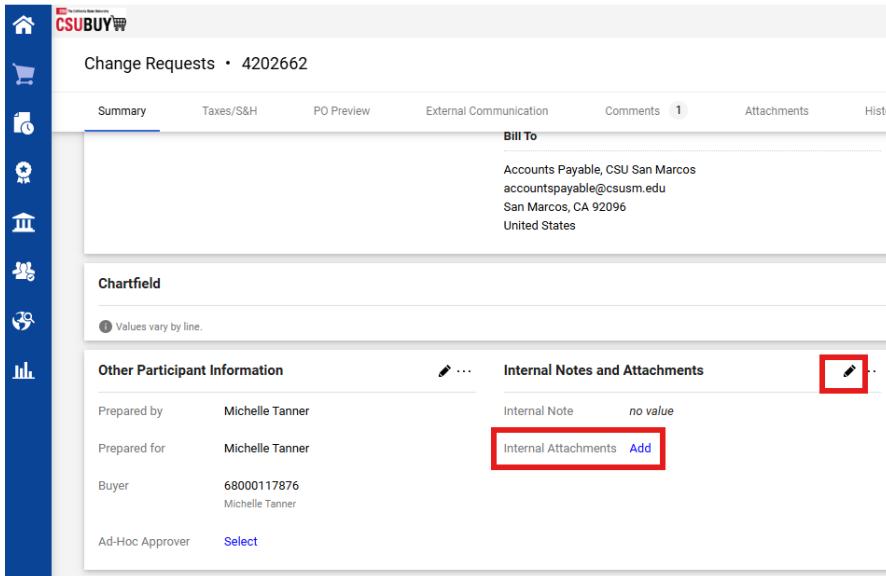


The screenshot shows the shopping cart page. The 'Procurement Request • IT Hardware Request' link is highlighted with a red box. Below it, there are links for 'Suppliers', 'Form Fields', and 'Review And Submit'.

## Change Request Process Completion

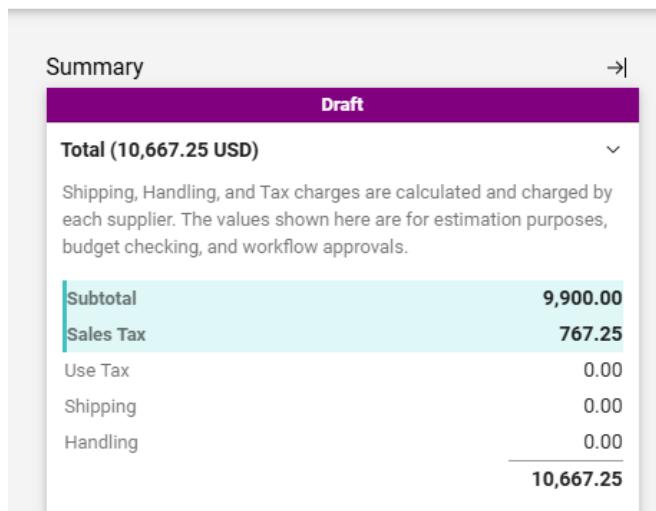
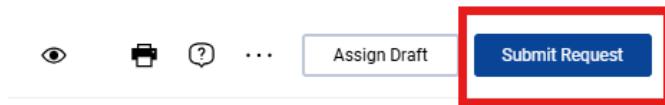
All Change Requests require an Internal Note or an Attachments.

- To add Internal Notes, click the pencil, add your notes, then click Save.
- To add an Attachment, click Add, add your attachments, then click Save. Note: If you have multiple files to attach you will need to repeat this step for each attachment.



The screenshot shows the CSUBUY Change Requests interface. The top navigation bar includes a home icon, a shopping cart icon with 'CSUBUY', and a search bar. The main title is 'Change Requests • 4202662'. Below the title is a navigation bar with tabs: 'Summary' (selected), 'Taxes/S&H', 'PO Preview', 'External Communication', 'Comments 1', 'Attachments', and 'Histor'. The 'Summary' tab shows a 'Bill To' section with the following details: 'Accounts Payable, CSU San Marcos', 'accountspayable@csusm.edu', 'San Marcos, CA 92096', and 'United States'. Below this is a 'Chartfield' section with a note: 'Values vary by line.' The 'Other Participant Information' section includes fields for 'Prepared by' (Michelle Tanner), 'Prepared for' (Michelle Tanner), 'Buyer' (68000117876, Michelle Tanner), and 'Ad-Hoc Approver' (Select). The 'Internal Notes and Attachments' section has a 'Pencil' icon and a red box highlights the 'Internal Attachments' button, which is labeled 'Add'.

Once all changes are made, click **Submit Request**. Once the Change Request is submitted, it will be routed through the original workflow again.



The screenshot shows the 'Draft' tab selected in the CSUBUY interface. The top navigation bar includes a home icon, a shopping cart icon with 'CSUBUY', and a search bar. The main title is 'Summary' with a right arrow. Below the title is a purple bar with the word 'Draft'. The 'Summary' section shows a total of 'Total (10,667.25 USD)'. A note below states: 'Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.' The 'Draft' section shows a breakdown of charges:

Subtotal	9,900.00
Sales Tax	767.25
Use Tax	0.00
Shipping	0.00
Handling	0.00
	<b>10,667.25</b>

You will receive a notification that the Change Request has been submitted, and the Purchase Order owner will be notified of the changes.

Change Request 4424603 Submitted		
Summary		Options
Change Request number	4424603	<a href="#">Print</a>
Change Request status	Pending	<a href="#">Recent orders</a> <a href="#">Return to your home page</a>
Cart name	Test for Verify Receipt for Shopper - CR	
Change Request date	12/3/2025	
Change Request total	828.75 USD	
Number of line items	1	

## 4-ADDING AND REMOVING A LINE ON A PO

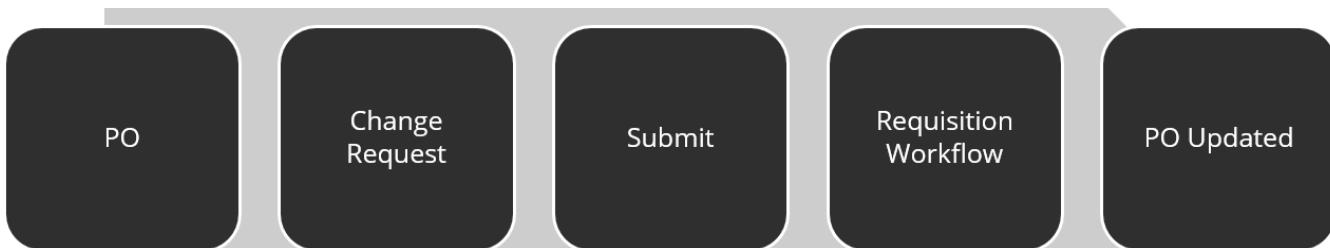
This section will focus on a Change Request adding and deleting a line on a PO. This means you are adding or removing items from the PO. The item to be added must have the **same Supplier** and the **same Form** as the other items on the PO. Please consider putting in another requisition instead as it may be easier than following this process.

A Change Request (formally known as a Purchase Order Amendment – POA) allows the Prepare For person, typically the Requester (who is also the PO Owner) to make changes to an order that has already completed workflow and is now a PO.

A change to the PO can be made only when the PO is NOT in closed status.

**A Change Request CANNOT be made for Punchout Supplier Purchase Orders.**

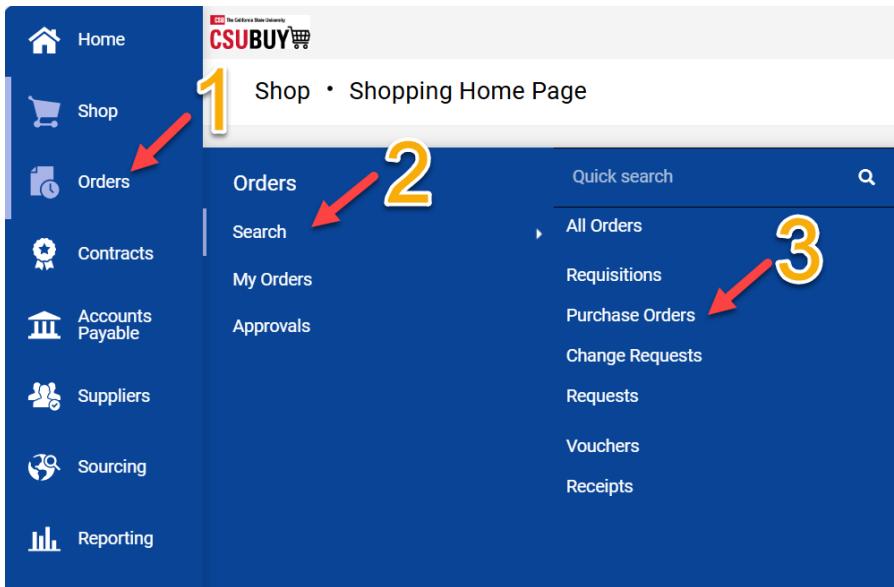
The Change Request updates a Purchase Order by resubmitting the order through the requisition approval workflow for review and approval before the revised PO is finalized. It brings the order back to a draft requisition. Important Note, that a Change Request cannot be made on a PO that has a voucher, payment or receipt; therefore, it is important to check the status of the PO first.



A Change ORDER is only done by Buyers and is different from a Change Request because it does not go through the requisition approval workflow process for the change.

To make a Change Request, first locate the Purchase Order.

From the flyout, select Orders>Search>Purchase Orders



Search for the Purchase Order and select the PO that needs a Change Request.

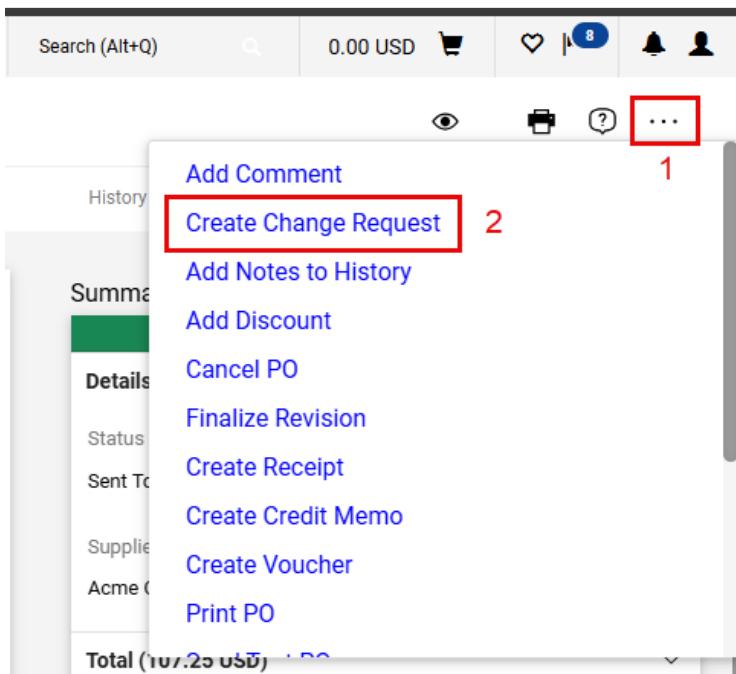
Verify that the Purchase Order's status is Completed. If the Purchase Order is pending, you may request the Buyer return the requisition to you.

PO Number	Supplier	Created Date	PO Status	PO ID	Matching Status	Total Amount
240006291T	BD Biosciences, Inc	12/2/2025 1:21:04 PM	Completed	4424346	Mel(MaryEllen) Castillo Sent To Supplier	No Matches 63,401.95 USD
240006290T	Harry's Handyman Service	12/2/2025 1:18:04 PM	Completed	4424345	Mel(MaryEllen) Castillo Sent To Supplier	No Matches 500,000.00 USD
240006289T	Harry's Handyman Service	12/2/2025 1:16:02 PM	Completed	4424333	Mel(MaryEllen) Castillo Sent To Supplier	No Matches 250,000.00 USD

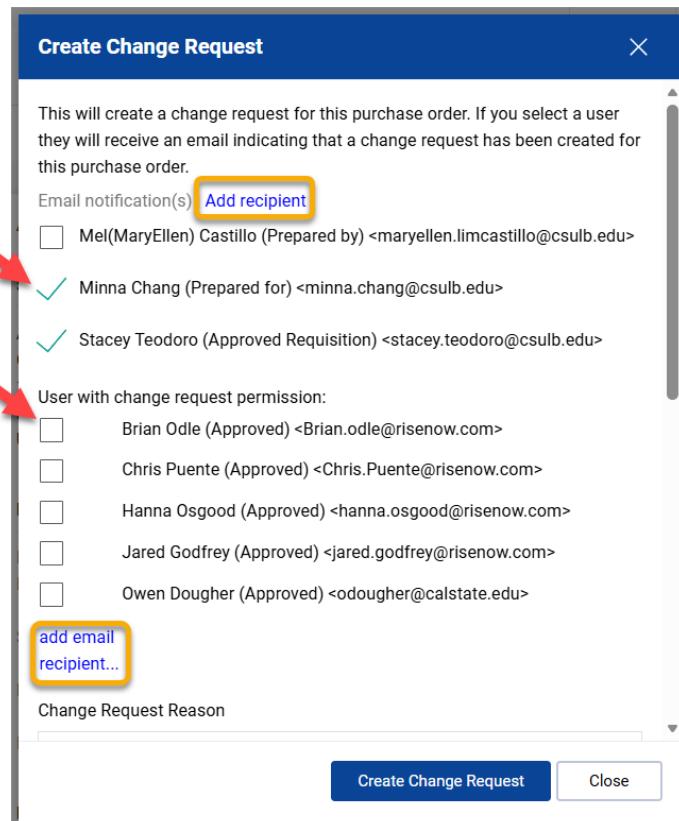
After finding the Purchase Order, click the three dots to the right and select **Create Change Request** from the list.

Add Comment  
**Create Change Request**  
 Add Notes to History  
 Finalize Revision  
 Create Receipt  
 Create Credit Memo  
 Create Voucher  
 Print PO  
 Soft Close PO  
 Cancel/Close PO

Here is a closer view of 5



The below pop-up will appear for the change request. Select the users that you want to notify. If the recipient is not listed, click **Add recipient** to add them. Note: it is suggested (not required) that you select your approver(s) as a recipient so they know a change request will be coming for approval. It is not necessary to add the Buyer.



Scroll down to type in the reason for the change request and any necessary documents that need to be attached. Be very specific about what changes you are making to the Requisition/PO and attach supporting documents for the change.

Click **Create Change Request**

**Create Change Request**

Change Request Reason

1000 characters remaining [expand](#) | [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

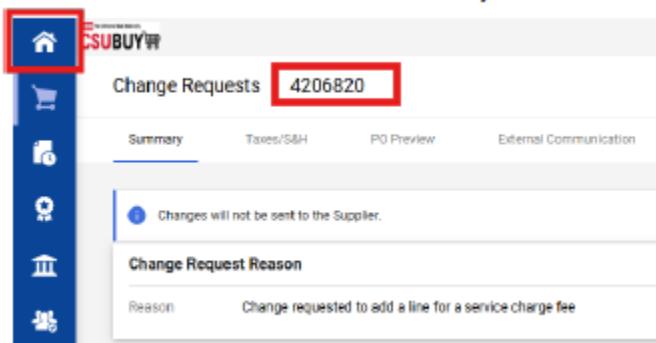
Attach file to this change request (optional):

Attachment Type  File  Link/URL

File Name

**Create Change Request** [Close](#)

Make sure you note the Change Request number since you will need it in a later step. Then click on the Home icon in the flyout to return to the Shopping Home Page.



Find the Form for the item you are adding. Again, the Form must be the same Form as the other items on the PO. If it is not, you will receive an error message.

Showcases

CSU Form Requests

Goods and Services Request	IT Hardware Request	IT Software Request	Independent Contractor Request	Hospitality Request (non-travel)
Request to Close PO	Facilities and Construction Request For Facilities Use Only			

Supplier Requests

Complete the form fields. Once on the **Review and Submit** page of the Form, click on the drop down and select **Add to go to Cart** and then select **Add to Draft Change Request**.

CSUBUY

Shop ▶ Shopping ▶ View Forms

Back to Shopping Home

Goods and Services Requ...

Form Number 1063375  
Purpose Procurement Request  
Status Incomplete

Instructions

- Suppliers ✓
- Form Fields ✓
- General Information ✓
- Other Goods & Services ✓
- Cost Details ✓

Review and Submit

Required Fields Complete

Section	Progress
Suppliers	✓ Required Fields Complete
Form Fields	✓ Required Fields Complete

Add to Favorites 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

A list of your change requests in Draft status with the same supplier as the item to be added is displayed. Select the correct change request and click Add to Change Request.

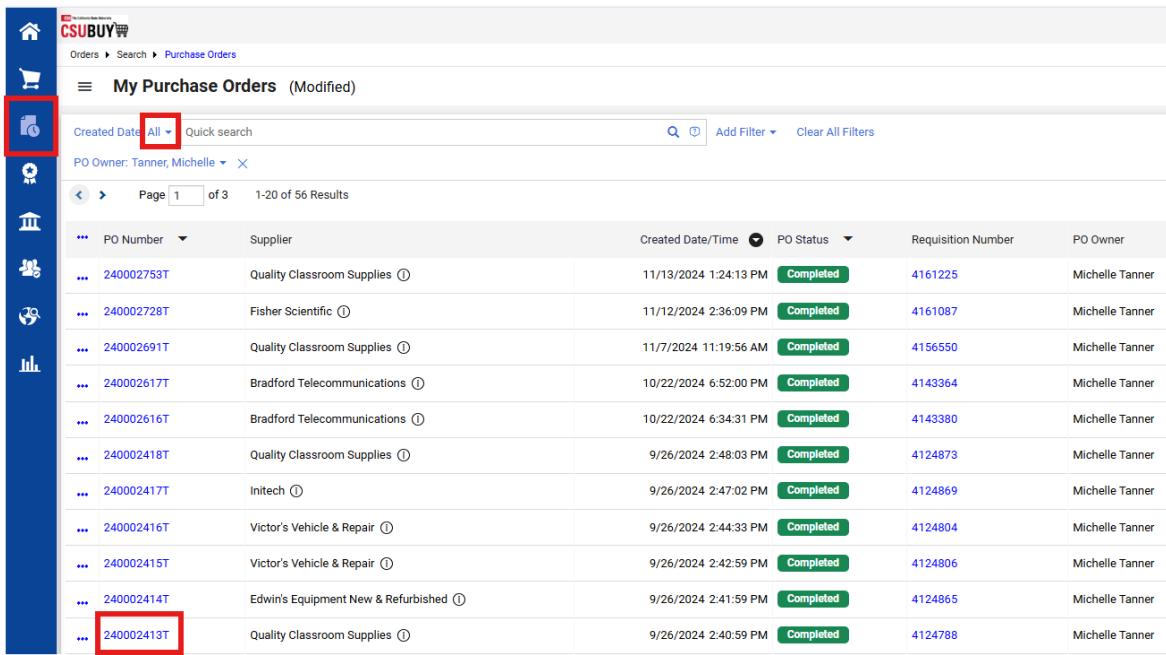
Add To Draft Change Request

Please select the appropriate Change Request to which the selected line item(s) are to be added.

Select	Change Requests
<input checked="" type="radio"/>	PR-82 SMXSI (SM) - CR (4206820)
<input type="radio"/>	PO-19 SMXSI - CR (4206351)

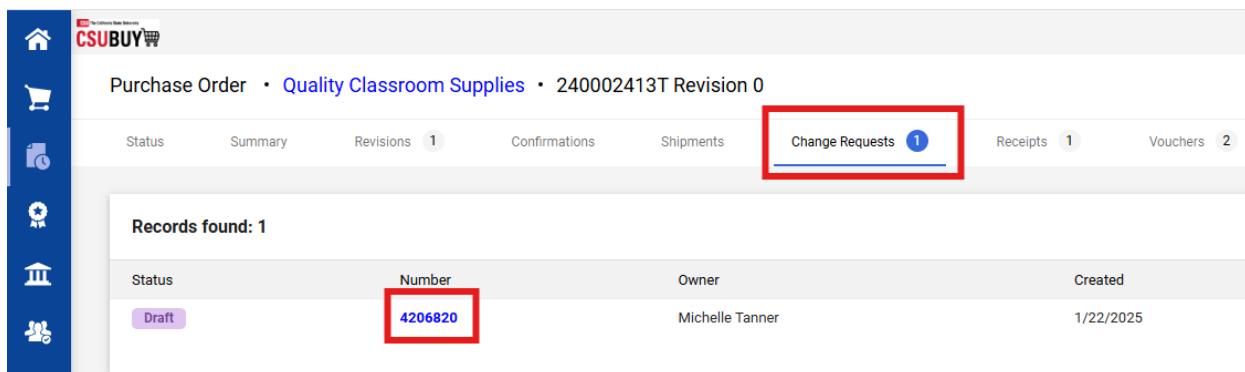
Add To Change Request

Now, return to the Purchase Order you initiated the Change Request for and open it.



PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner
240002753T	Quality Classroom Supplies ⓘ	11/13/2024 1:24:13 PM	Completed	4161225	Michelle Tanner
240002728T	Fisher Scientific ⓘ	11/12/2024 2:36:09 PM	Completed	4161087	Michelle Tanner
240002691T	Quality Classroom Supplies ⓘ	11/7/2024 11:19:56 AM	Completed	4156550	Michelle Tanner
240002617T	Bradford Telecommunications ⓘ	10/22/2024 6:52:00 PM	Completed	4143364	Michelle Tanner
240002616T	Bradford Telecommunications ⓘ	10/22/2024 6:34:31 PM	Completed	4143380	Michelle Tanner
240002418T	Quality Classroom Supplies ⓘ	9/26/2024 2:48:03 PM	Completed	4124873	Michelle Tanner
240002417T	Initech ⓘ	9/26/2024 2:47:02 PM	Completed	4124869	Michelle Tanner
240002416T	Victor's Vehicle & Repair ⓘ	9/26/2024 2:44:33 PM	Completed	4124804	Michelle Tanner
240002415T	Victor's Vehicle & Repair ⓘ	9/26/2024 2:42:59 PM	Completed	4124806	Michelle Tanner
240002414T	Edwin's Equipment New & Refurbished ⓘ	9/26/2024 2:41:59 PM	Completed	4124865	Michelle Tanner
240002413T	Quality Classroom Supplies ⓘ	9/26/2024 2:40:59 PM	Completed	4124788	Michelle Tanner

Go to the Change Request tab and open the Change Request.



Status	Summary	Revisions	Confirmations	Shipments	Change Requests	Receipts	Vouchers								
<b>Records found: 1</b>															
<table border="1"><thead><tr><th>Status</th><th>Number</th><th>Owner</th><th>Created</th></tr></thead><tbody><tr><td>Draft</td><td>4206820</td><td>Michelle Tanner</td><td>1/22/2025</td></tr></tbody></table>								Status	Number	Owner	Created	Draft	4206820	Michelle Tanner	1/22/2025
Status	Number	Owner	Created												
Draft	4206820	Michelle Tanner	1/22/2025												

Review the newly added line and details to confirm or edit, as needed.

Note: if your original requisition was submitted during a different Accounting Period (month), and the G/L for that month is closed, you will need to update the Accounting Date or your Change Request will be returned by the system. To update the Accounting Date, click the pencil under PO Information

All Change Requests require an Internal Note or Attachment.

To add an Attachment, click Add, add your attachments, then click Save. If you have multiple files to attach you will need to repeat this step for each attachment.

Change Requests • 4202662

Summary Taxes/S&H PO Preview External Communication Comments 1 Attachments History

**Bill To**

Accounts Payable, CSU San Marcos  
accounts payable@csusm.edu  
San Marcos, CA 92096  
United States

**Chartfield**

Values vary by line.

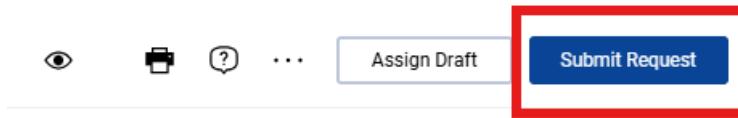
**Other Participant Information**

Prepared by	Michelle Tanner	Internal Note	no value
Prepared for	Michelle Tanner	Internal Attachments <a href="#">Add</a>	
Buyer	68000117876 Michelle Tanner		
Ad-Hoc Approver	Select		

**Internal Notes and Attachments**

[Edit](#) [...](#)

Click Submit Request. Once the Change Request is submitted, it will be routed through the original workflow again. You may search the Change Request Number to see where it is in workflow.



**Summary** →

**Draft**

**Total (10,667.25 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	9,900.00
Sales Tax	767.25
Use Tax	0.00
Shipping	0.00
Handling	0.00
	<b>10,667.25</b>

### Removing a Line from a Purchase Order

Once you selected Create Change Request, you may navigate to the line or item you would like to remove.

32 Items

Acme Corporation - 32 Items - 15,400.00 USD

CA State University Long Beach (LBXMP-1) : 5151 State University Drive, Chico, California 95926 United States

Contract no value Supplier  
Account no value  
No.

Quote number no value PO Clauses  
no clause

Line Item Catalog No. Size/Packaging Unit Price Quantity Ext. Price

IT Hardware Request ... ✓

Total (17,017.00)

Shipping, Handl calculated and The values show purposes, budg approvals.

Subtotal  
Sales Tax  
Use Tax

3 ... ✓

✓

Use Tax

Remove Selected Items

Cancel Selected Items

Purchase Order 241

"Remove" is deleting the line from the change request and can only be done on a line that was added on a change request. You cannot remove a line on the original PO. You can cancel the line.

"Cancel" is leaving the line on the PO, but marking it as cancelled. Select this if you no longer wish to purchase the item from the original PO.

### Withdraw Change Request

After submitting the Change Request, you may navigate back to the Change Request and select Withdraw Change Request. If this option is not available, it means the Change Request was approved. See the History tab to confirm.

Change Requests • 4424603

Summary Taxes/S&H PO Preview External Communication Comments 2 Attachments History

Withdraw Change Request

## 5-WITHDRAW A REQUISITION

A Requisition in workflow could be cancelled and prevented from progressing. However, once it becomes a PO it can no longer be withdrawn.

Once withdrawn, you cannot resubmit that order, but you may copy the items to a new cart and resubmit the order.

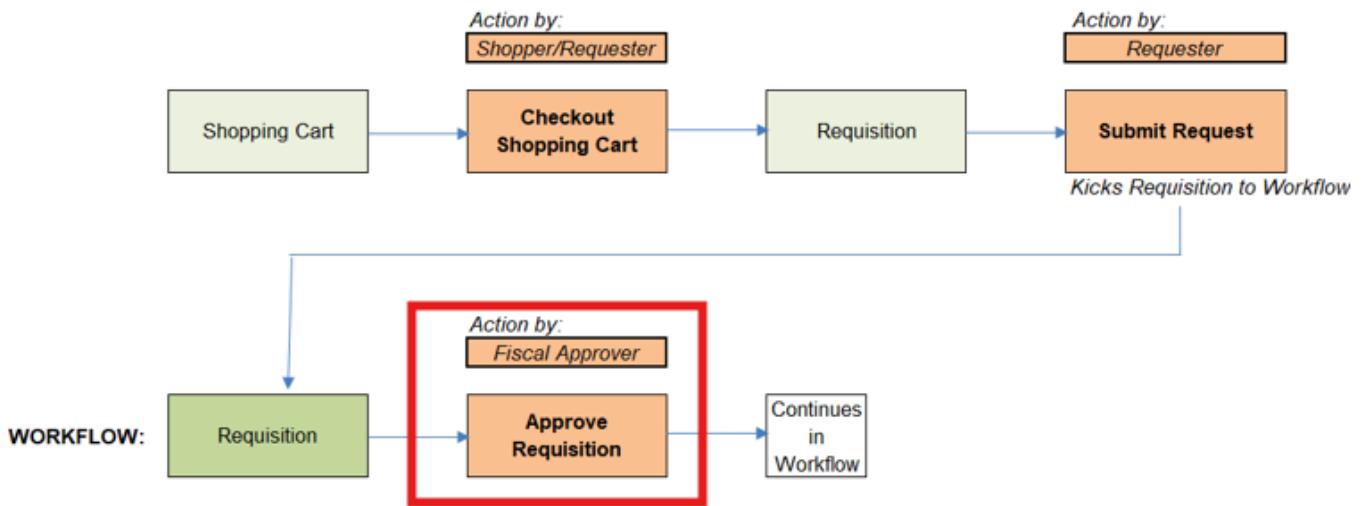
Go to the Requisition and select **Withdraw Entire Requisition**.

The screenshot shows the CSUBuy Requisition page for Requisition #3846591. The page includes sections for General Information, Transaction Details, and Shipping/Billing Information. A context menu is open at the top right, with the 'Withdraw Entire Requisition' option highlighted with a red box. A sub-menu for 'Withdraw Entire Requisition' is also visible. Below the main page, a note states: 'Note: At any point in the process the submitter can withdraw a requisition'. A 'Withdraw Entire Requisition' dialog box is open, containing a warning message: 'Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.' It also has a 'Reason' text input field and 'OK' and 'Cancel' buttons.

## CHAPTER 4: FISCAL/DOA APPROVER

### 1-APPROVAL WORKFLOW FOR REQUISITION

The DOA/Fiscal Approver is notified of a Requisition to be reviewed. When the Requisition is approved, it will continue to the next step in the Workflow.



### 2-LOCATE REQUISITIONS AND ASSIGN FOR YOUR APPROVAL

As a Fiscal/DOA Approver, you are designated to approve purchases in CSUBuy based on your DOA level for specific Fund(s) and Department ID(s). The requisition dollar amount determines the DOA level the approver is required to be in.

There are several ways to be notified of and locate a requisition you may approve. Keep in mind that a requisition may have multiple Fiscal/DOA Approvers; however, only one Fiscal/DOA Approver is required to approve the requisition. Please note that once you locate a requisition to be approved, you must first assign the requisition to yourself before you are able to approve the requisition.

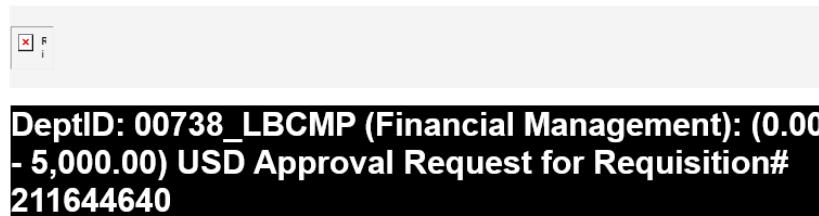
## 1. Email

If you set up your notifications to receive an email if a requisition needs your approval, you will receive an email from CSUBUY. You can scroll all the way down and click on View Requisition Approval, which will take you to a list of requisitions you may approve.

Requisition#: 211644640 awaiting your approval in Requisition Approval Workflow



CAUTION: This email was sent from an external source.



Dear Minna Chang,

The requisition listed below has been submitted for your approval.

### Summary

Attn: Mel(MaryEllen) Castillo  
CSU Long Beach - Receiving  
1331 Palo Verde Ave  
Long Beach, CA 90840-0005  
United States

[View Requisition Approvals](#)



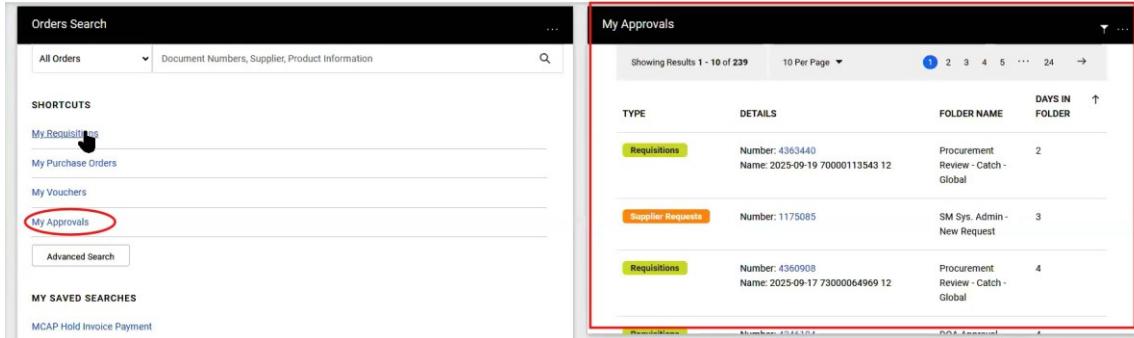
## 2. Notifications

You will be notified there is a requisition to be approved either by email or in CSUBuy notification bell alert.



### 3. Home Page: My Approvals

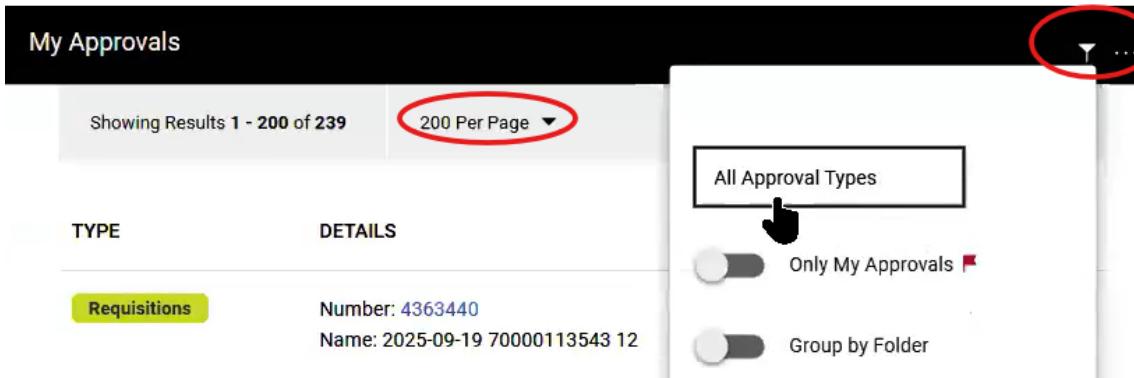
Requisitions to be approved appear on the Home Page in two areas as highlighted below:



The screenshot shows the Home Page with the 'My Approvals' section highlighted. The 'My Approvals' link in the 'SHORTCUTS' section is circled in red. The list of approvals on the right is also enclosed in a red box.

In My Approvals, adjust the number of documents to view per page and use the filter.

(See the Section on Filtering My Approvals on Home Page for more details.)

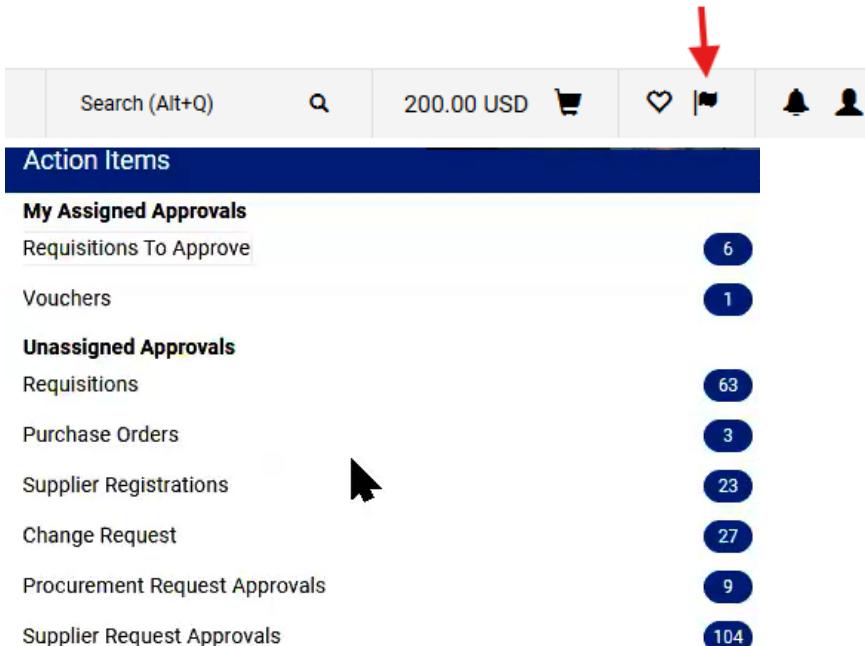


The screenshot shows the 'My Approvals' page with filtering options. The '200 Per Page' dropdown is circled in red. The 'All Approval Types' button is highlighted with a red box. A red arrow points to the 'Only My Approvals' toggle switch.

### 4. Home Page: Action Item Flag

Click on the Flag on the Home Page to locate requisitions to approve.

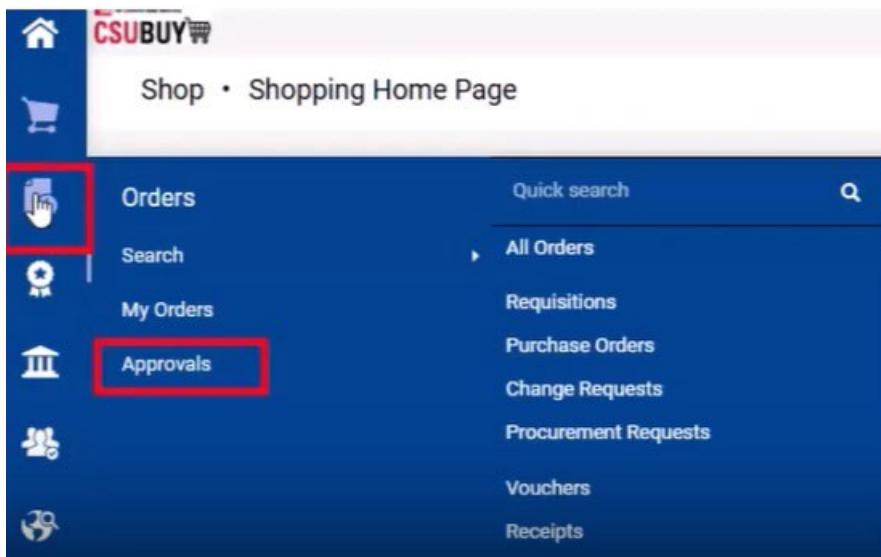
Once you click there, you will see Action Items split between My Assigned Approvals, which are requisition assigned to you and Unassigned Approvals, which are requisitions that have not yet been assigned to an Approver.



The screenshot shows the Home Page with the Action Items section. A red arrow points to the flag icon in the top navigation bar. The 'Action Items' section is shown with 'My Assigned Approvals' and 'Unassigned Approvals' lists. The 'Unassigned Approvals' list includes categories like Requisitions, Purchase Orders, Supplier Registrations, Change Request, Procurement Request Approvals, and Supplier Request Approvals, each with a blue circle indicating the count of items.

## 5. Search

You may search for Requisition to be approved by selecting from the Home Page flyout:  
Orders>Approvals>Requisition to Approve

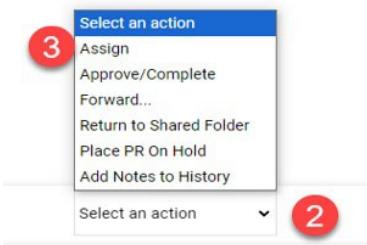


### Assigning Yourself a Requisition:

When identifying a requisition in the Approval queue, you may:

1. Select the Requisition by clicking on the box to the left of the Requisition
2. Click on the “Select an Action” drop down
3. Select Assign

A screenshot of the Approvals page. The top navigation bar includes a house icon, the CSUBUY logo, and a shopping cart icon. Below the navigation is a header bar with the text 'Approvals'. The main content area shows a table of requisitions. One row is highlighted with a red circle containing the number '1'. The table columns include: REQUISITION NO., SUPPLIERS, ASSIGNED APPROVER, PR DATE/TIME, REQUISITIONER, and AMOUNT. The table shows one entry: '4106344' (Supplier: Jackson Hardware Supply, Approver: Barbara Buyer, Date: 9/4/2024 4:14 PM, Requisitioner: Lindsay Swensen, Amount: 20,377.50 USD). To the left of the table is a sidebar with 'Your Selections' (Date Range: All Dates, Assigned Approver: Barbara Buyer), 'Filters' (Supplier: Jackson Hardware Supply, Supplier Class: CA Supplier, Business Unit: Cal State San Marcos P2P (SMXMP), Current Workflow Step: Procurement Review), and a search bar. A 'Select an action' dropdown menu is open over the highlighted requisition, showing options: 'Assign', 'Approve/Complete', 'Forward...', 'Return to Shared Folder', 'Place PR On Hold', and 'Add Notes to History'. The number '3' is circled in red next to the 'Assign' option.



You may also open the requisition by clicking on the blue hyperlink.

DEPTID: 00738\_LBCMP (FINANCIAL MANAGEMENT): (0.00 - 5,000.00) USD 1

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	ACTIONS
<a href="#">211476131</a>	4imprint Inc	Not Assigned	1/26/2026 4:21 PM	Mei(MaryEllen) Castillo	2,500.00 USD	<a href="#">View</a>
Requisition Name	2026-01-26 40000326311 01	Folders	0 Days in folder [DeptID: 00738_LBCMP (Financial Management): (0.00 - 5,000.00) USD]			

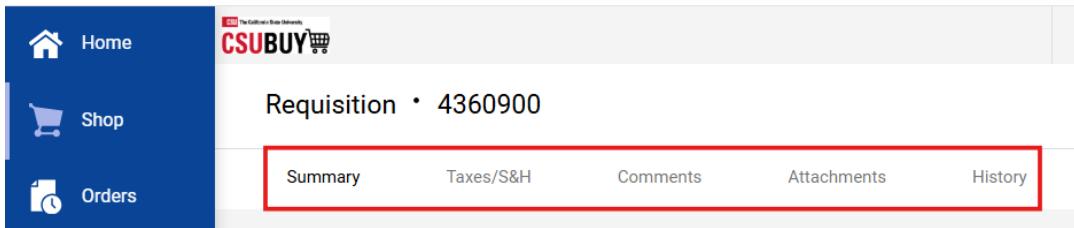
Then select Assign & Further Action

## Requisition Approval Queue View of Assigned and Unassigned

### 3-REVIEWING A REQUISITION FOR APPROVAL

The DOA/Fiscal Approver cannot make any changes to the Requisition EXCEPT, change the Chartfield, add Comments & Attachments, and add a PO Reference ID. Note: When you see a pencil icon, you may make an edit.

These are the key elements to review in a requisition. Click on each section to view details.



#### Summary

This is the most important section to review.

#### General Information

Make sure the Business Unit is correct.

General Information		...
<b>Transaction Details</b>		
Status	✓ Completed	(1/22/2026 4:25 PM)
Cart Name	2026-01-22 40000271673 03	
Business Unit	LB - CA State University Long Beach P2P (LBXMP)	
Submitted	1/22/2026 4:24 PM	
Purchase Order	<a href="#">2400072410</a> <a href="#">view</a>   <a href="#">print</a>	

#### Address Information

- **Ship To** is typically the address for our Campus Receiving
- **Deliver To** is the building and room within Campus the product will be delivered to
- **Bill To** is to the AP Dept address

## PO Information

### **PO Information**

Accounting Date *no value*

PO Type *no value*

Amount-Only /   
Blanket PO

Multi-Year PO 

Reference ID *no value*

Do Not Distribute 

**Accounting Date** is usually blank unless there is a reason to specify this field such as a Change Request after the closing of the accounting period.

**Amount-Only/Blanket PO** – These are Purchase Order for goods or services with multiple payments not based on quantities being delivered.

- By indicating YES, the entire PO remains open until the total dollar amount has been fully voucherized.
- Each line on an Amount-Only/Blanket PO should have a quantity of ONE using the Unit of Measure (UOM) each or lot. The entire PO must be by quantity or by amount, it cannot contain a mix of both line types.
- Multi-Year PO - This should never be selected for our campus.

### Other Participants

Provides information on the Requisition

**Prepare by** – Requester, who is the person who kicked off the Requisition to workflow

**Prepare for** – The person who created the Shopping Cart, usually the Shopper or Requester

Other Participant Information	...	Internal Notes and Attachments	...	External Notes and Attachments	...
Prepared by	Michael Pruitt	Internal Note <i>no value</i>		Note to all Suppliers <i>no value</i>	
Prepared for	Michael Pruitt	Internal Attachments		Attachments for all suppliers	
Buyer	<i>no value</i>				

Internal Notes & Attachments can only be viewed by a person in the CSU who has access to CSUBUY

External Notes & Attachments can be viewed by a person in the CSU who have access to CSUBUY and by Suppliers

### Supplier Detail

Information on the supplier is provided.

## Item Detail

If the Item listed provides an item description, this Requisition is from a Punchout Catalog.

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Avery Hi-Liter Desk-Style Highlighters, Smear Safe Ink, Chisel Tip, 12 Fluorescent Yellow Highlighters (24000)	B0013L7ECW	EA	8.89	Qty: 1 EA	8.89	<input type="checkbox"/>

If the item listed is titled with **Request**, this Requisition is using a **Form**. You may click on the blue hyperlink and review that the Form has been completed appropriately.

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
<b>Goods and Services Request</b>							
Contract:	no value						
1	<input checked="" type="checkbox"/>	Test Procurement Request: Goods and Services Request		BX	25.00	Qty: 30 BX	750.00

You may click on each **Form** field (green check marks) to review details.

Independent Contractor R...

Form Number 1173861  
Purpose Procurement Request  
Status On Document

Suppliers

Supplier Acme Corporation  
CA State University Long Beach (LBXMP-1): 5151 State University Drive, Chico, California 95926 United States

Suppliers ✓

Form Fields ✓

Request Information ✓

Independent Contractor D... ✓

Questionnaire ✓

Cost Details ✓

All Requisitions include the following fields to be reviewed:

Line	Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	...	□
1	✓	BoostCharge Braided USB-C Cable 6 6 , Black BECB14BT2MBK	BECB14BT2MBK	EA	9.52	Qty: 1 EA	9.52	...	□
^ ITEM DETAILS									
Manufacturer Name	Belkin	Contract:	no value	Tax Code	LBC Long Beach Sales Tax				
Manufacturer Part Number	CAB014BT2MBK	Commodity Code	170003 / General Supplies	Taxable	✓				
Supplier Part Auxiliary ID	1959460	Receiving Required	no value	Asset	✗				
more info...		Contains Discount	✗	Asset Profile ID	no value				
		Prepayment	no value	Work Order	no value				
		PO Clauses	no clause						

**Commodity Code** - Confirm commodity code is correct for the item being purchased. Please note this is an important field because the commodity code is what triggers a requirement to Create a Receipt when the goods arrive or a Compliance Review. Please see *Chapter 2 Shopper/Requester; Section 12 Commodity Code and Compliance Reviews* for a list of Commodity Codes that trigger a requirement to Create a Receipt and Compliance Reviews and Chapter 6, Section 1 for a complete list of Commodity Codes.

**Receiving Required** – This is automatically checked based on commodity code and will trigger the requirement to Create a Receipt when the product or service is received. The Shopper/Requester has been instructed not to adjust this field.

**Asset** - Mark “yes” if you know the item is an asset that will be capitalized, typically assets over \$5,000. This also triggers the requirement to Create a Receipt.

### Chartfields

Review and ensure the Chartfields are correct.

CHARTFIELD									Values have been overridden for this line
Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project	
LBCMP CA State University Long Beach	GF001_LBCMP CSU Operating Fund	00738_LBCMP Financial Management	170003 General Supplies	660003_LBCMP Supplies and Services	no value	no value	no value	no value	

## **Taxes/S&H**

Review of Sales and Use Tax for item.

## **Comments**

Review for comments from individuals involved in the purchase of the item. You may also add comments.

## **Attachments**

Review attachments associated with the Requisition. It could be a quote, email, or other information.

## **History**

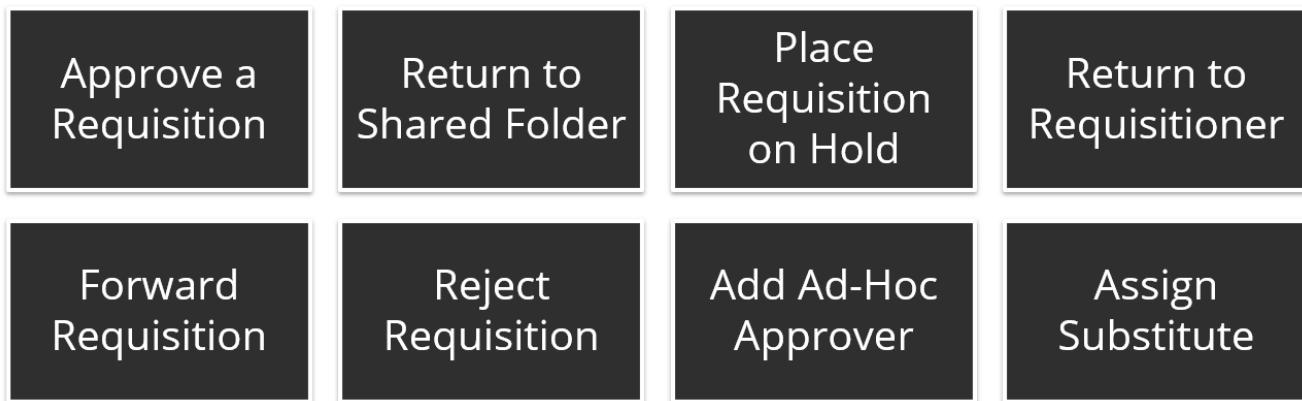
This provides a history of all those who took any action on the requisition. Since this is extensive, you may opt not to review in detail unless you are searching for specific information regarding the requisition.

## **Approver Checklist Tips**

1. Verify account, fund, department, and project number, if applicable.
2. Verify shipping address, contract number and price or bid, as applicable.
3. Verify business purpose/appropriateness of allow-ability of purchase.
4. Verify the correct form was used, if applicable. Note that non-catalog suppliers are those suppliers who do not have a catalog in CSUBuy. Direct Payment Request forms are used for to pay an invoice for purchases already made such as utilities.
5. Verify required documents are attached such as quotes/bids, invoices, if applicable.
6. Review order for accuracy and reasonableness – amount and price

## **4-APPROVER ACTION**

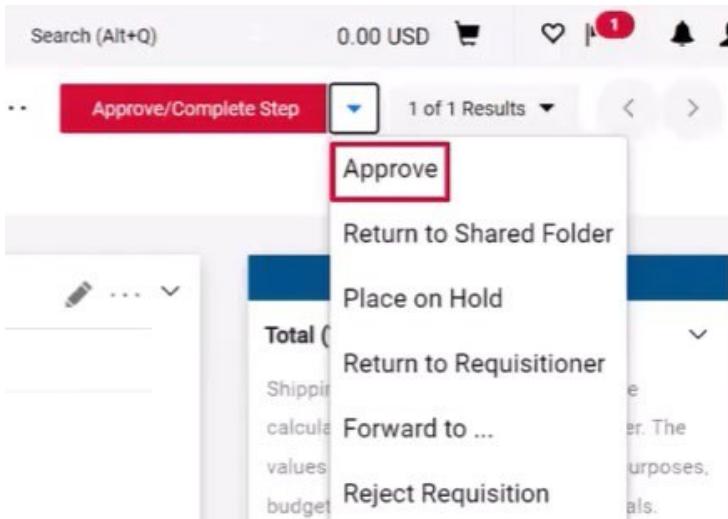
Once you locate the Requisition for your review, assign the Requisition to yourself and review the Requisition, there are multiple actions available for you to take as Fiscal/DOA Approver.



Open the Requisition and choose Approve if everything is correct and it can move to the next step or select **Approve & Further Actions**.



**Approve & Further Actions** provides additional options including Approve as shown:



Below are a list and description of approver's actions available:

**Approve:** Everything looks good and completes the current step and authorizes it to proceed to the next step in the process.

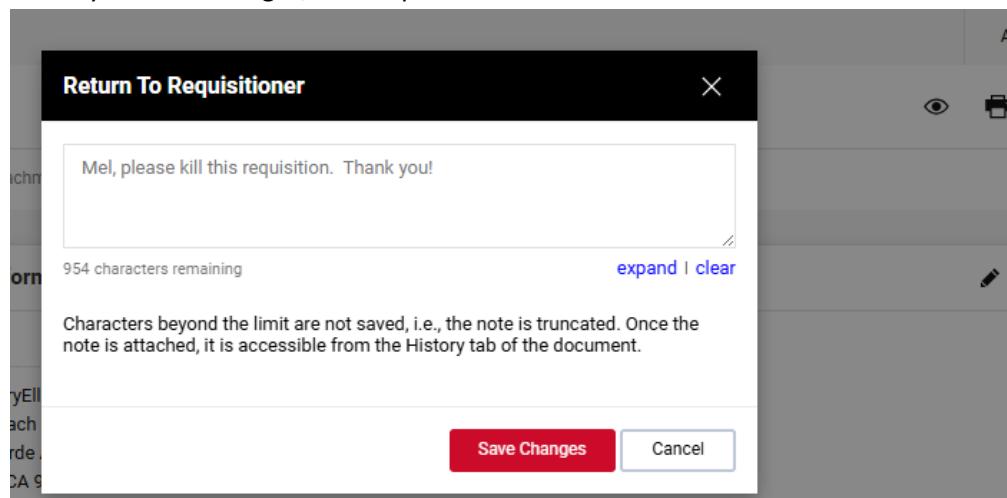
**Return to Share Folder:** You unassign yourself and return the requisition to the share folder and allow access to other approvers. It is important to note that no notification occurs when this action is taken.

**Place on Hold:** Requisitions may be put on hold to resolve issues or gather more information before approval. This lets the Requester know that you have viewed the requisition and are working on it.

**Return to Requisitioner:** An approver may return the requisition back to the requester for edits and/or corrections.

- In the pop-up window, enter the reason for the return.

The note will be available via the Comments and recorded in the History tab with the Requester being notified. When you Save Changes, the Requisition will be sent back.



- The Requester can access the requisition from the Draft Carts screen (Shop>My Carts and Order>View Carts>Draft Carts).

- The Type column will indicate the requisition was returned. The cart can be opened, updated, and resubmitted to workflow.

**Forward to:** You may forward the requisition to another approver to review and approve the requisition. Forward to an approver with the same DOA level authority as yourself. Keep in mind that when forwarding, you are forwarding your authority.

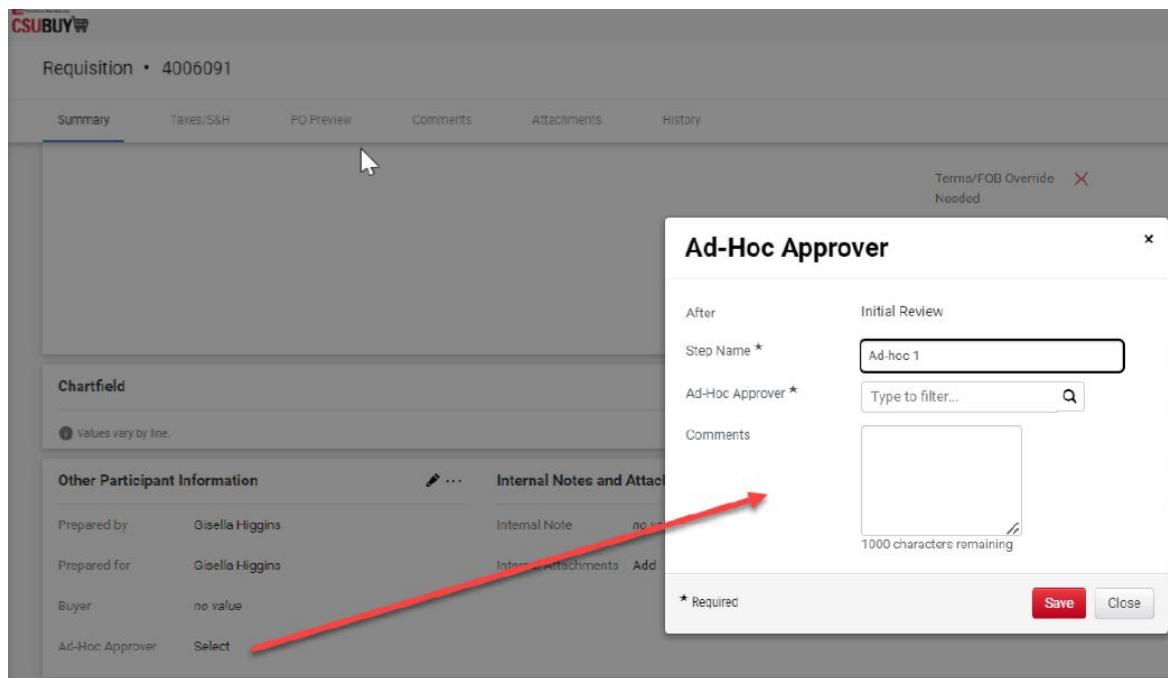
**Reject a Requisition:** This action terminates the requisition from workflow. The action is not reversible and essentially kills the requisition so no further action can be taken on it.

- Enter the reason for the rejection in the pop-up window and select Reject Requisition to save the comment and reject. Requester will be notified it is rejected.

#### Other Additional Actions:

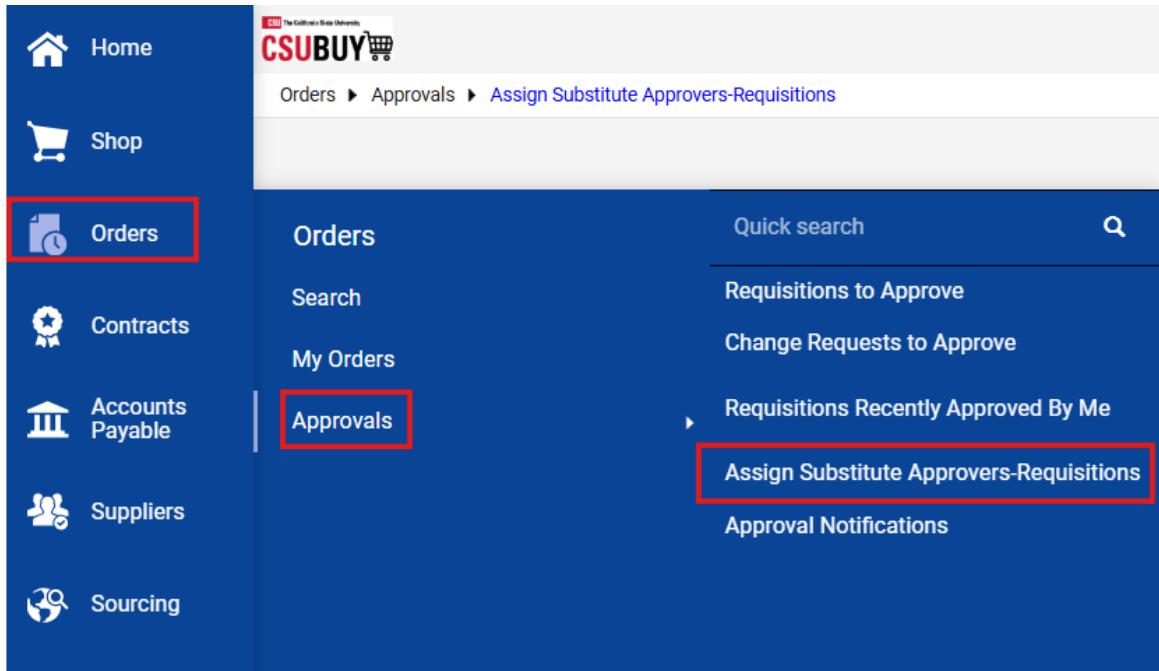
**Ad-Hoc Approver:** You may add another Approver, if needed. This action adds the approver in workflow after your approval step and does not replace you or return to your approval step. Please consider if adding a Comment would be sufficient for your needs since adding an Ad-Hoc Approver will slow down the workflow.

1. Go to the Requisition to be approved
2. Scroll down to Other Participant Information
3. Go to Ad-Hoc Approver
4. Select the person
5. Add a Comment, if needed.



**Assign Substitute Approver:** This action replaces yourself as the Approver. You may use this action if you are going on vacation and need someone to cover for you. Please make sure the Substitute Approver has same DOA level authority. Although the substitute approver may approve the requisition, you are ultimately responsible for the requisition so ensure your substitute approver is trustworthy.

1. Go to Shop Home page and Orders fly out
2. Select Approvals and then Assign Substitute Approvers-Requisitions



3. Click on either “Assign” or “Substitute Actions”
4. Select the name
5. Enter a date range for the substitute by clicking on the check box and select the date range in which the substitute approver period begins and ends.

The screenshot shows the 'Assign Substitute' dialog box. It includes fields for 'Substitute Name' (Teodoro, Stacey), 'Start Date' (mm/dd/yyyy hh:mm a), and 'End Date' (mm/dd/yyyy hh:mm a). A checkbox 'Include Date Range for Substitution' is checked. At the bottom are 'Assign' and 'Close' buttons. In the background, a list of 'All Folder Results' is visible with a red arrow pointing to the 'Substitution Actions' dropdown and another red arrow pointing to the 'Assign' button within that dropdown.

### Making Changes to the Requisition

As the assigned Approver, the only change you could make on the Requisition is the following:

1. Chartfield. You will see the pencil, which means you may edit a field.

The screenshot shows a requisition page for 'BG Supplies Plus! - 251 Items - 251,000.00 USD'. The 'ITEM DETAILS' section is expanded, showing various fields like Performance Start Date, Commodity Code, Tax Code, and more. A red box highlights the edit icon (pencil) next to the 'Commodity Code' field. The 'CHARTFIELD' section is also visible with a red box around the edit icon.

2. Add Comment and Internal Note

- The comments become a permanent part of the document history.
- The recipient of the comment will receive an email that includes the comment as well as a link to the specific document, so they don't have to search for the document.
- You are able to select any user in CSUBUY to be the recipient
- Attachments can also be included in the comments

To add a Comment:

The screenshot shows a requisition page for 'Requisition • 3761916'. A context menu is open on the right side, with 'Add Comment' highlighted by a red box. The menu also includes options like 'Copy to New Cart', 'Add Notes to History', 'View My Orders (Last 90 Days)', 'Continue Shopping', 'View Carts', 'View Cart return message(s)', and 'See configuration for this requisition'.

ADD COMMENT

1 Adding text for comments on a requisition

959 characters remaining [expand](#) [clear](#)

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

2 This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient  Terri L Kelly (Prepared by, Prepared for) <fbccfsprq@calstate.edu>

Attach file (optional)

Attachment Type  File  Link/URL

File Name

File  Upload your file

3 ✓ ×

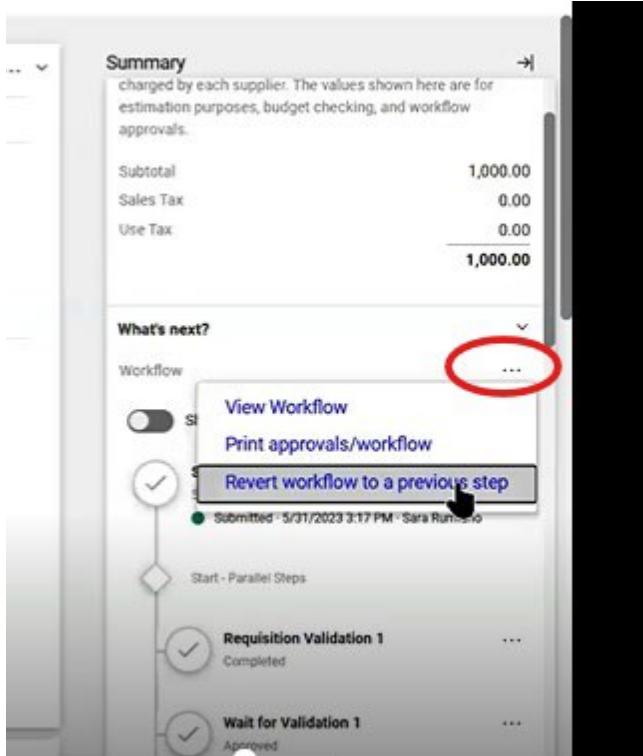
No comments have been added

### Revert Workflow to Previous Step

This sends any document to a previous step in the Workflow. You may use this action if you have not approved the requisition but would like to revert the requisition back to the Requester. (Note: Return to Requester is another way to do the same thing.) The Requester may then edit the requisition and submit the requisition again to workflow. When reverting to a previous step, you would like the person in the previous step to review and/or make edits and then submit the requisition again to workflow.

To revert the requisition,

1. Open the requisition.
2. On the right, locate the Workflow panel
3. Click on the three dots
4. Select Revert workflow to previous step
5. Select the step in the workflow to send the document back to



6. Add a reason for the reversion. Please note that the reason entered is only visible in the History tab.

**Revert Reason Note** X

Add reason for reverting to DOA Approval - Catch-All

500 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Back Revert

In order to notify the person in the previous step of the revision, please add a comment.

1. Click back to open the requisition.
2. Go the Comments tab.
3. Add your message and tag the person to receive the email.
4. Return to Revert screen and complete action.

Records found: 0

Show comments for Requisition +

**ADD COMMENT** 2

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s) | Add recipient 3

Brian Catham (Prepared by, Approved) <fbcfspqr@calstate.edu>

982 characters remaining expand | clear

Characters beyond the limit are not saved, i.e., the note is truncated. Once the note is attached, it is accessible from the History tab of the document.

Attachment Type  File  Link/URL

File Name

File

No comments have been added

Once reverted, the document will re-enter workflow starting at the step you selected.

### Using History to View all Action Taken on the Requisition

You could always go back to the Requisition by searching for the Requisition Number, opening it and reviewing the History. This allows you to view every action taken on the Requisition.

Requisition • 211476131

All Orders ▾

Summary Taxes/S&H PO Preview Comments 1 Attachments History

Start date  End date  User  Filter Clear All Filters Export CSV

mm/dd/yyyy mm/dd/yyyy

1-18 of 18 Results 20 Per Page ▾

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
1/26/2026 5:03:47 PM	Minna Chang	DOA Approval - DeptID		Requisition returned		Minna Chang	Mel(MaryEllen) Castillo	Mel, please kill this requisition. Thank you!
1/26/2026 4:58:29 PM	System			Successful use tax callout to tax engine.	Sales Tax			
1/26/2026 4:58:28 PM	Minna Chang	DOA Approval - DeptID		Requisition modified	Reference ID	empty	Test	

## 5-FILTERING MY APPROVALS ON HOME PAGE

To customize how you view the My.Approval section, please see the available filter options.

### Number of Approvals on My Approval

You may adjust how many approvals you'd like to see per page by going to the drop-down menu.

My Approvals

Showing Results 1 - 10 of 239 10 Per Page 1 2 3 4 5 ... 24 →

TYPE	DETAILS	FOLDER NAME	DAYS IN FOLDER
Requisitions	Number: 4363440 Name: 2025-09-19 70000113543 12	Procurement Review - Catch - Global	2
Supplier Requests	Number: 1175085	SM Sys. Admin - New Request	3
Requisitions	Number: 4360908 Name: 2025-09-17 73000064969 12	Procurement Review - Catch - Global	4
Requisitions	Number: 4346104 Name: 2025-08-27 mmcnaimchico 03	DOA Approval - Catch-All	4

### Filter for Type of Approvals

Use the filter icon and click on the box

My Approvals

Showing Results 1 - 200 of 239 200 Per Page 1 2 3 4 5 ...

TYPE	DETAILS
Requisitions	Number: 4363440 Name: 2025-09-19 70000113543 12
Supplier Requests	Number: 1175085

All Approval Types

Only My Approvals

Group by Folder

Select the type of approvals you would like to see:

My Approvals

Showing Results 1 - 200 of 239 200 Per Page 1 2 3 4 5 ...

TYPE	DETAILS
Requisitions	Number: 4363440 Name: 2025-09-19 70000113543 12
Supplier Requests	Number: 1175085
Requisitions	Number: 4360908 Name: 2025-09-17 73000064969 12
Requisitions	Number: 4346104 Name: 2025-08-27 mmcnaimchico 03
Requisitions	Number: 4355394 Name: 2025-09-10 SR_Test 59 vehicle review
Requisitions	Number: 4361700 Name: Demo 101 - Misc. Other

All Approval Types

Requisitions

Procurement Requests

Purchase Order

Change Requests

Contracts

Contract Requests

Vouchers

AP Requests

Supplier Registrations

Supplier Reviews

Supplier Requests

Sourcing Events - Approval

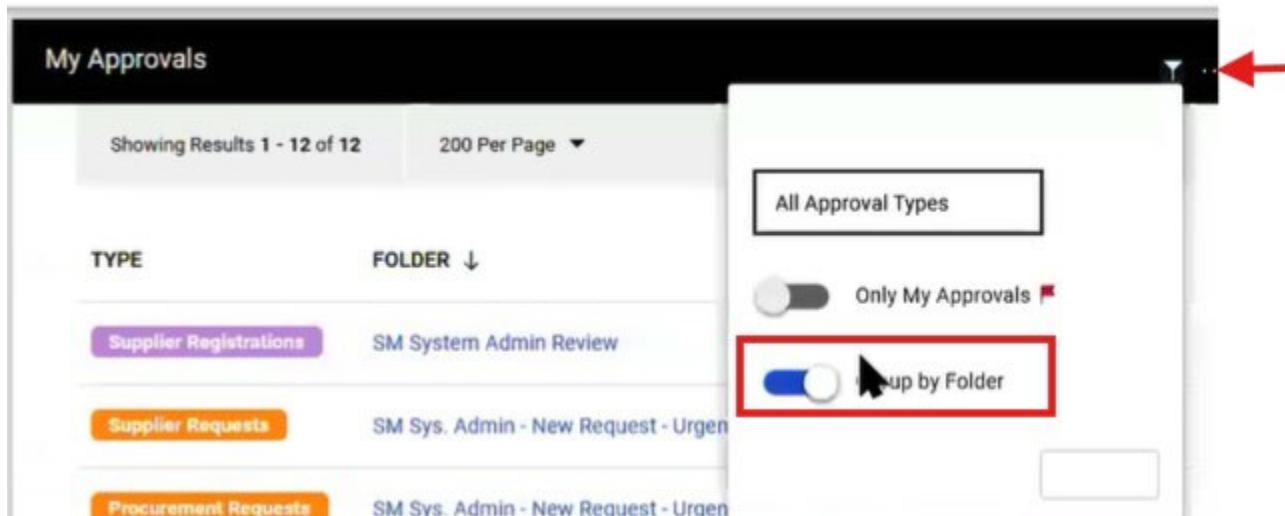
Sourcing Events - Evaluation

Sourcing Event Requests

## Filter by Folder

Click on the filter icon and then move the switch to the right for **Group by Folder**.

Now, rather than seeing each document (requisition, voucher, etc), you see them grouped in folders.



My Approvals

Showing Results 1 - 12 of 12 200 Per Page ▾

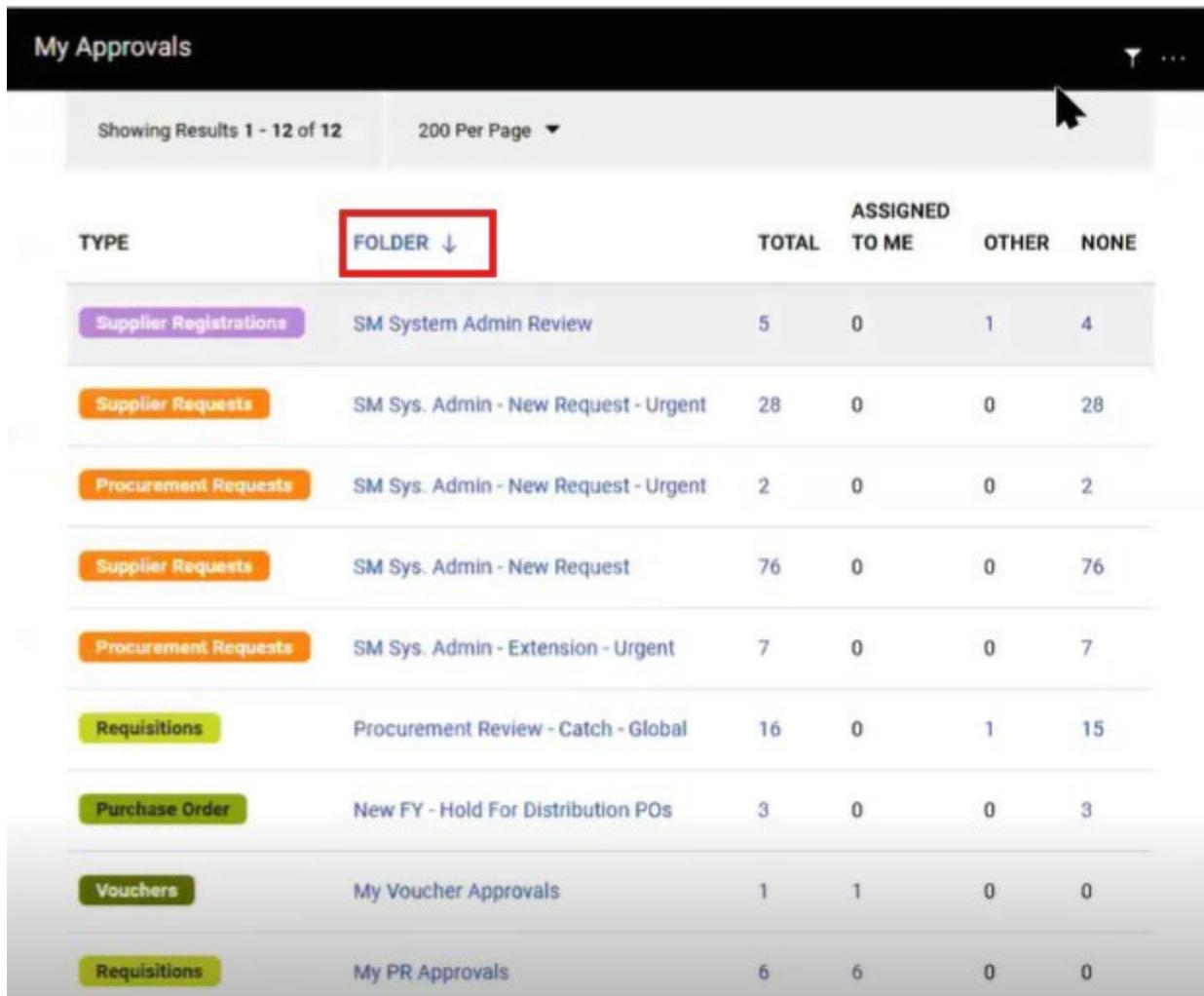
TYPE	FOLDER ↓
Supplier Registrations	SM System Admin Review
Supplier Requests	SM Sys. Admin - New Request - Urgent
Procurement Requests	SM Sys. Admin - New Request - Urgent

All Approval Types

Only My Approvals 

Group by Folder 

You will see that you can now filter by Folder.



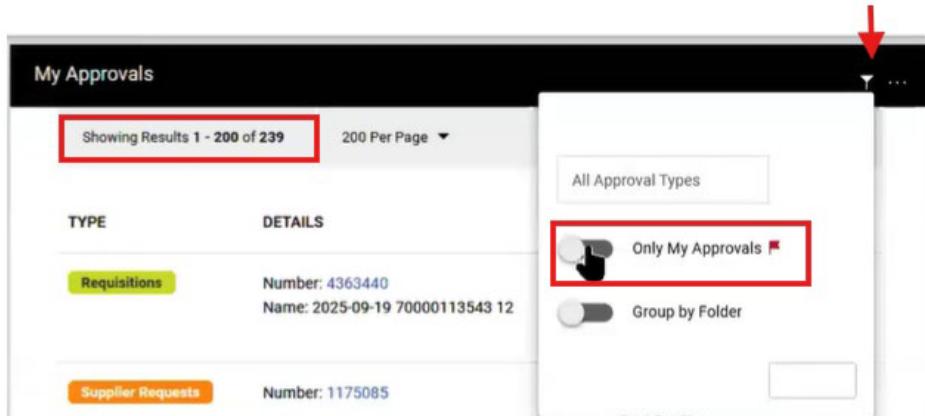
My Approvals

Showing Results 1 - 12 of 12 200 Per Page ▾

TYPE	FOLDER ↓	TOTAL	ASSIGNED		
			TO ME	OTHER	NONE
Supplier Registrations	SM System Admin Review	5	0	1	4
Supplier Requests	SM Sys. Admin - New Request - Urgent	28	0	0	28
Procurement Requests	SM Sys. Admin - New Request - Urgent	2	0	0	2
Supplier Requests	SM Sys. Admin - New Request	76	0	0	76
Procurement Requests	SM Sys. Admin - Extension - Urgent	7	0	0	7
Requisitions	Procurement Review - Catch - Global	16	0	1	15
Purchase Order	New FY - Hold For Distribution POs	3	0	0	3
Vouchers	My Voucher Approvals	1	1	0	0
Requisitions	My PR Approvals	6	6	0	0

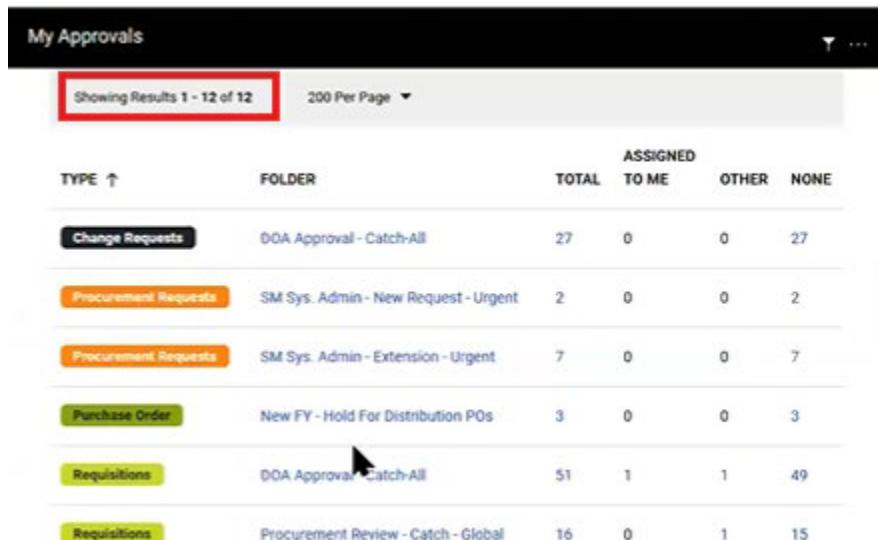
## Filter by My Approval

In My Approvals, you will see a list of all approval needed. Below there are 239 approvals needed. To only see items that have been sent for your Approval, click on the **filter icon** and then move the switch to the right for **Only My Approvals**.



TYPE	DETAILS
Requisitions	Number: 4363440 Name: 2025-09-19 70000113543 12
Supplier Requests	Number: 1175085

You now view only 12 items assigned to you.



TYPE ↑	FOLDER	TOTAL	ASSIGNED TO ME	OTHER	NONE
Change Requests	DDA Approval - Catch-All	27	0	0	27
Procurement Requests	SM Sys. Admin - New Request - Urgent	2	0	0	2
Procurement Requests	SM Sys. Admin - Extension - Urgent	7	0	0	7
Purchase Order	New FY - Hold For Distribution POs	3	0	0	3
Requisitions	DDA Approval - Catch-All	51	1	1	49
Requisitions	Procurement Review - Catch - Global	16	0	1	15

## CHAPTER 5: ORDER SEARCHES

### 1-ORDER SEARCHES

There are multiple ways to search for orders or documents in CSUBUY. The first thing to keep in mind is that a complete order has the following documents associated with it: Requisition, Purchase Order, and Voucher.

Below reflects the documents associated with an order or purchase.

If you click on any of the blue hyperlink as shown below, you will be able to see the related documents in the workflow section.

<a href="#">4385371</a>	Requisition	<a href="#">Complete</a>	Mel(MaryEllen) Castillo	10/23/2025 2:03:33 PM	10/23/2025 2:10:18 PM	Acme Corporation <a href="#">①</a>	62,000.00 USD
<a href="#">DP0000392T</a>	Purchase Order	<a href="#">Complete</a>	Mel(MaryEllen) Castillo	10/23/2025 2:10:17 PM	10/23/2025 2:10:47 PM	Acme Corporation <a href="#">①</a>	62,000.00 USD
<a href="#">C003515T</a>	Voucher	<a href="#">Complete</a>	Mel(MaryEllen) Castillo	10/23/2025 2:10:42 PM	10/23/2025 2:19:02 PM	Acme Corporation <a href="#">①</a>	62,000.00 USD

For example, if clicking on the blue hyperlink number for Requisition, the below is provided on the workflow section. You may click on the blue hyperlink to bring up the Purchase Order and Voucher.

**Summary** →

**Completed**

**Total (62,000.00 USD)**

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal	62,000.00
Sales Tax	0.00
Use Tax	0.00
	<b>62,000.00</b>

**Related Documents**

**Purchase Order: DP0000392T**

**Voucher: C003515T**

## Navigation Menu Search

Typing in the Menu Search field brings up other specific areas to search as shown below. Note that this is not for Product Searches, which is used for Shopping.

Shop • Shopping Home Page

**Organization Message**

Welcome CSU Office of the Chancellor to Procure-to-Pay (P2P) in CSUBUY!

Your Chancellor's Office P2P Project Team, along with the CSUBUY Core Project Team, have worked extremely hard to build and launch CSUBUY P2P for everyone. As you begin using the application, you may experience technical difficulties, and we ask for your patience and understanding during this time. Please report issues to the Chancellor's Office Project Team by emailing [CSUBUY-CO@calstate.edu](mailto:CSUBUY-CO@calstate.edu). To support you through the initial go-live, in partnership with your Project Team, we will conduct Hypercare Office Hours to get your questions answered in real time.

Office Hours will be:

Tuesday through Thursday 10:00 am – 11:00 am via [Zoom](#) (beginning November 19<sup>th</sup>)

For more information, including upcoming live training sessions, pre-recorded training sessions and training materials, please visit [Procure-to-Pay \(P2P\) | California State University, Office of the Chancellor](#).

**Quick Links**

- View Carts
- My Requisitions
- My Purchase Orders
- Search for Supplier
- Request New Supplier
- CSUBUY Help

**Shop**

Simple Advanced

Advanced Search Everything

Find Results That Have:

All of These Words:  Supplier:

Part Number (SKU):  Manufacturer Name:

Menu Search (Alt+M)

user-test.csuquest.com/.../ShoppingDashboard!listDetail

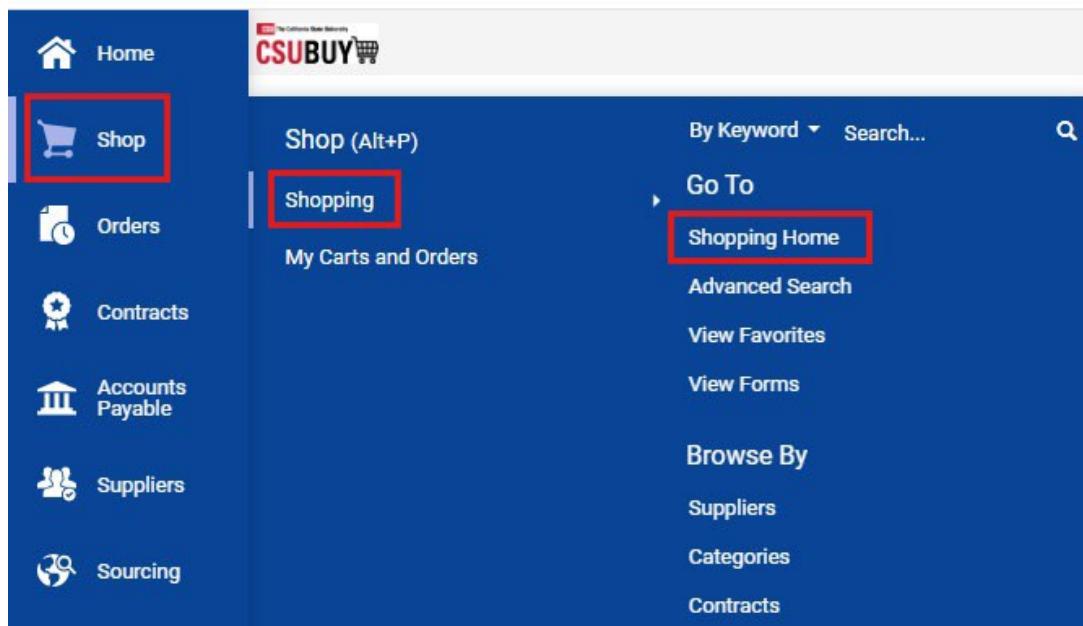
Menu Search (Alt+M)

pur 

Purchase Orders	<i>Orders -&gt; Search</i>
Purchase Orders to Approve	<i>Orders -&gt; Approvals</i>
Purchase Orders Recently Approved By Me	<i>Orders -&gt; Approvals</i>
My Purchase Orders	<i>Orders -&gt; My Orders</i>
Assign Substitute Approvers-Purchase Ord...	<i>Orders -&gt; Approvals</i>

### Order Search on the Shopping Home Page

You may perform an Order Search from the Shopping Home Page. Navigate to the Shopping Home Page by going to Shop>Shopping >Shopping Home. Then go to the Order Search section.



1. The top section with a drop-down menu allows you to search based on specific information including individuals with roles in CSUBuy.
2. **Shortcut** – Search for specific types of documents in which **you are the owner**.
3. **Advanced Search** – Clicking on this takes you to All Orders search results and includes Quick Filters to choose a supplier, business unit, order owner, approved by, commodity code, contract type, participant, pending approver, product flags, status flags, or supplier class.
4. **My Saved Searches** – These are the searches that you have created and saved.

## Order Search using Fly Outs

In the Orders Fly Outs, type in a Quick Search (similar to Home Page) with the magnifying glass, or you may select a search by specific type of document such as Requisitions and Purchase Orders. Note these searches return documents owned by others besides you.

The search result will return the type of document you select created in the last 90 days.

For example, if you select Purchase Orders, you will receive the following results. You may adjust the **Create Date** by clicking on the drop-down. You may type a **Quick search** from the Purchase Orders. You may also **Add Filters** to narrow your search further. (See Section 2 for how to Filter)

PO Number	Supplier	Created Date/Time	Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
240005896T	Chelsea's Construction Company	10/28/2025 4:14:46 PM	Completed	4389030	Michael Pruitt	Sent To Supplier	No Matches	55,000.00 USD
240005892T	Chelsea's Construction Company	10/28/2025 4:12:48 PM	Completed	4389026	Michael Pruitt	Sent To Supplier	No Matches	41,000.00 USD
240005869T	BD Biosciences, Inc.	10/28/2025 3:49:47 PM	Completed	4386823	Mei(MaryEllen ) Castillo	Sent To Supplier	Partially Matched	27,625.00 USD
240005801T	Quality Classroom Supplies	10/28/2025 2:20:54 PM	Completed	4388831	Kimberly Mowl	Sent To Supplier	No Matches	552.50 USD

If you click on the blue Purchase Order hyperlink, the drop-down menu will appear to change your search to other types of documents, such as All Order or Requisitions.

PO Number	Supplier	Status
240005963T	Wire Supplier	①
240005962T	Wire Supplier	①

## 2-FILTERING ORDER SEARCHES

When search results come up, you have the ability to filter the results to narrow down the results.

You may adjust the **number of results** you would like to see per page by clicking on the gear and selecting number per page.

You may also filter by **Create Date** of the document by entering a date range or by entering the search by past days, week, month as shown below.

Quick Filters My Searches

Supplier

- Initech 92
- Amazon.com 25
- Acme Corporation 12
- Chelsea's Construction Company 12
- Staples 9
- See More**
- Show More**

Business Unit

- CSU Offc of the Chancellor P2P (COXSU) 174

Order Owners

- Laura Bennett 138

Created Date: All

Type of Order: All  All  Within

Days

- Last 7 days
- Last 20 days **Last 20 days**
- Last 60 days
- Last 90 days
- Last 120 days
- Last 180 days
- Last Week
- This Week

Completed Date Supplier Total Amount

Completed Date	Supplier	Total Amount
10/3/2024	Initech	2,050,000.00 USD
10/3/2024	Initech	0.00 USD
12/07/19	Initech	750.75 USD
9/4/2024	Initech	57,646.88 USD
9/5/2024	Initech	42,251.30 USD

Save As Pin Filters Export All

50 Per Page

## Quick Filters

To the left side of your search results, Quick Filters have multiple predefined filters.

Quick Filters My Searches

Supplier

- Acme Corporation 52
- Globex Co. 29
- Quality Classroom Supplies 26
- Initech 19
- BD Biosciences, Inc. 19
- See More**
- Show More**

PO Status

- Completed 283
- Pending 6
- Show More**

Business Unit

- LB - CA State University Long Beach P2P (LBXMP) 205
- LB - CSULB Research Foundation P2P (LBXDN) 46
- LB - Long Beach State Foundation P2P (LBX49) 38
- Show More**

PO Owner

- Mowl, Kimberly 100
- Kelly, Connor 32
- Teodoro, Stacey 30
- Castillo, Mel(MaryEllen) 25

Created Date

PO Numb

- 24000
- 24000
- 24000
- 24000
- 24000
- 24000
- 24000
- 24000
- 24000

**NOTE: Different filters are available based on the document being searched. Purchase Order Searches will have different filters from All Order searches.**

You may also add filters and clear all filters:

## ≡ Search All Orders

The screenshot shows a search interface for orders. At the top, there are 'Quick Filters' and 'My Searches' buttons. Below that, a dropdown menu for 'Supplier' lists 'Initech' (63), 'Amazon.com' (19), 'Staples' (9), 'Acme Corporation' (8), and 'Chelsea's Construction Company' (8). There are 'See More' and 'Show More' buttons. A dropdown for 'Business Unit' shows 'CSU Offc of the Chancellor P2P (COXSU)' (117). Another dropdown for 'Order Owner' is partially visible. At the top right, there are buttons for 'Add Filter' (with a red box and a hand cursor), 'Clear All Filters', and a search bar with placeholder text 'Find search filter'. Below the search bar are sections for 'Identifiers' (Order Id), 'Dates' (Approved Date, Completed Date, Last Modified), and 'General Information' (Approved By, Bill To, Business Unit, Contract Type).

For example, when searching Purchase Orders

The screenshot shows the CSUBUY interface. On the left, a sidebar has icons for Home, Shop, Orders (with a red box), Contracts, Accounts Payable, Suppliers, and Sourcing. The 'Orders' icon is highlighted. The main area shows a breadcrumb path 'Orders > Search > All Orders' and a title '≡ Search All Orders'. On the left, there are links for 'Orders' (with a red box), 'Search' (with a red box), 'My Orders', and 'Approvals'. On the right, there is a 'Quick search' bar with a magnifying glass icon. Below it, a list of categories includes 'All Orders', 'Requisitions', 'Purchase Orders' (with a red box), 'Change Requests', 'Requests', 'Vouchers', and 'Receipts'. The 'Purchase Orders' link is also highlighted with a red box.

Add a **PO Owner** filter.

The screenshot shows a search interface with a table of purchase orders. At the top, there are filter buttons: 'Created Date: Last 90 days', 'Quick search', 'Add Filter' (with a red box around it), and 'Clear All Filters'. Below these are dropdowns for 'Voucher Pay Status: All' and 'PO Owner: All'. The table has columns for PO Number, Requisition Number, Voucher Number, Voucher Pay Status, Supplier, and Date. The 'PO Owner' column is highlighted with a red box. A sidebar on the right lists filter options with 'PO Owner' selected (indicated by a red box). The table shows two rows of data.

PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier	Date
240006045T	4399866	C003860T	Open	Quality Classroom Supplies	2025-09-17
240006032T	4397261	C003854T	Open	Harry's Handyman Service	2025-09-17

The following filter appears:

The screenshot shows a 'PO Owner' filter dialog. It has a 'Search...' input field and a list of users with checkboxes. The 'Top Filter Options' section lists users with their counts: Mowl, Kimberly (100), Kelly, Connor (32), Teodoro, Stacey (30), Castillo, Mel(MaryEllen) (25), Chang, Minna (22), Odle, Brian (19), Pruitt, Michael (14), Raitz, Gregory (14), and Connors, Tammy (8). At the bottom are 'Apply' and 'Cancel' buttons.

User	Count
Mowl, Kimberly	100
Kelly, Connor	32
Teodoro, Stacey	30
Castillo, Mel(MaryEllen)	25
Chang, Minna	22
Odle, Brian	19
Pruitt, Michael	14
Raitz, Gregory	14
Connors, Tammy	8

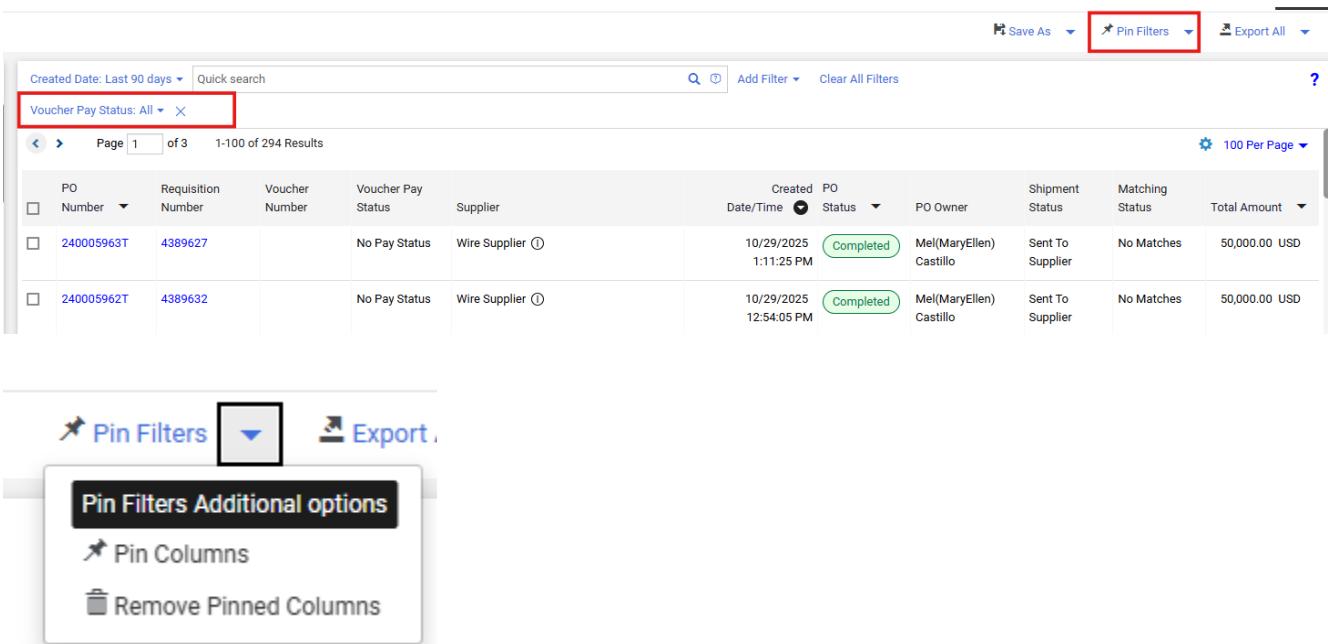
Another example is adding a filter for **Voucher Pay Status**.

The following filter appears. Check the desired boxes and then click **Apply**.

The screenshot shows a search interface with a table of purchase orders. At the top, there are filter buttons: 'Created Date: Last 90 days', 'Quick search', 'Add Filter' (with a red box around it), and 'Clear All Filters'. Below these are dropdowns for 'PO Owner: Chang, Minna' and 'Voucher Pay Status: All'. The table has columns for PO Number, Requisition Number, Voucher Number, Voucher Pay Status, Supplier, Created Date/Time, PO Status, PO Owner, and Shipme. The 'Voucher Pay Status' column is highlighted with a red box. A sidebar on the right lists filter options for 'Voucher Pay Status' with 'Paid' selected (indicated by a red box). The table shows two rows of data.

PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipme
240004331T	436096	C003860T	Paid	Acme Corporation	2025-09-17 2:59:19 PM	Completed	Minna Chang	Sent To
DP0000295T	436051	C003854T	Paid	Globex Co.	2025-09-17 11:34:30 AM	Completed	Minna Chang	No Shi

You may also Pin Filters, which will keep the Filter whenever you go to that particular Search. See Section 3-Cutomizing Search Results for more information.



Created Date: Last 90 days ▾ Quick search Save As Pin Filters Export All ?

Voucher Pay Status: All ▾ X

Page 1 of 3 1-100 of 294 Results 100 Per Page

PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipment Status	Matching Status	Total Amount
240005963T	4389627		No Pay Status	Wire Supplier ⓘ	10/29/2025 1:11:25 PM	Completed	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	50,000.00 USD
240005962T	4389632		No Pay Status	Wire Supplier ⓘ	10/29/2025 12:54:05 PM	Completed	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	50,000.00 USD

### 3-CUSTOMIZING SEARCH RESULTS

When search results come up, you may customize the information that appears on the Search Result page.

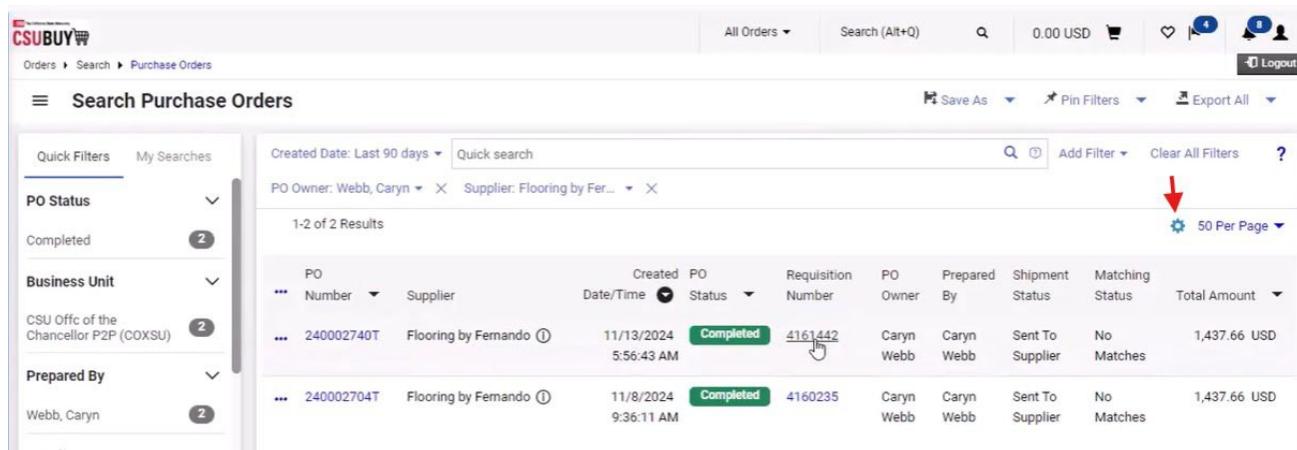
Please note that each Search Page must be customized separately. For example, the Purchase Order and Requisition search results each require their own customization.

Search Purchase Orders and My Purchase Orders in the Order Search section share the same customization settings. The only difference is that My Purchase Orders displays only the purchase orders assigned to you.

#### Customize Columns

Please follow these steps to customize the information your search results displays:

Click on the gear:



All Orders ▾ Search (Alt+Q) Save As Pin Filters Export All ?

Created Date: Last 90 days ▾ Quick search PO Owner: Webb, Caryn ▾ X Supplier: Flooring by Fer... ▾ X 50 Per Page

1-2 of 2 Results

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Prepared By	Shipment Status	Matching Status	Total Amount
240002740T	Flooring by Fernando ⓘ	11/13/2024 5:56:43 AM	Completed	4161442 ⓘ	Caryn Webb	Caryn Webb	Sent To Supplier	No Matches	1,437.66 USD
240002704T	Flooring by Fernando ⓘ	11/8/2024 9:36:11 AM	Completed	4160235 ⓘ	Caryn Webb	Caryn Webb	Sent To Supplier	No Matches	1,437.66 USD

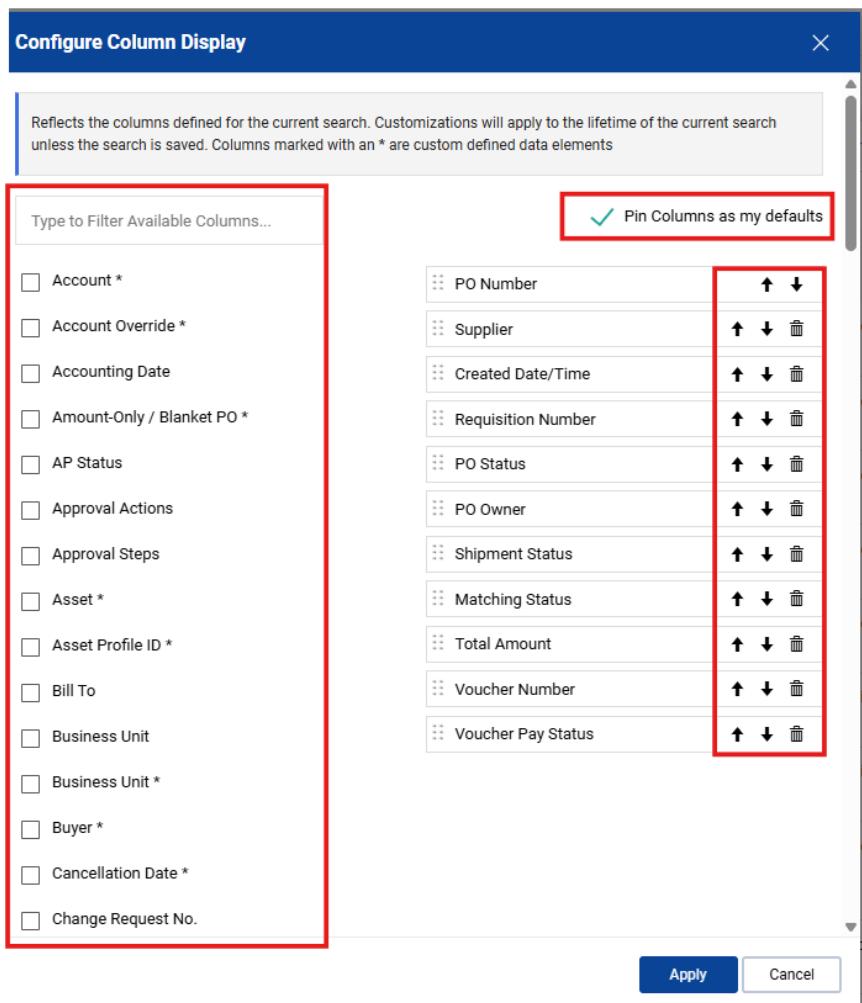
When clicking on the gear, the below pop-up window appears.

You may **select the information** you would like to appear by clicking on the check box next to the item (section on left). When you click the checkbox, the item will appear on the right. The items on the right are information that will appear on your Search Results.

You may **change the order** up or down or drag the item to where you would like the item to appear.

Finally, make sure you **check off Pin Columns as my defaults**.

(If you don't check the box, the column configuration will disappear the next time you go into the Search)



### Customize Filters on Search Result

You could also customize the filters you would like to have on your Search Results. Please note that you would need to customize each document Search separately. The example below is for **Search Product Orders**.

Click on **Add Filter**. A list of items will appear. Check the box for information you would like to filter. You may add more filters as you need them.

In the below example, the Voucher Pay Status filter was already added but you may add more filters.

Created Date: Last 90 days Quick search

Voucher Pay Status: All

Page 1 of 4 1-100 of 302 Results

PO Number	Requisition Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	Total Amount
240005983T	4391514	No Pay Status	Quality Classroom Supplies	10/30/2025 1:22:49 PM	Completed	55.25 USD
240005982T	4391593	No Pay Status	Acme Corporation	10/30/2025 1:09:02 PM	Completed	55.25 USD

The filter appears, and I may select which status I want to appear.

Created Date: Last 90 days Quick search

Voucher Pay Status: All

PO Owner: Chang, Minna

1-22 of 22 Results

PO Number	Requisition Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipme
240004331T	436096	No Pay Status	Acme Corporation	9/17/2025 2:59:19 PM	Completed	Minna Chang	Sent To
DP0000295T	436054	No Pay Status	Globex Co.	9/17/2025 11:34:30 AM	Completed	Minna Chang	No Sh

To keep the filter so that it always appears on the **Search Product Orders**, click on the Pin Filters icon.

Created Date: Last 90 days Quick search

Voucher Pay Status: All

Page 1 of 3 1-100 of 294 Results

PO Number	Requisition Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	Shipment Status	Matching Status	Total Amount
240005963T	4389627	No Pay Status	Wire Supplier	10/29/2025 1:11:25 PM	Completed	Meli(MaryEllen) Castillo	Sent To Supplier	50,000.00 USD
240005962T	4389632	No Pay Status	Wire Supplier	10/29/2025 12:54:05 PM	Completed	Meli(MaryEllen) Castillo	Sent To Supplier	50,000.00 USD

The drop-down menu allows you to Pin Filters, Pin Columns and Remove Pinned Columns

Pin Filters

Pin Columns

Remove Pinned Columns

Click Yes:

Number Number Status Supplier Date/Time

05963T 4389627 No Pay Status Wire Supplier 10/29/2025 1:11:25 PM

05962T

05938T

05937T

**Confirm**

Are you sure you want to pin the current search filters? By pinning these filters they will become the default layout for new searches on this page each time you return.

Yes No

## 4-SAVING SEARCHES

Once you have customized a Search, you may save the search.

### Creating a Saved Search

After customizing a search, click on **Save As**.

All Search (Alt+Q) 2,191.26 USD

Orders > Search > Purchase Orders

Search Purchase Orders

Created Date: Last 90 days Quick search

Voucher Pay Status: All Receipt Status: All

Page 1 of 3 1-100 of 294 Results

**Save As**

**Save As**

Manage Searches  My Purchase Orders

100 Per Page

Create the name of the Search in the Nickname field.

Click on Add New to create a Folder if you would like to create a new folder for your search.

Save Search

Step 1: Details

Nickname

Step 2: Select Folder Destination

Personal  You have no personal searches.

Shared  You have no shared searches.

Save Close

The **Create Personal Folder** box will come up. Add the name of the folder you would like in the Name field and a Description, as needed. Then click **Save Changes**.

**Create Personal Folder**

Name ★

Description

254 characters remaining

★ Required Save Changes Close

Select the folder and **Save**.

**Save Search**

**Step 1: Details**

Nickname ★

[Add Description](#)

**Step 2: Select Folder Destination**

Personal  Minna's Searches

Shared   
 You have no shared searches.

Add New ▾

Save Close

The saved search now displays your Search Name.

**CSUBUY**

Orders ▶ Search ▶ Purchase Orders

**Minna PO Search**

Quick Filters  My Searches

Supplier  Acme Corporation  Globaler Co.

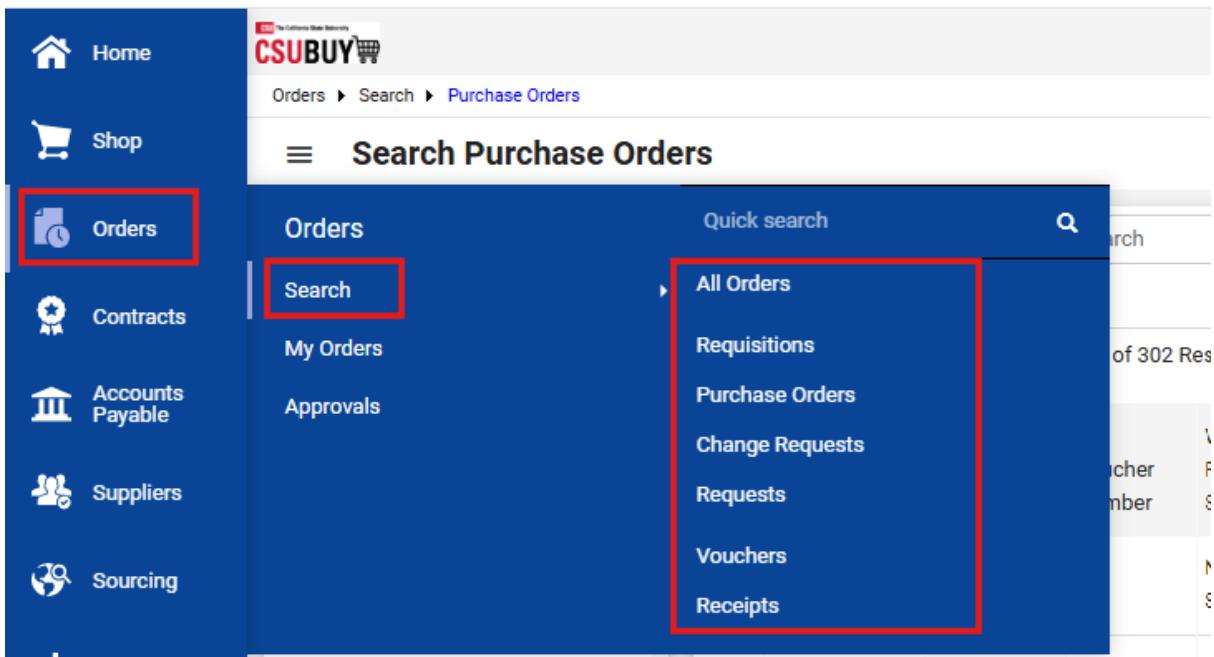
Created Date: Last 90 days  Quick search

Voucher Pay Status: All  Receipt Status: All

Page  of 3 1-100 of 294 Results

## Finding Your Saved Search

You may locate your saved search by going to the Fly Out and selecting the document for your saved search. Since the example is a saved search for Purchase Order, Purchase Orders below should be selected below.



CSUBUY

Orders ▶ Search ▶ Purchase Orders

### Search Purchase Orders

Orders

Search

All Orders

Requisitions

Purchase Orders

Change Requests

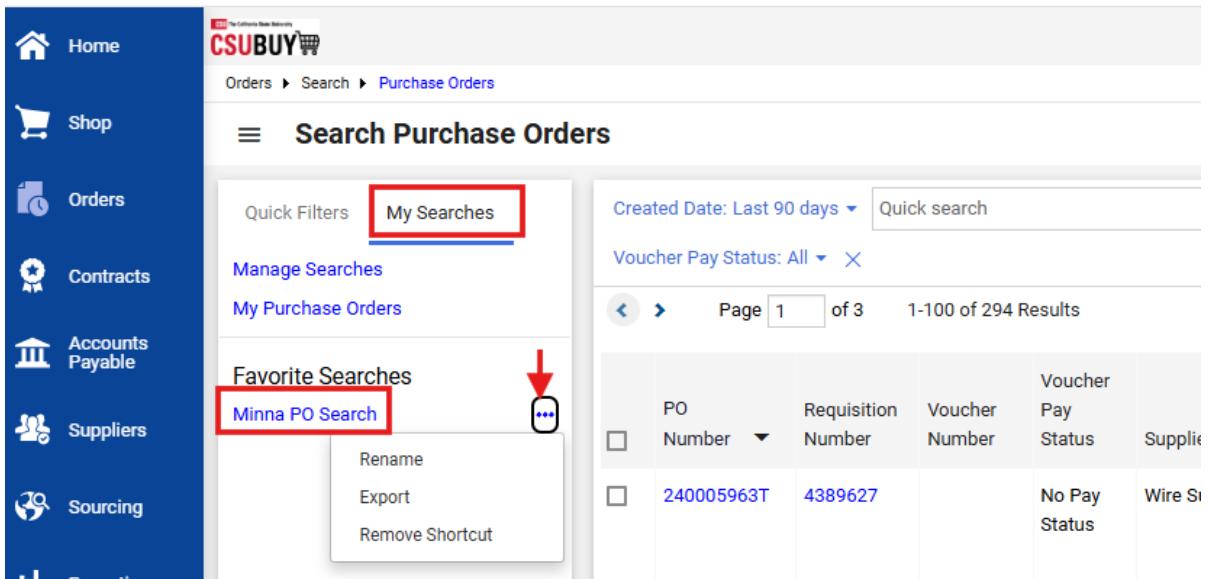
Requests

Vouchers

Receipts

Then click on the My Searches tab and the saved search will be under Favorite Searches.

The three dots below also allow you to **rename, export, or remove the search**.



CSUBUY

Orders ▶ Search ▶ Purchase Orders

### Search Purchase Orders

Quick Filters

My Searches

Manage Searches

My Purchase Orders

Favorite Searches

Minna PO Search

Rename

Export

Remove Shortcut

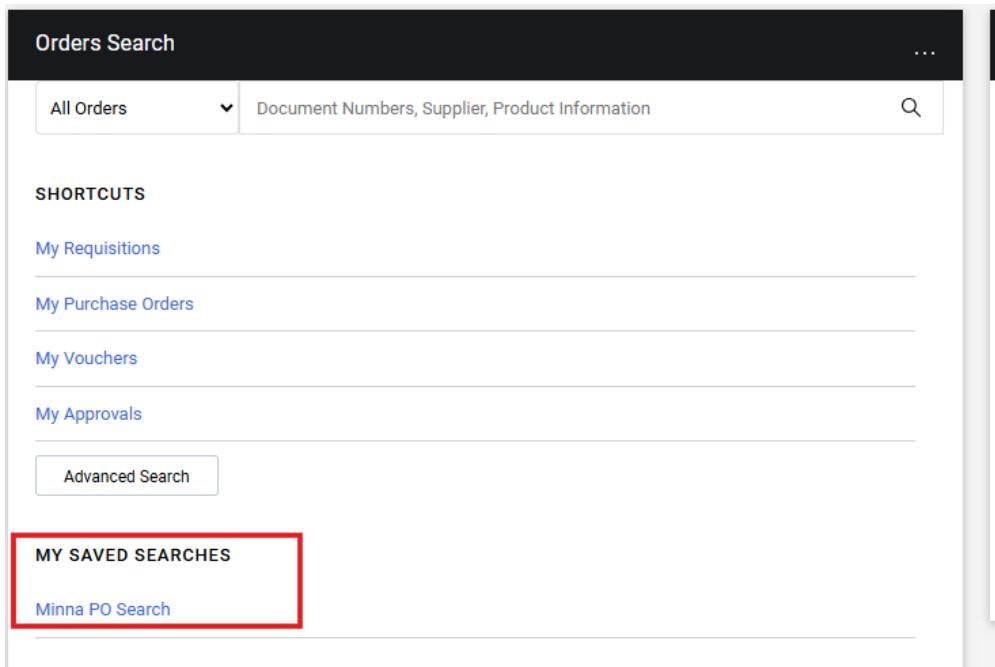
Created Date: Last 90 days ▾ Quick search

Voucher Pay Status: All ▾

Page 1 of 3 1-100 of 294 Results

PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier
240005963T	4389627		No Pay Status	Wire S

You may also locate your Saved Search on the Home Page in the Orders Search section.



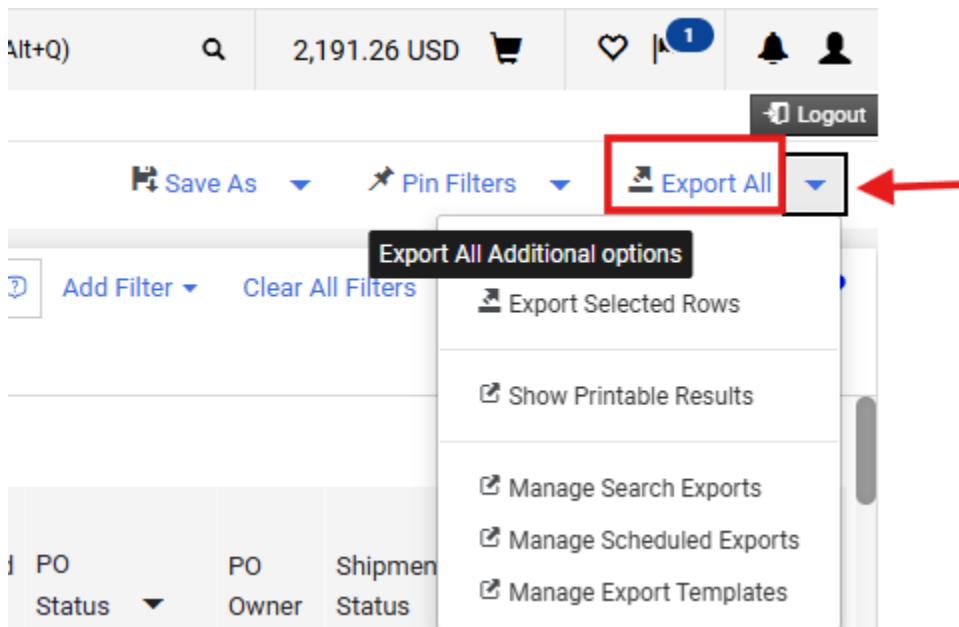
The screenshot shows the 'Orders Search' interface. At the top, there is a search bar with a dropdown menu set to 'All Orders' and a search input field. Below the search bar is a 'SHORTCUTS' section with links to 'My Requisitions', 'My Purchase Orders', 'My Vouchers', and 'My Approvals'. There is also a 'Advanced Search' button. The main area is titled 'MY SAVED SEARCHES', which is highlighted with a red box. Inside this box is a link labeled 'Minna PO Search'.

## 5-EXPORTING SEARCH RESULTS TO A REPORT

You have the ability to export your search results to a report.

Click on Export All to export the entire search results.

Or you may click on the arrow, which provides other options.



The screenshot shows the search results interface with various filters and export options. At the top, there is a search bar, a currency indicator '2,191.26 USD', and a 'Logout' button. Below the search bar are buttons for 'Save As', 'Pin Filters', and 'Export All'. A red box highlights the 'Export All' button, and a red arrow points to the dropdown arrow. A dropdown menu titled 'Export All Additional options' is open, listing several options: 'Export Selected Rows', 'Show Printable Results', 'Manage Search Exports', 'Manage Scheduled Exports', and 'Manage Export Templates'. The 'Add Filter' and 'Clear All Filters' buttons are also visible.

- Export All – To export all your search results
- Export Selected Rows – Check off the box for rows you would like to export.
- Show Printable Results – Creates a report that you may print or save as a pdf.

- Manage Search Export – Takes you to all your exports
- Manage Scheduled Export – Takes you to all your scheduled exports
- Manage Export Templates – Takes you to all your export templates

## Export All

When Click Export All and/or selecting Export All, the pop-up box appears.

You may change the Title in the field below

**Export Purchase Orders**

**Export Request Options (Step 1 of 1)**

Title <span style="color: red;">★</span>	<input style="border: 2px solid red; width: 200px; height: 40px; padding: 5px; margin-bottom: 10px;" type="text" value="Export request for Purchase Order"/>
67 characters remaining	
Type	<input style="border: 1px solid red; padding: 5px; width: 150px; height: 30px; margin-bottom: 10px;" type="button" value="Screen Layout"/>
Format	Excel
<input style="background-color: #005a99; color: white; border: 1px solid #005a99; padding: 5px; width: 100px; height: 30px;" type="button" value="Submit"/>	

You may also change the Type of export. In most cases, you would select Screen Layout.

When you click Submit, the following pop-up window appears. Click on the blue hyperlink, which will take you to a screen with all your search exports.



Click on the blue hyperlink with your title as shown below and then the file will export.

**Manage Exports**

Title	Status	Search Type	Export Output	Created	Completed	Available Until	Details	Actions
<a href="#">Export request for All Orders</a>	Completed	All Orders	Screen Layout (Excel)	10/30/2025 2:22:09 PM	10/30/2025 2:22:14 PM	11/6/2025	Total Records: 487	<a href="#">Delete</a>

## Export Selected Rows

When selecting Export Selected Rows, only the rows that you check off as shown below will be exported. Note: Only Screen Layout is available

Type of Order: All		Created Date: Last 90 days		Quick search	<input type="button" value="Search"/>	<input type="button" value="Print"/>	<input type="button" value="Add Filter"/>	<input type="button" value="Clear All Filters"/>	
		Page	1	of 10	1-100 of 990 Results				
<input type="checkbox"/>	Order Identifier	Type	Order Status	Order Owners	Created Date/Time	Completed Date	Supplier		
<input checked="" type="checkbox"/>	C003782T	Voucher	Pending	Kimberly Mowl, Mai Luu	11/3/2025 3:25:48 PM		Scoops Food Truck	<a href="#">(1)</a>	
<input checked="" type="checkbox"/>	C003780T	Voucher	Pending	Eric Murakami, Kimberly Mowl	11/3/2025 3:25:38 PM		Harry's Handyman Service	<a href="#">(1)</a>	
<input checked="" type="checkbox"/>	C003776T	Voucher	Complete	Eric Murakami, Kimberly Mowl	11/3/2025 3:03:12 PM	11/3/2025 3:27:49 PM	Harry's Handyman Service	<a href="#">(1)</a>	
<input type="checkbox"/>	C003774T	Voucher	Complete	Kimberly Mowl, Mai Luu	11/3/2025 2:55:02 PM	11/3/2025 3:35:46 PM	Quality Classroom Supplies	<a href="#">(1)</a>	
<input type="checkbox"/>	C003783T	Voucher	Pending	Kimberly Mowl, Ronald Soth	11/3/2025 2:40:29 PM		Acme Corporation	<a href="#">(1)</a>	
<input type="checkbox"/>	C003773T	Voucher	Complete	Kimberly Mowl, Susie Lopez	11/3/2025 2:38:32 PM	11/3/2025 3:56:06 PM	Flooring by Fernando	<a href="#">(1)</a>	
<input type="checkbox"/>	C003770T	Voucher	Pending	Eric Murakami, Kimberly Mowl	11/3/2025 2:36:48 PM		Ken's Catering	<a href="#">(1)</a>	

## Show Printable Results

This is helpful if you need a hard or soft copy of your search results. When selecting this option, a new screen will appear as shown below. Click on Print to receive your report

Minna PO Search											
Search Criteria: Created Date: Last 90 days											
Page 1 of 4											
PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Receipt Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipment Status	Matching Status	Total Amount
240005983T	4391514		No Pay Status	No Receipts	Quality Classroom Supplies	10/30/2025 1:22:49 PM	Completed	Kimberly Mowl	Sent To Supplier	No Matches	55.25 USD
240005982T	4391593		No Pay Status	No Receipts	Acme Corporation	10/30/2025 1:09:02 PM	Completed	Connor Kelly	Sent To Supplier	No Matches	55.25 USD
240005975T	4391610		No Pay Status	No Receipts	Acme Corporation	10/30/2025 12:49:05 PM	Completed	Connor Kelly	Sent To Supplier	No Matches	55.25 USD

## Type (not available)

- The drop-down menu for Type in the Export window has the following selection:
- Screen Layout – Export will appear as shown on the screen
- Full Export – Exports every information available providing a folder with multiple reports. This is not recommended.
- Transaction Export – Exports search results for rows checked off.
- User Defined Template

## CHAPTER 6: OTHER TOPICS & REFERENCES

### 1-LIST OF COMMODITY CODES TO ACCOUNT CODES

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT CODE DESCRIPTION
Capital Projects	100001	Capital-Preliminary Plans	607022	Capital Design
Capital Projects	100002	Capital-Construction	607031	Capital-Construction Contract
Capital Projects	100004	Group II Capital Assets	607009	Group II Equipment - Cap Proj
Capital Projects	100005	Real Estate Acquisition	607002	Acquisition
Capital Projects	100006	Capital-Pollution Remediation Costs	607043	Capital - Pollution Remed Exp
Capital Projects	100007	Capital-State Agency Costs	607032	Construction Management
Capital Projects	100008	Capital-Construction Other	607033	Construction Other
Capital Projects	100009	Capital-Master Plan	660066	Cap-Strategic & Master Plan
Equipment	105002	Equipment	619001	Other Equipment
Equipment	105003	Vehicles	619001	Other Equipment
Equipment	105004	Farm Equipment	619001	Other Equipment
IT	115001	IT Accessories/Supplies	660940	Computer Supplies
IT	115002	IT Hardware	616002	I/T Hardware
IT	115003	IT Hardware Maintenance	616801	I/T Hardware Maintenance
IT	115004	IT Software	616003	I/T Software
IT	115005	IT Software Maintenance	616003	I/T Software
IT	115006	Telecommunications Supplies	616001	I/T Communications
IT	115007	Telecommunications Services	616001	I/T Communications
IT	115008	IT Professional Services	613001	Contractual Services
IT	115009	IT Consulting	613800	Consulting Contract Services
Leases/Rentals	140001	IT Lease/Rental Services	616002	I/T Hardware
Leases/Rentals	140002	Equipment Lease/Rental Services	660822	Equipment Rental
Leases/Rentals	140003	Real Estate & Space Lease/Rental Services	660041	Space Rental
Leases/Rentals	140004	Vehicle Lease/Rental Services	660937	Vehicle Lease
Maintenance, Repair, and Operations	145001	Building Maint/Repair Services	660061	Building Maintenance
Maintenance, Repair, and Operations	145002	Custodial Maint/Repair Services	660003	Supplies and Services
Maintenance, Repair, and Operations	145003	Elevator Maint/Repair Services	660061	Building Maintenance

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT CODE DESCRIPTION
Maintenance, Repair, and Operations	145004	Equipment Maint/Repair Services	660003	Supplies and Services
Maintenance, Repair, and Operations	145006	Landscape Maint/Repair Services	660064	Rep & Maint Landscape & Ground
Maintenance, Repair, and Operations	145007	Vehicle Maint/Repair Services	660932	Motor Vehicle Expense
Maintenance, Repair, and Operations	145009	Custodial Supplies	660812	Custodial Supplies
Maintenance, Repair, and Operations	145010	Facilities Supplies	660003	Supplies and Services
Maintenance, Repair, and Operations	145011	Housing Supplies	660003	Supplies and Services
Maintenance, Repair, and Operations	145013	Vehicle Parts/Accessories	660932	Motor Vehicle Expense
Maintenance, Repair, and Operations	145014	Utilities Maint/Repair Services (Co-Generation Plants)	660003	Supplies and Services
Maintenance, Repair, and Operations	145015	Housing Maint/Repair Services	660061	Contractual Services
Misc. Other	150003	Works of Art	660003	Supplies and Services
Misc. Other	150006	Controlled Substances	660003	Supplies and Services
Misc. Other	150007	Furniture	619804	Furniture
Misc. Other	150008	Official Guest	660003	Supplies and Services
Misc. Other	150009	Official Guest Travel	660003	Supplies and Services
Misc. Other	150011	Insurance	660010	Insurance Expense
Misc. Other	150012	Memberships	660816	Dues and Subscriptions
Misc. Other	150015	Subscription/Publication (non-IT)	660816	Dues and Subscriptions
Misc. Other	150018	Training/Professional Dev	660009	Professional Development
Misc. Other	150019	Weapons	619001	Other Equipment
Misc. Other	150021	Shipping/Freight (Non-Taxable)	660001	Postage and Freight
Misc. Other	150022	Shipping/Freight & Handling (Taxable)	660001	Postage and Freight
Misc. Other	150025	Accreditation Services	660043	Accreditation Expense
Non-Recycled Items	156001	Antifreeze - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156002	Mulch/Compost - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156003	Glass Products - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156004	Lubricating Oils - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156005	Paint - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156006	Paper - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156007	Plastic - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156008	Metals - Non-Recycled	660003	Supplies and Services

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT CODE DESCRIPTION
Non-Recycled Items	156009	Tire Derived Products - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156010	Tires Larger 15in - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156011	Tires Smaller 15in - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156012	Building Finishes - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156013	Carpet - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156014	Erosion Control Products - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156015	Pavement Surfacing - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156016	Printing & Writing Paper - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156017	Soil Amendments & Soil Toppings - Non-Recycled	660003	Supplies and Services
Non-Recycled Items	156018	Textiles - Non-Recycled	660003	Supplies and Services
Fuel	157001	Diesel	605002	Gas
Fuel	157002	Gasoline	605002	Gas
Fuel	157003	Dyed Diesel	605002	Gas
Hospitality	158001	Catering Services	660922	Hospitality Expense
Hospitality	158002	Hospitality Space Rental	660922	Hospitality Expense
Hospitality	158003	Food and Beverage (Non-Taxable)	660922	Hospitality Expense
Hospitality	158004	Food and Beverage (Taxable)	660922	Hospitality Expense
Recycled Items	159001	Antifreeze - Recycled	660003	Supplies and Services
Recycled Items	159002	Mulch/Compost - Recycled	660003	Supplies and Services
Recycled Items	159003	Glass Products - Recycled	660003	Supplies and Services
Recycled Items	159004	Lubricating Oils - Recycled	660003	Supplies and Services
Recycled Items	159005	Paint - Recycled	660003	Supplies and Services
Recycled Items	159006	Paper - Recycled	660003	Supplies and Services
Recycled Items	159007	Plastic - Recycled	660003	Supplies and Services
Recycled Items	159008	Metals - Recycled	660003	Supplies and Services
Recycled Items	159009	Tire Derived Products - Recycled	660003	Supplies and Services
Recycled Items	159010	Tires Larger 15in - Recycled	660003	Supplies and Services
Recycled Items	159011	Tires Smaller 15in - Recycled	660003	Supplies and Services
Recycled Items	159012	Building Finishes - Recycled	660003	Supplies and Services
Recycled Items	159013	Carpet - Recycled	660003	Supplies and Services
Recycled Items	159014	Erosion Control Products - Recycled	660003	Supplies and Services

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT CODE DESCRIPTION
Recycled Items	159016	Printing & Writing Paper - Recycled	660003	Supplies and Services
Recycled Items	159017	Soil Amendments & Soil Toppings - Recycled	660003	Supplies and Services
Recycled Items	159018	Textiles - Recycled	660003	Supplies and Services
Services	160001	General Services	660003	Supplies and Services
Services	160002	Legal Services	613803	Legal Services
Services	160004	Printing Services	660002	Printing
Services	160005	Advertising/Promotional/Media Services	660017	Advertising & Promotion
Services	160006	Bus Charter Services	606001	Travel-In State
Services	160007	HazMat/Chemical Services	605006	Hazardous Waste
Services	160008	Professional Services	613001	Contractual Services
Services	160009	Safety/Security Services	660003	Supplies and Services
Services	160011	State Fire Marshal Services	617002	Services fr State Fire Marshal
Services	160012	Employee Recruitment Services	660042	Recruitment
Services	160013	Auxiliary Organization Services	660003	Supplies and Services
Supplies	170001	Lab/Scientific Supplies	660910	Laboratory/Research Supplies
Supplies	170002	Medical Supplies	660003	Supplies and Services
Supplies	170003	General Supplies	660003	Supplies and Services
Supplies	170005	Advertising/Promotional Supplies	660017	Advertising & Promotion
Supplies	170006	HazMat/Chemical Supplies	605006	Hazardous Waste
Supplies	170007	Safety/Security Supplies	660003	Supplies and Services
For Library Use Only	180001	Bookbinding (Library Only)	660003	Supplies and Services
For Library Use Only	180002	Library Books (Library Only)	608001	Library Books (Lbry use only)
For Library Use Only	180003	Library Serials (Library Only)	608001	Library Books (Lbry use only)
For Library Use Only	180004	Library Periodicals (Library Only)	608001	Library Books (Lbry use only)
For Library Use Only	180005	Library Subscriptions (Library Only)	608005	Library Subscriptions
Direct Purchase	700002	Attorney Fee	660019	Litigation Cost
Direct Purchase	700003	Freight/Postage/Shipping	660001	Postage and Freight
Direct Purchase	700004	Legal Settlement	660090	Expenses-Other
Direct Purchase	700005	Local/Federal Gov. Payment	660090	Expenses-Other
Direct Purchase	700006	Medical Service Payment	660003	Supplies and Services
Direct Purchase	700007	Memberships	660816	Dues and Subscriptions

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT CODE DESCRIPTION
Direct Purchase	700009	Official/Referee Payment	613001	Contractual Services
Direct Purchase	700010	Permits/Licenses (non IT)	660003	Supplies and Services
Direct Purchase	700011	Credit Card Bank Payment	107003	Expense Advance
Direct Purchase	700012	Royalty Payment	660003	Supplies and Services
Direct Purchase	700013	Utilities - Electricity	605001	Electricity
Direct Purchase	700014	Utilities - Gas	605002	Gas
Direct Purchase	700015	Utilities - Oil	605003	Oil
Direct Purchase	700016	Utilities - Water	605004	Water
Direct Purchase	700017	Utilities - Sewage	605005	Sewage
Direct Purchase	700019	Utilities - Telecommunication	604001	Telephone Usage
Direct Purchase	700020	Direct Pay Other	660090	Expenses-Other
Direct Purchase	700021	Student Union Return of Surplus	660045	Student Union Return Surplus

## 2-LIST OF ACCOUNT CODES

ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
604001	Telephone Usage	616004	I/T Infrastructure	660047	CO Cash Management Overhead
604090	Other Communications	616005	Misc Info Tech Costs	660049	Investment Service Charges
604808	Mobile Phone Charges	616101	Interagency I/T Software	660061	Building Maintenance
604809	IT Voice & Data Charges	616801	I/T Hardware Maintenance	660064	Rep & Maint Landscape & Ground
605001	Electricity	616803	I/T Hardware Other	660066	Cap-Strategic & Master Plan
605002	Gas	617001	Services fr Oth Funds/Agencies	660089	Other Non-Operating Expenses
605003	Oil	617002	Services fr State Fire Marshal	660090	Expenses-Other
605004	Water	617090	Services from Auxiliary Org	660091	Depr Bldg & Bldg Improvements
605005	Sewage	617101	Service frm bet. Campuses & CO	660095	Depreciation on Equipment
605006	Hazardous Waste	617103	Services fr Office Fire Safety	660096	Deprec Expense-Finance Leases
605800	Non-Hazardous Waste	617800	Accounting Service Charges	660105	Interfund Pension Loan Repayme
606001	Travel-Domestic, In California	617801	Fingerprinting	660804	Athletic Game Guarantees

ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
606002	Travel-Domestic, Out of State	619001	Other Equipment	660807	Worker's Compensation Premium
606803	Travel - International	619800	Instructional Equip Misc	660810	Printing Other
607002	Real Estate Acquisition	619803	Equipment Other	660811	Fund Raising Expense
607008	Service Districts Assessments	619804	Furniture	660812	Custodial Supplies
607009	Group II Equipment - Cap Projt	620001	SP-Subrecipient - 25K & Under	660813	Gifts and Awards
607010	Lease Purchase	620002	SP-Subrecipient - Over 25K	660815	Exhibits and Shows
607022	Capital Design	622001	SP-Participant Support -w/F&A	660816	Dues and Subscriptions
607026	Capital-Working Drawings (W)	622002	SP-Participant Support -No F&A	660820	Technology Work Order Charges
607031	Capital-Construction Contract	622801	SP-Research Incentives-w/F&A	660821	Parking
607032	Construction Management	623001	SP-Materials, Suppl & Services	660822	Equipment Rental
607033	Construction Other	623801	SP-Laboratory/Resrch Supplies	660830	Space Rental Other
607037	Capital-Insurance Premiums	624001	SP-Scholarships-w/F&A	660833	Master Teacher Contr
607043	Capital - Pollution Remed Exp	624002	SP-Scholarships-NO/F&A	660834	Accreditation
608001	Library Books (Lbry use only)	624801	SP-Scholarships-Tuition w/ F&A	660835	Lectures & Performances
608005	Library Subscriptions	624803	SP-Scholarships-Tuition NO F&A	660837	Athletics bks/course materials
609001	State E.O.P. Grant Program	624804	SP-Scholarships-Books NO F&A	660838	Student Athlete Meals nontrav
609002	State University Grant	660001	Postage and Freight	660839	Sprts Equip, Uniforms and Supp
609003	State Grants-Other	660002	Printing	660840	Gift Card Expense
609004	State Graduate Fellowship	660003	Supplies and Services	660887	Princ Can-Other Adj
609005	Other Student Scholar/Grants	660004	Interfund Interest Expense	660902	Other Coll Costs
609007	Scholarships/Grants - Private	660005	Interest Expense-Finance Lease	660910	Laboratory/Research Supplies
609008	Scholarships/Grants - Institut	660006	Interest on Bonds and Notes	660919	Taxes - Property
609009	Fin Aid - CSU Educ Doctorate	660007	Principle on Bonds and Notes	660922	Hospitality Expense
609010	DPT Financial Aid-Non SUG	660008	Interest Charges-Others	660923	Credit Card Fees
609011	DNP Financial Aid Non-SUG	660009	Professional Development	660927	Instructional Materials
609013	Summer Enrollment Grant FA Exp	660010	Insurance Expense	660930	Copier Program

ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
609099	Scholarship Allow Tuition Disc	660014	State Service Charges for SRB	660937	Vehicle Lease
609800	Student Grants Awarded	660016	Property Insurance Premium Exp	660940	Computer Supplies
610001	Federal Financial Aid	660017	Advertising & Promotion	660942	Parking Citation County Surchg
610002	Federal Fin Aid Loan Disb	660019	Litigation Cost	660955	Food Services Uncollectable
612001	State Pro Rata Charges-Admin	660024	Overhead - Other	660981	Improvements / Mods (non-cap)
613001	Contractual Services	660025	Overhead-Chancellor's Office	660982	Design Svcs-D Phase (non-cap)
613800	Consulting Contract Services	660027	Pollution Remed Exp (non-cap)	660983	Construction Servcs (non-cap)
613801	Non-Credit Instrctr Pay (001)	660040	Bad Debt Expense	660987	Billing Clearing Account
613802	UCES-Field Trips-Test (001)	660041	Space Rental	660989	Feasibility Study Constr Proj.
613803	Legal Services	660042	Recruitment	662001	F&A Cost - Federal
613804	Audit Services	660043	Accreditation Expense	662003	Project Facility/Space Costs
616001	I/T Communications	660044	Loan Cancellation and Defaults	662004	Project Admin Costs/Fees
616002	I/T Hardware	660045	Student Union Return Surplus	662801	F&A Cost - State
616003	I/T Software	660046	Wells Fargo Bank Charges	662802	F&A Cost - Local
				662803	F&A Cost- Non-Governmental

### 3-CSUBUY FIELDS TO CFS DATA WAREHOUSE FIELDS

Most fields in CFS Data Warehouse are populated by CSUBUY. As shown Doc ID in Data Warehouse is Voucher # in CSUBUY. Doc Ln Descr in Data Warehouse is Item in CSUBUY.

CSUBUY:			CSUBUY:			CSUBUY:	
CSUBUY:			CSUBUY:			CSUBUY:	
Business Unit	Fiscal Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	
LBCMP - CA State University	2025	7 01/23/2026	C0140855	VCH - AP Voucher Accounting	FB NITRILE GLV PF LF L 100/PK	8.34	
LBCMP - CA State University	2025	7 01/24/2026	C0140789	VCH - AP Voucher Accounting	FGO Organic Jasmine Green Tea	16.40	

CSBUY:	CSBUY:	CSBUY:	CSBUY:	JAG indicates the transaction came from CSBUY					
Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrn ID	Jrn Descr	CSU Descr	CSU Ref 1	CSU Ref 2	Ledger Fdescr
2400072409	0003825401	FISHERSCIE-001	6264644Y	AP02682181	-	JAG	-	-	ACTUALS - Actuals
2400072402	0000126526	AMAZONBUSI-001	1X9T-336T-NLYX	AP02682182	-	JAG	-	-	ACTUALS - Actuals

From CSBUY:

### Fisher Scientific Company LLC · 1 Item · 7.55 USD

#### ^ SUPPLIER DETAILS CA State University Long Beach (LBXMP-3) : 6722 Bickmore Avenue, Chino, California 91708 United States

Contract	no value	Supplier Account No.	no value
Quote number	no value	PO Clauses	no clause

Need to make changes? [VIEW ITEMS](#) Item(s) was retrieved on: 1/22/2026 4:18:17 PM

- FB NITRILE GLV PF LF L 100/PK

Line	Status	Item	Catalog No.	Size/Packaging
1	✓	FB NITRILE GLV PF LF L 100/PK	191301597D	PK

#### Voucher · Fisher Scientific Company LLC · C0140855

Summary	Tax Details	Matching	Supplier Messages	Comments 10	...
<a href="#">General Information</a>					<a href="#">Additional Information</a>
<a href="#">Invoice Details</a>					<a href="#">Remit To</a>
Supplier Name  Fisher Scientific Company LLC					PO Box 50129 Los Angeles, California 90074-0129
Supplier No. 0003825401					United States Address Id 5