



# CSULB CSUBUY USER GUIDE FOR END USERS

(FOR SHOPPER, REQUESTER, AND DOA APPROVER)

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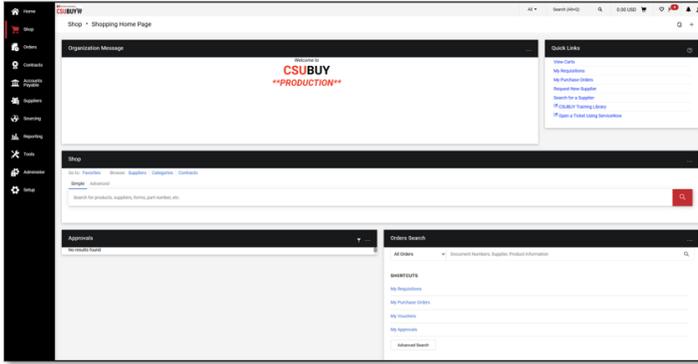
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# INTRO: INTRODUCTION

## 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.



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. A Shopper is not required to enter chartfields. A Requester must ensure a chartfield is entered before submitting a Shopping Cart 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

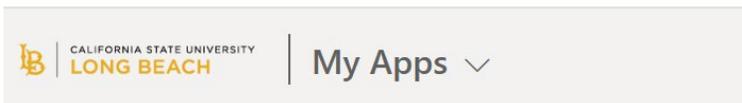
- Can shop for goods and services **and** submit requisitions for approval.
- Reviews and edits carts received from Shoppers.
- Responsible for entering chartfields, verifying funding, and ensuring compliance.
- Acts as the main point of contact for procurement processing.

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.

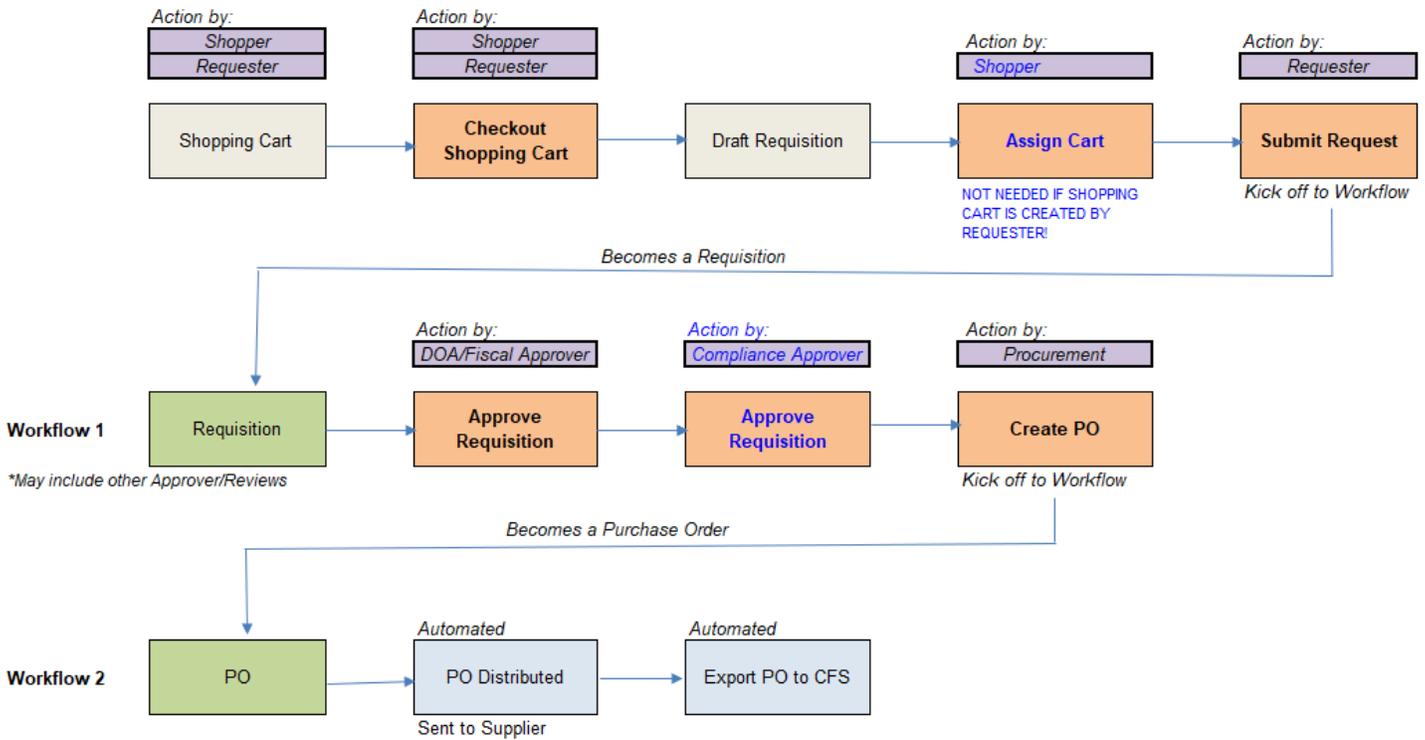


## 4-WORKFLOW: LIFECYCLE OF A PURCHASE

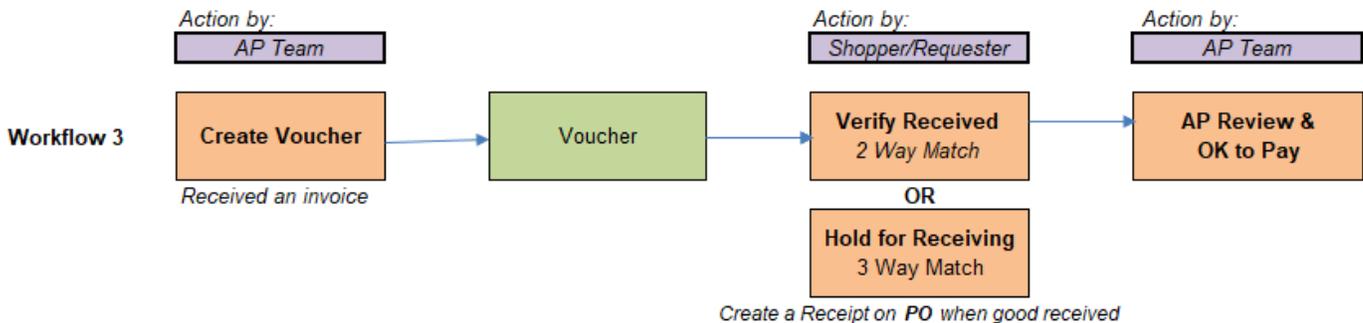
Once the Shopping Cart is submitted to Workflow by the Requester, the Shopping Cart becomes a Requisition and goes through approvals to become a PO. All three workflows are visible in CSUBUY.

### Key:

Role
Action Taken
Document in Workflow
Blue Font: Based on the Situation



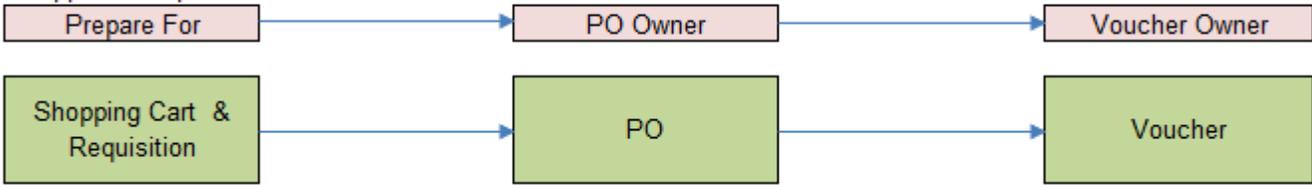
Finally, an invoice is received so that a voucher is created kicking off Workflow 3. Once verification of the receipt of goods or service has been completed, payment is made.



### 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.

Person who created the Shopping Cart  
Shopper or Requester

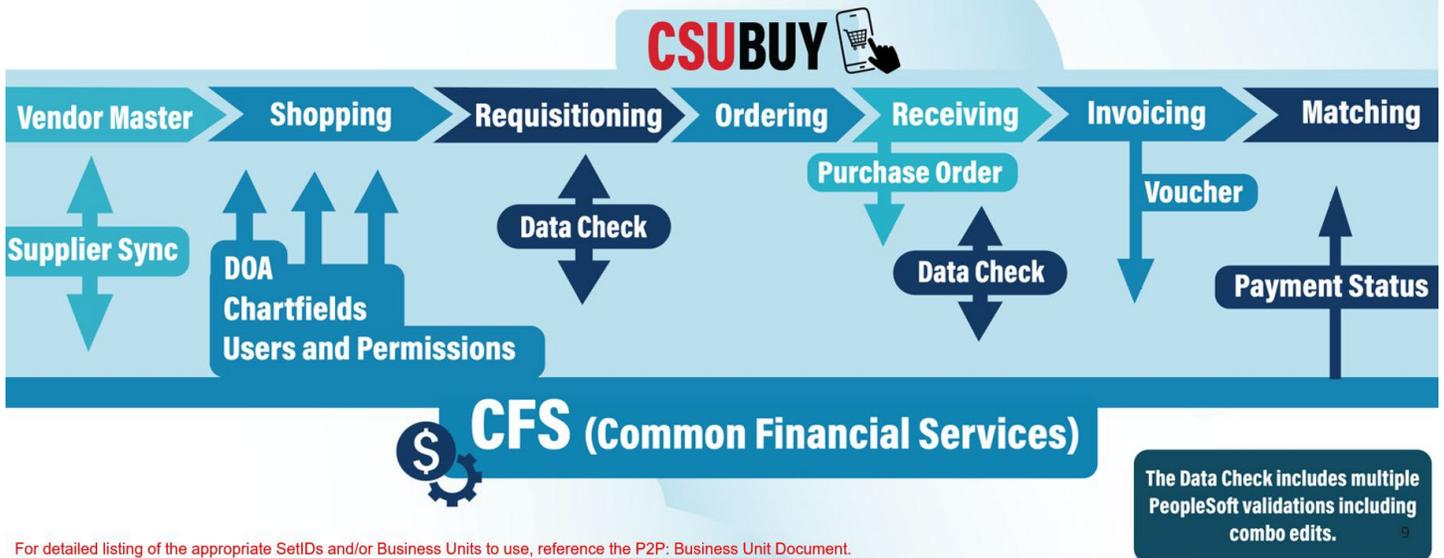


## 5-CFS AND CSUBUY

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.

## HOW DOES DATA FLOW BETWEEN CSUBUY AND CFS?



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:

**Sally Shopper**  
User Name sshopper

Assigned Shopping Personas

Personas  
CalPoly Foundation (CalPoly Foundation)

Edit Persona  
Name \* CalPoly Foundation  
Internal Name \* CalPoly Foundation  
Active   
Configuration Details  
Business Unit Cal Poly Foundation P2P (SLXDN)  
Save

- 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

Welcome to the **CSUBUY**

Announcements  
**CSUBUY Global Enhancements**  
NEW Features as of 1/12/2026

Quick Links  
[View Carts](#)  
[My Requisitions](#)  
[My Purchase Orders](#)

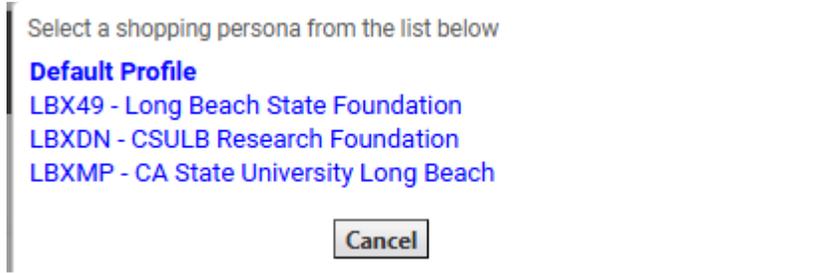
To change your Persona go to your **Profile** and select **Change Shopping Persona** as shown:

Search (Alt+Q) 200.00 USD

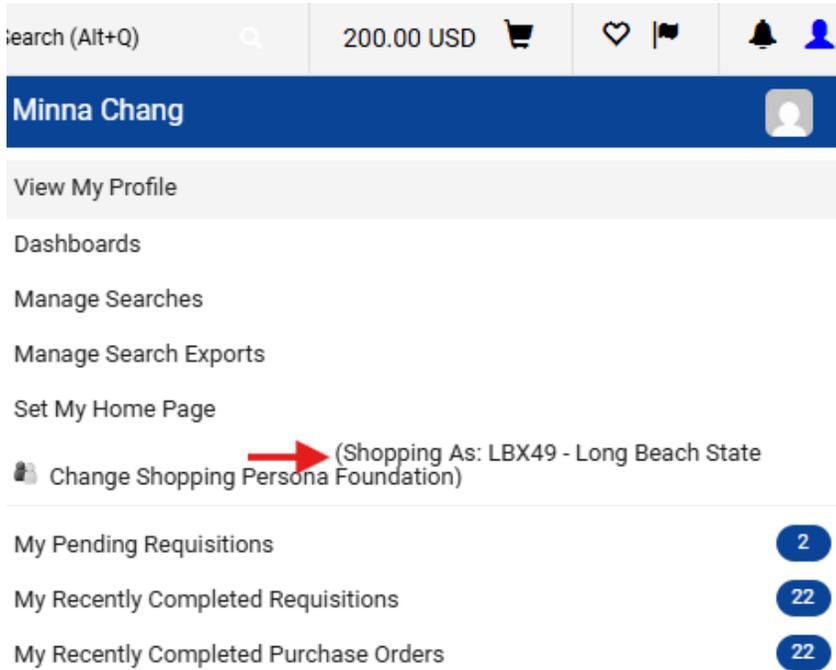
Minna Chang

- 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:



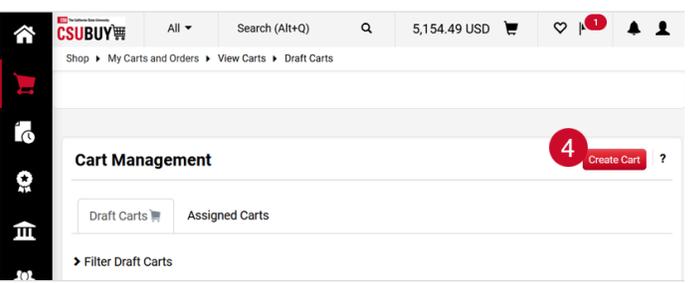
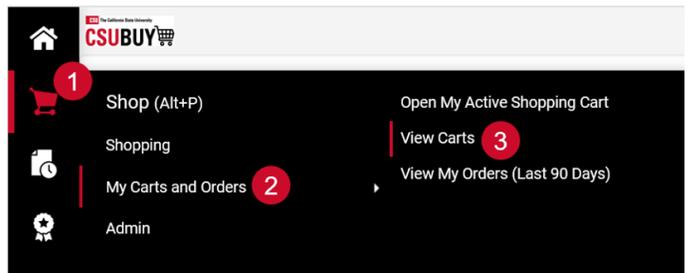
Important Note regarding Persona:

**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:**

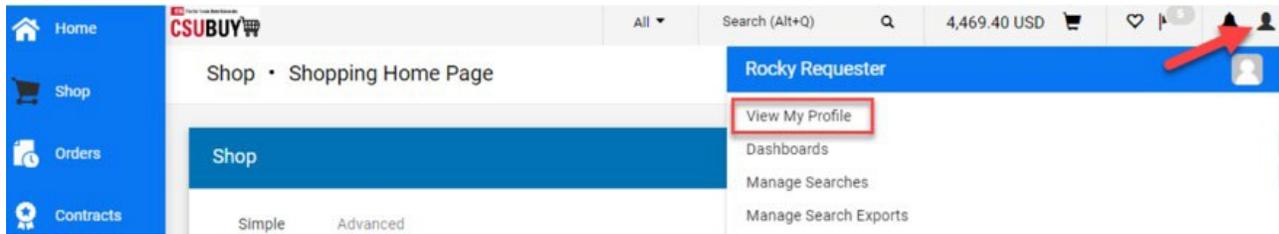
- Go to **Shop**.
- **My Carts and Orders**
- **View Carts**.
- Select **Create Cart** to start fresh.
  - Or **empty your current cart** before shopping.



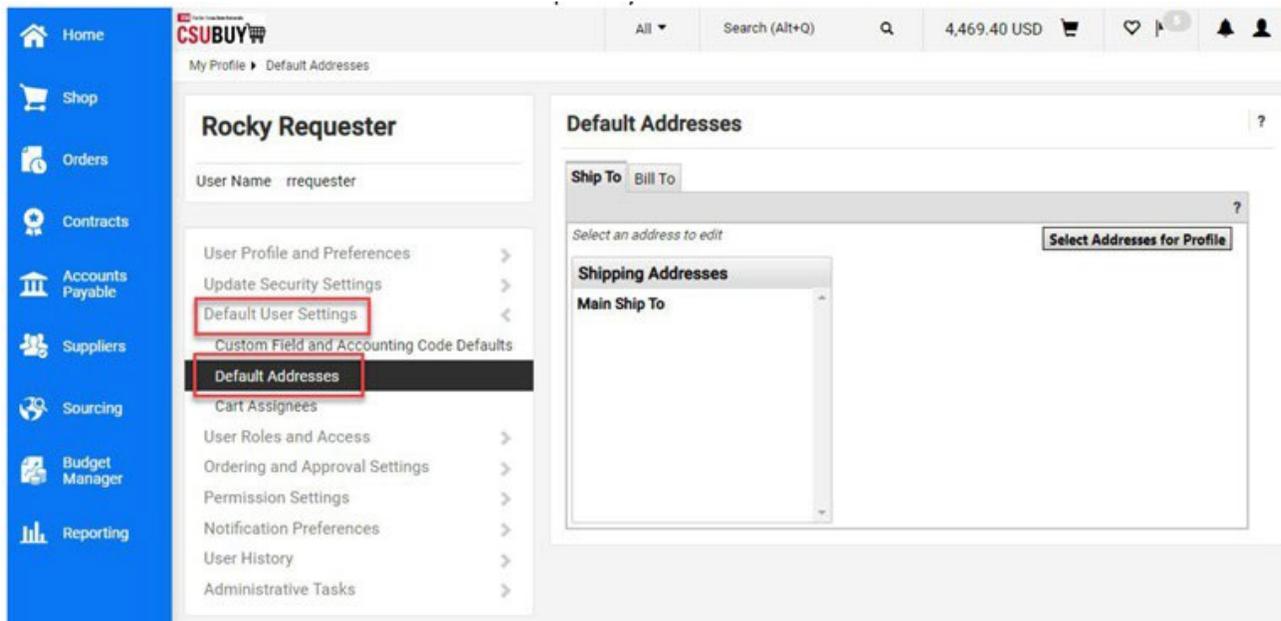
## 2-SHIP TO AND BILL TO ADDRESS DEFAULT SET UP

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.

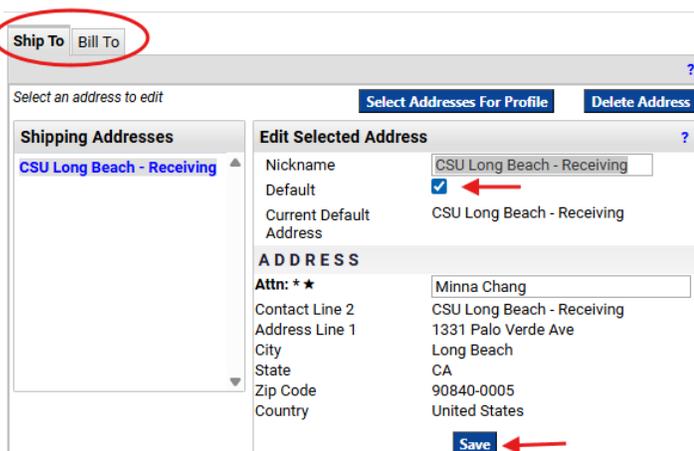


2. Once you click on User Profile, the following appears. Navigate to Default User Setting: **Default Addresses**



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



Shipping Addresses

CSU Long Beach - Receiving

**Edit Selected Address**

Nickname: CSU Long Beach - Receiving

Default:  ←

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

Save ←

**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 

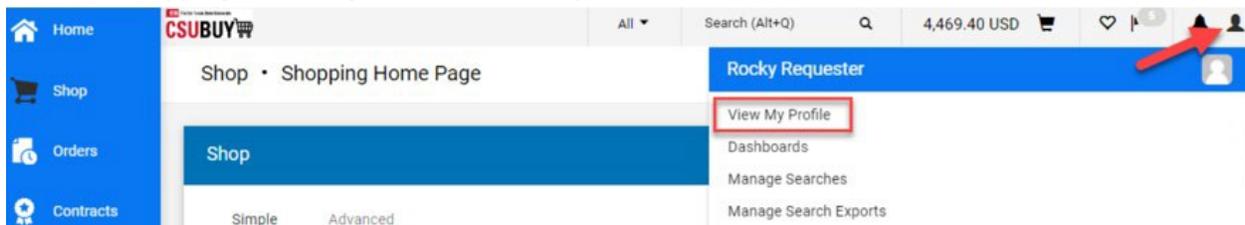
### 3-CART ASSIGNEES

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



2. Navigate to Default User Setting: Cart Assignee

**Minna Chang**

User Name 40000961994

User Profile and Preferences <

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

Language, Time Zone and Display Settings

App Activation Codes

Early Access Participation

**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 >

**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	Set as Preferred Remove
Mel(MaryEllen) Castillo	Set as Preferred Remove

**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

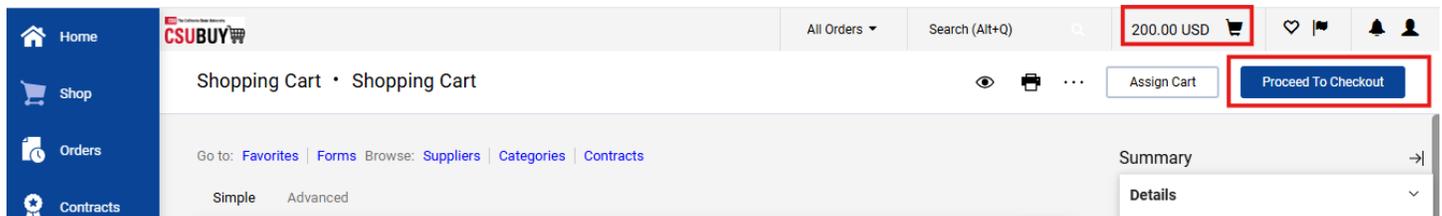
Results Per Page 10

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

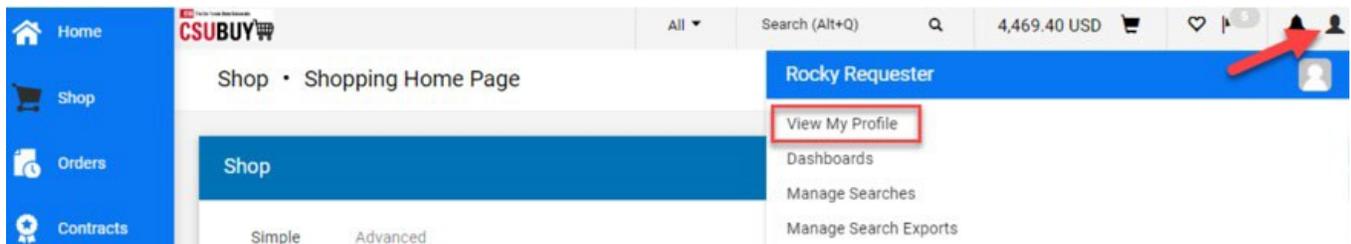
Defaults are preferred for users who consistently use the same Chartfield. Default will always populate regardless of the Business Unit/Persona you are shopping for. Therefore, we do not recommend setting Default Chartfield for those who shop for different Business Unit/Persona frequently.

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

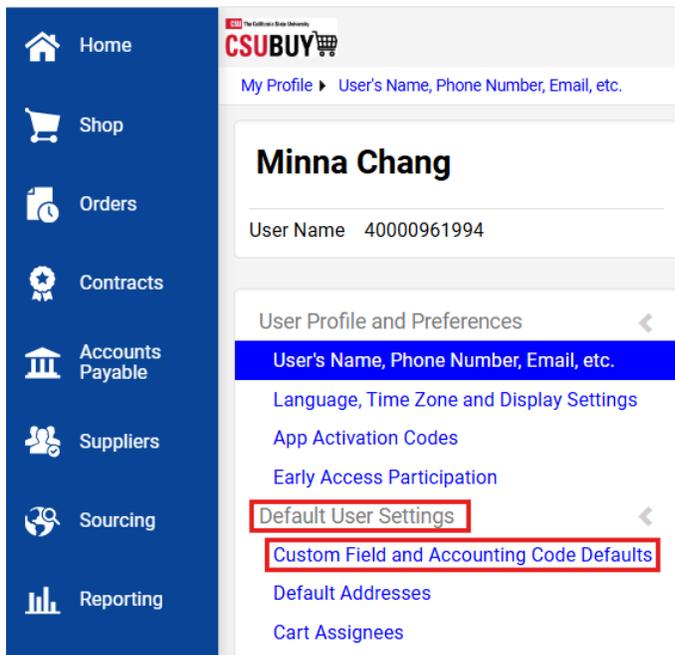
## Setting Default Chartfield

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

Header (int.) <b>Codes</b> Code Favorites Internal Information Cart			
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 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.) <b>Codes</b> 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

**Create New Value**

Value	Description

**Search For Value** ?

Field Name

Value

Description

Results Per Page

[Search](#)

- 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		Edit

Edit Values Close

Business Unit

**Create New Value**

Value	Description
00738_LBCMP	Financial Management

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

Results Values Found Page 1 of 1 ?

Per Page 5

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

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

- 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		Edit

Edit Values Close

Business Unit

**Create New Value**

Value	Description
00738_LBCMP	Financial Management

**Edit Existing Value** ?

Value

Description

Default

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 LBCMP as shown below, you must be shopping in the LBCMP 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 (LBCMP)

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**

FM

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** ? X

Nickname   Default

Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
LBCMP <small>Select from profile values... Select from all values...</small>	GF001_LBCMP <small>Select from profile values... Select from all values...</small>	00732_LBCMP <small>Select from profile values... Select from all values...</small>	no value	no value	<input type="text" value=""/> <small>Select from all values...</small>			

**add split**

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

^ SUPPLIER DETAILS Fulfillment Address 1

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

^ ITEM DETAILS

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	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		

**CHARTFIELD** Values have been overridden for this line

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

Then the Chartfield box pops up:

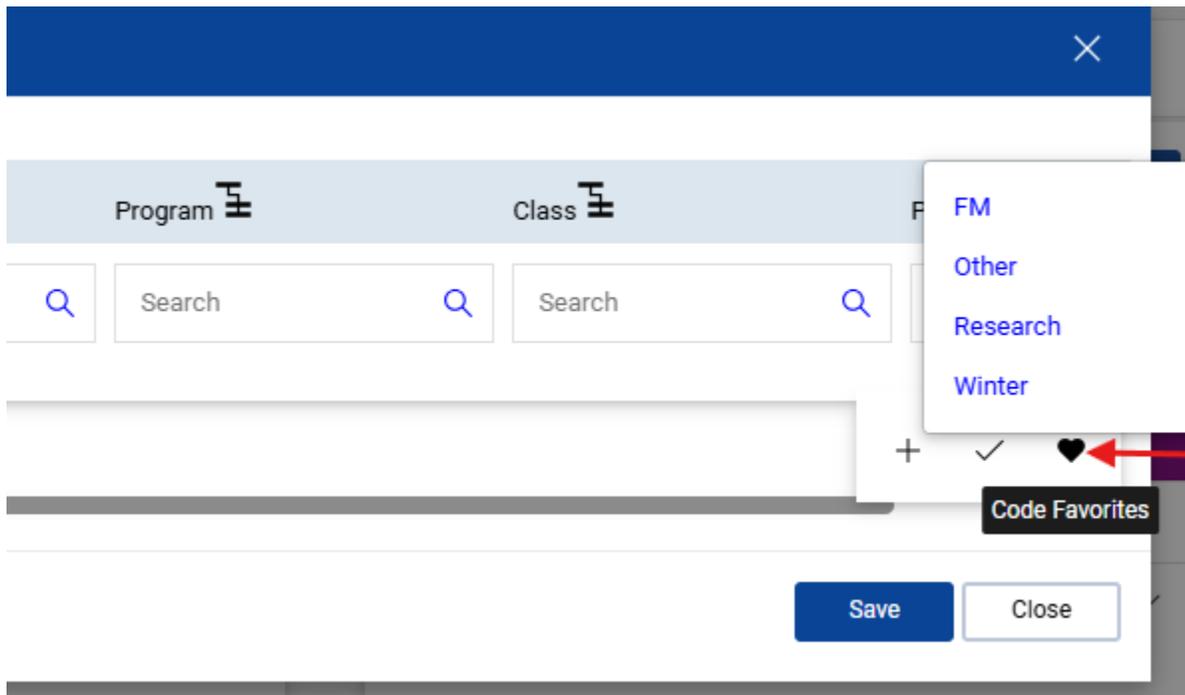
**Override Line 1: Chartfield**

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	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>

★ Required fields

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. (See instructions below to turn ON Verify Receipt and Create a Receipt.)

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

**Save Changes** **Cancel**

### 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 (pencil icon in the right corner).

**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: Accounts Payable**

Voucher submitted into Workflow	None
Voucher Workflow Notification available	None
Voucher pending Workflow approval	Email & Notification
Voucher Workflow complete	None
Voucher line item(s) rejected	Email & Notification
Voucher rejected	Email & Notification
Voucher returned	None
New Message - Payment	None
New Message - Voucher	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.

The screenshot shows the user profile for Minna Chang (User Name: 40000961994). The left sidebar lists various settings categories, with 'Receipts' highlighted in blue. The main content area is titled 'Notification Preferences: Receipts' and contains three settings, all currently set to 'None':

- 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.

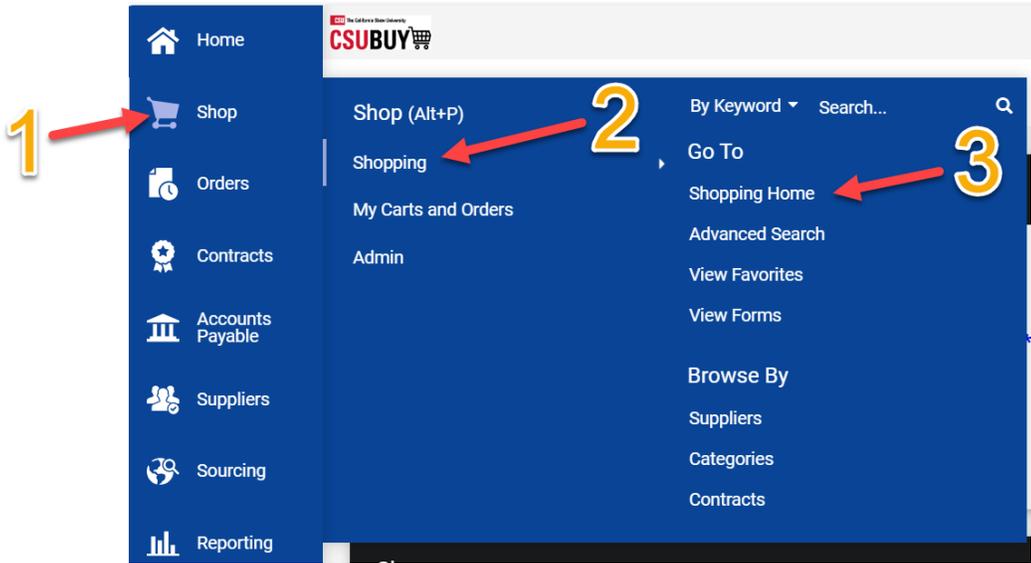
The screenshot shows the 'Receipts' notification preferences form. The 'Voucher Requires Receipt notice ?' setting is now set to 'Override'. The dropdown menu is set to 'Email & Notification'. A tooltip is visible over the 'Voucher Requires Receipt notice' setting, stating: 'Email notification that the voucher requires a receipt'. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

# CHAPTER 2: SHOPPER/REQUESTER

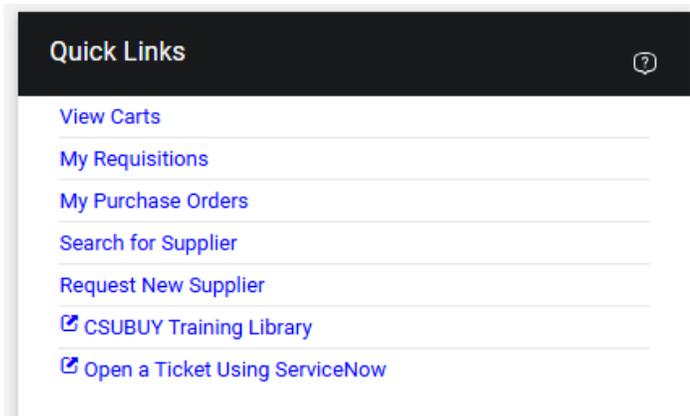
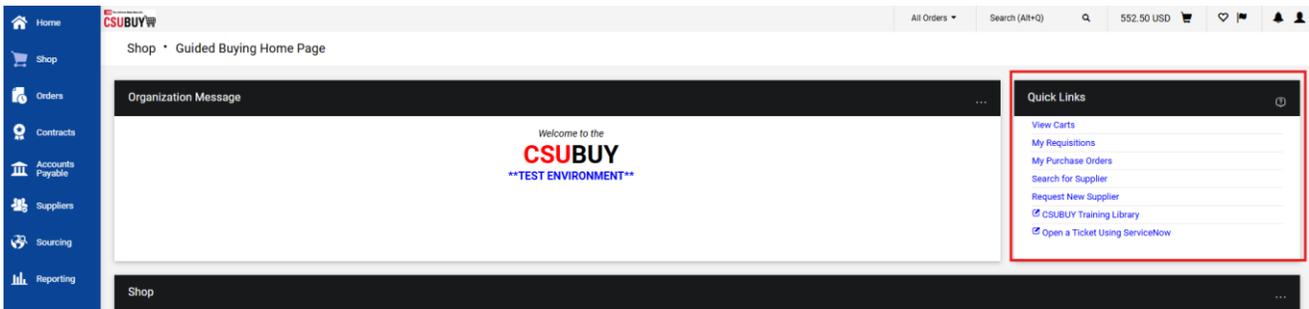
## 1-SHOPPING HOME PAGE NAVIGATION

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



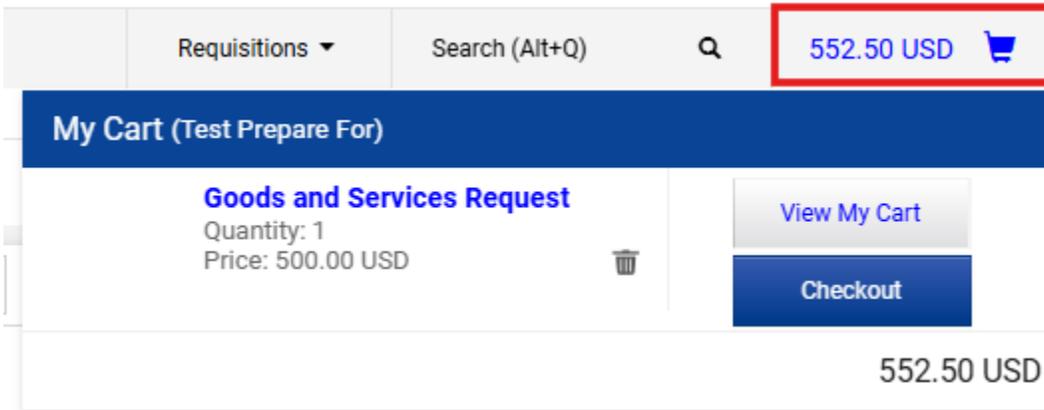
To the right, there is a Quick Links section. This provides links that could be described as “My Stuff” along with other useful links.



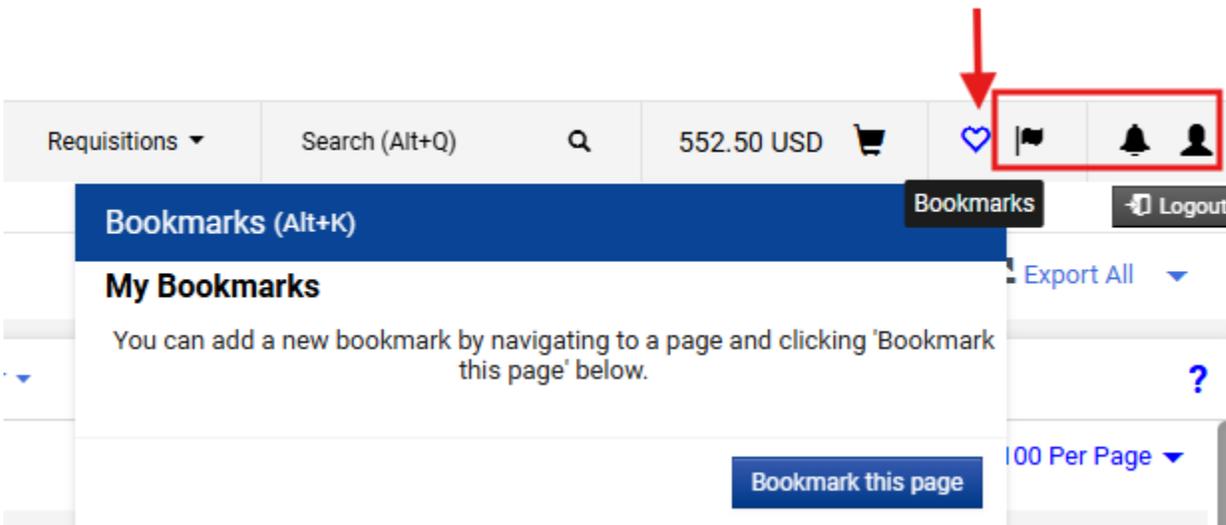
At the top right corner, you will notice the following icons and search bars. The drop down has selections similar to the flyouts. Select the type of document you are searching for and then enter a search criterion such as number, supplier, name, prepare for, etc.

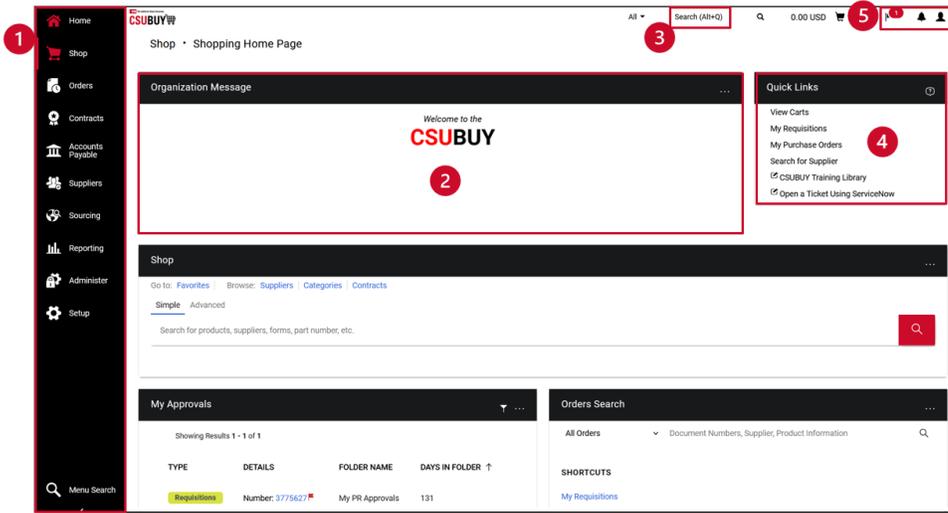


**Shopping Cart** icon: where you can view your Shopping Carts.



- **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.





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.

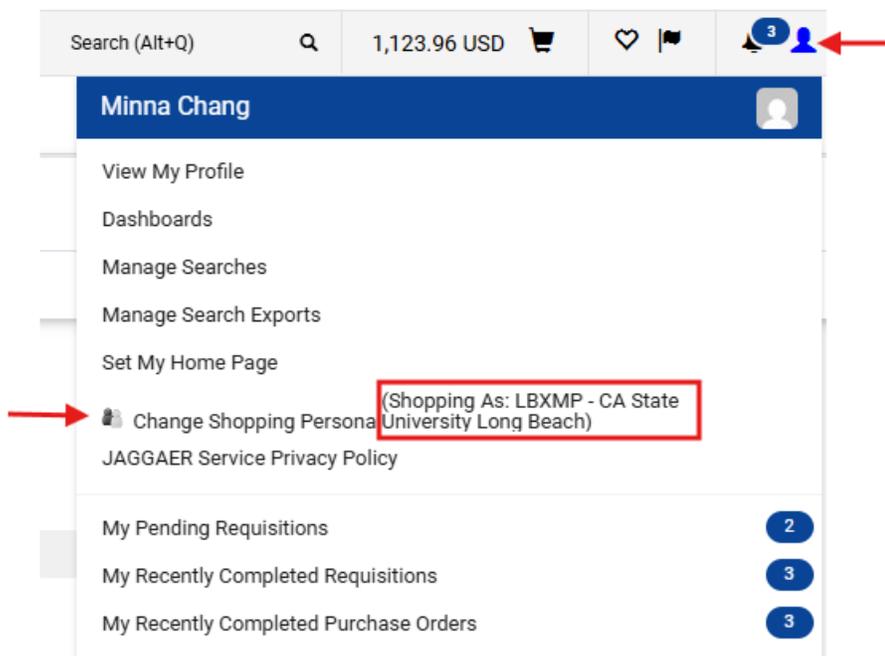
## 2-BEFORE SHOPPING: VERIFY PERSONA AND EMPTY SHOPPING CART

### Verify Persona

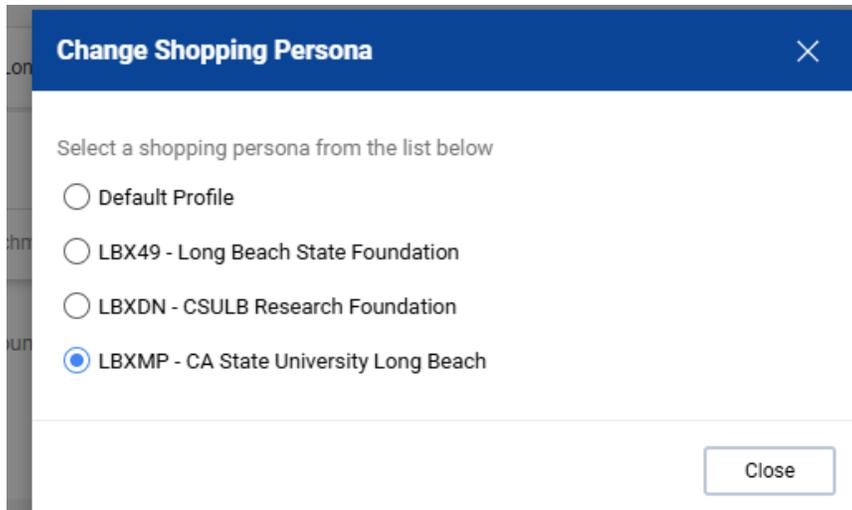
A Persona is similar to a Business Unit. Confirm that you are in the correct Persona for the entity you are shopping for.

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.



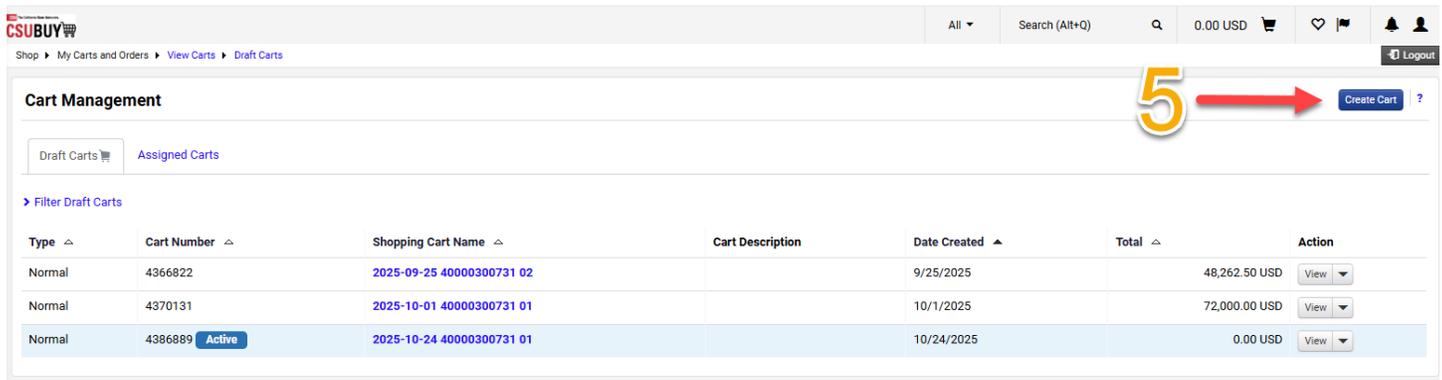
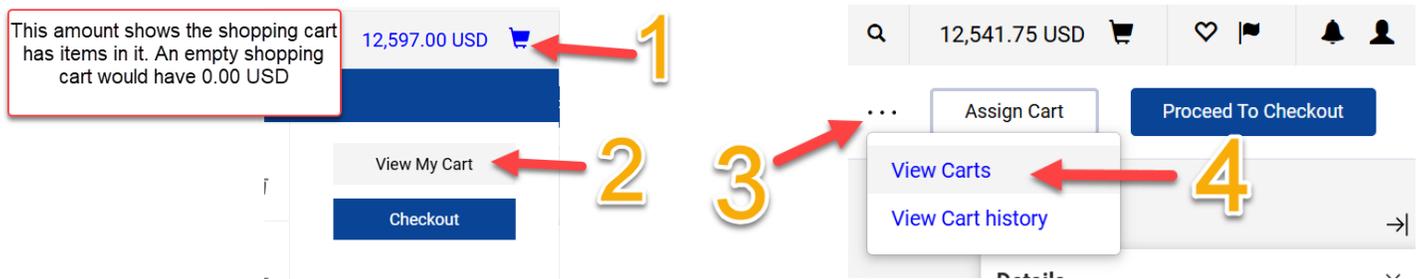
If you need to change the entity you are shopping for, click on Change Shopping Persona and select the correct Shopping Persona.



### Confirm Your Shopping Cart is EMPTY

Your cart must be empty before you begin shopping.

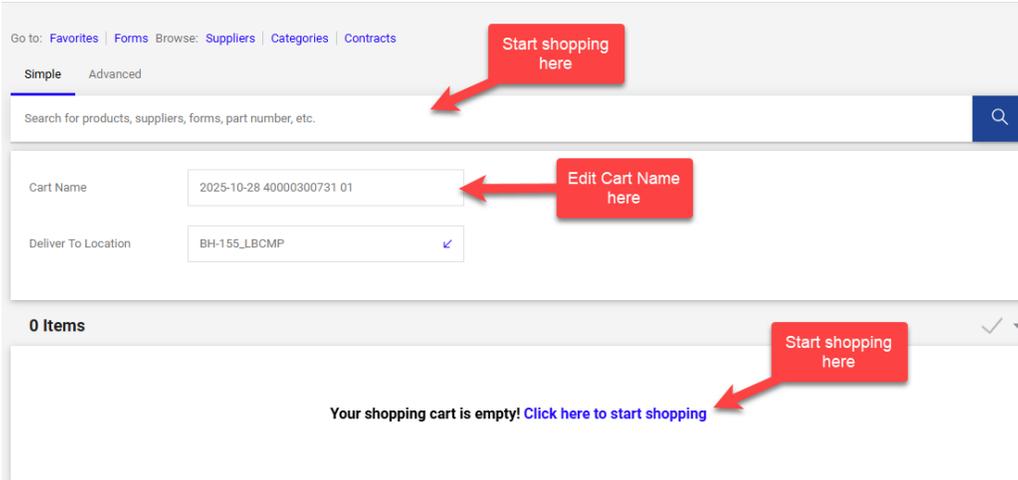
1. Click on the shopping cart icon in the top right corner
2. Select **View My Cart**. If the cart has items in it, you must save it as a draft to start a new shopping cart.
3. Click the 3 dots in the upper right corner
4. Select **View Carts**. Then select the Draft Carts tab
5. To the right of the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



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.

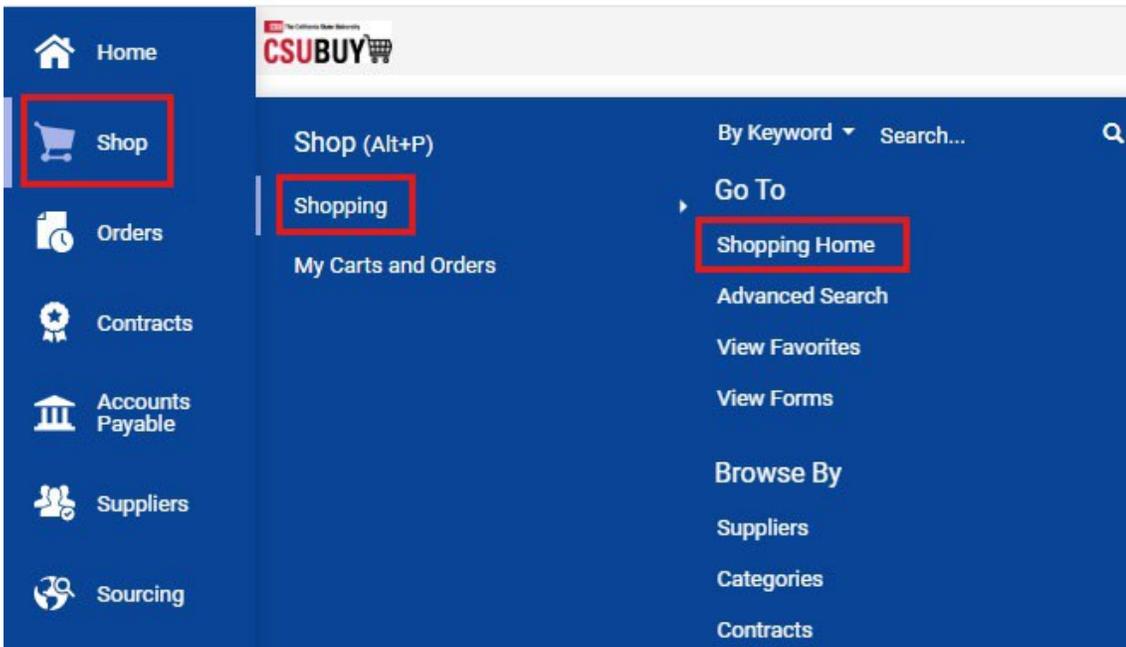
Shopping Cart • Shopping Cart



### 3-PRODUCT SEARCH

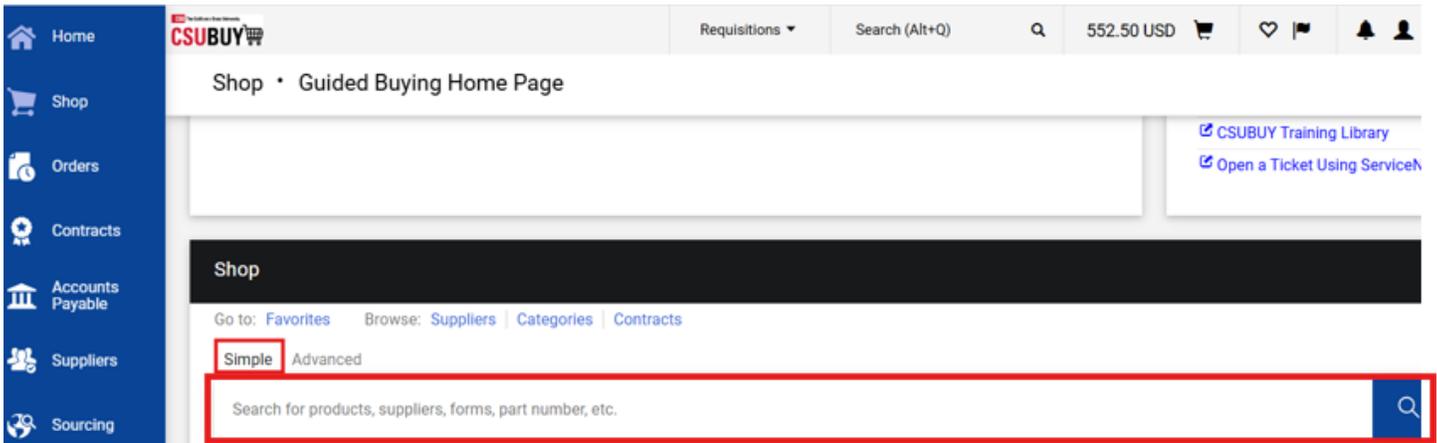
To begin shopping, you may start with a product search. This will provide products options and prices to compare. There are some Punchout Catalogs items (such as Amazon and Staples) that DO NOT appear when using the Product Search feature in CSUBUY. You must go to the Punchout Catalog and search in the catalog separately.

Navigate to the Shopping Home Page.

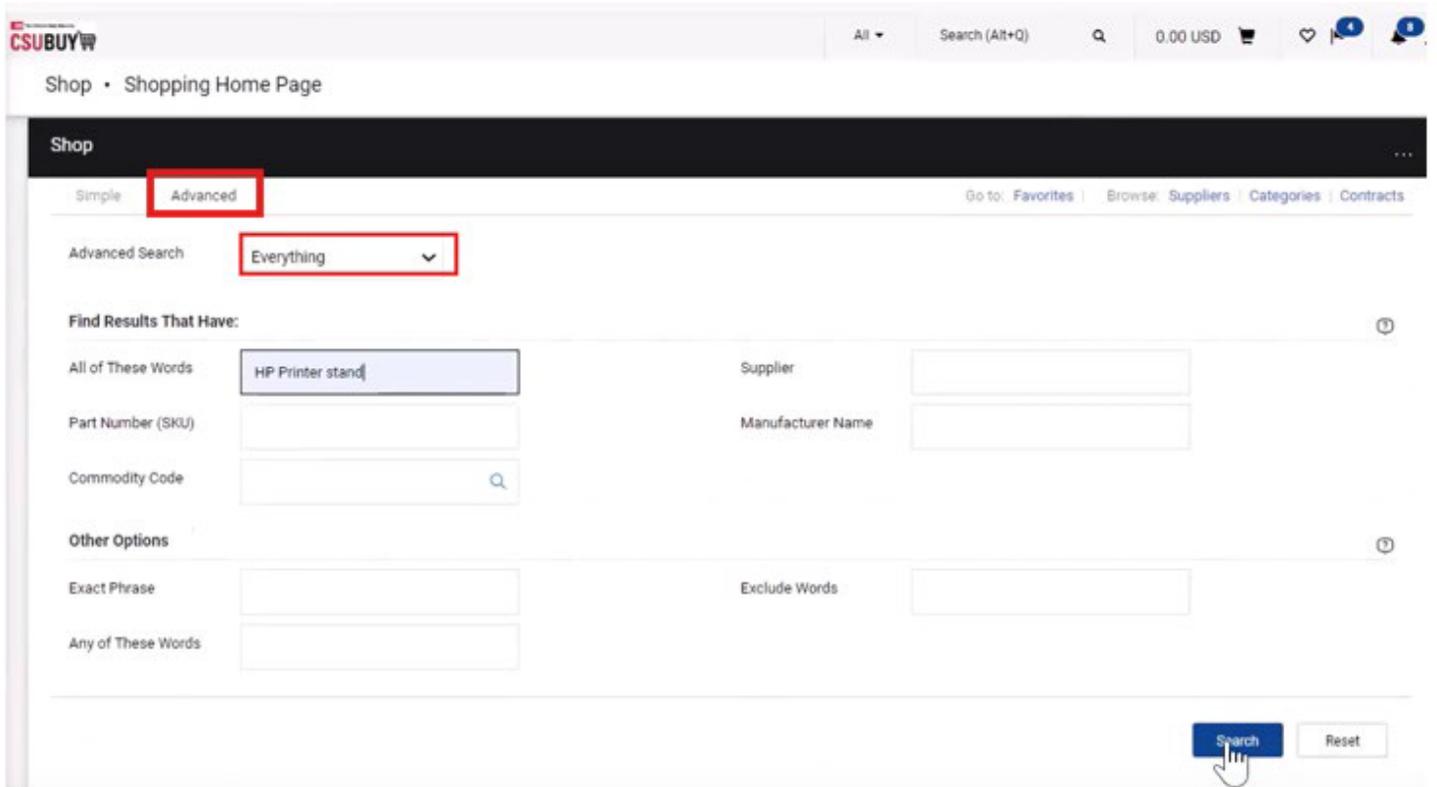


#### Simple and Advanced Product Search

**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.



**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.



### 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

Compare BEST MATCH

Filters

- By Product Flag**
  - Recycled (14)
  - Green (10)
  - Hazardous material (1)
- By Supplier**
  - B & H Foto & Electronics Corp (1352)
  - GovConnection Inc (994)
  - WW Grainger Inc (180)
  - VWR Funding Inc (57)
- By Supplier Class**
  - Insurance Provided (2583)
  - Check Supplier (1409)
  - ACH Supplier (1174)

Search Results: 2583

<p><b>HP PRINTER CARTRIDGE C6614DN - C6614DN</b> from VWR Funding Inc</p> <p>Part Number: 33502-078 (EA)</p> <p>42.70 USD Check Availability</p> <p>Qty: 1 <b>Add To Cart</b></p>	<p><b>HP PRINTER CARTRIDGE C6615DN - C6615DN</b> from VWR Funding Inc</p> <p>Part Number: 33502-080 (EA)</p> <p>77.40 USD Check Availability</p> <p>Qty: 1 <b>Add To Cart</b></p>	<p><b>HP PRINTER CARTRIDGE C6615DN - C6615DN</b> from VWR Funding Inc</p> <p>Part Number: 47751-442 (EA)</p> <p>169.36 USD Check Availability</p> <p>Qty: 1 <b>Add To Cart</b></p>
<p><b>HP PRINTER CARTRIDGE C1823D - S1C1823D140</b> from VWR Funding Inc</p> <p>Part Number: 47751-446 (EA)</p>	<p><b>HP PRINTER CARTRIDGE C4092A - S1C4092A</b> from VWR Funding Inc</p> <p>Part Number: 47751-450 (EA)</p>	<p><b>HP PRINTER CARTRIDGE - C6656AN</b> from VWR Funding Inc</p> <p>Part Number: 80082-896 (EA)</p>

Best Match  
Part Number  
Description  
Size  
Packaging UOM  
Supplier  
(Price: Low to High)  
(Price: High to Low)

\*Staples appeared in the test environment but not in production (live CSUBUY)

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

BEST MATCH

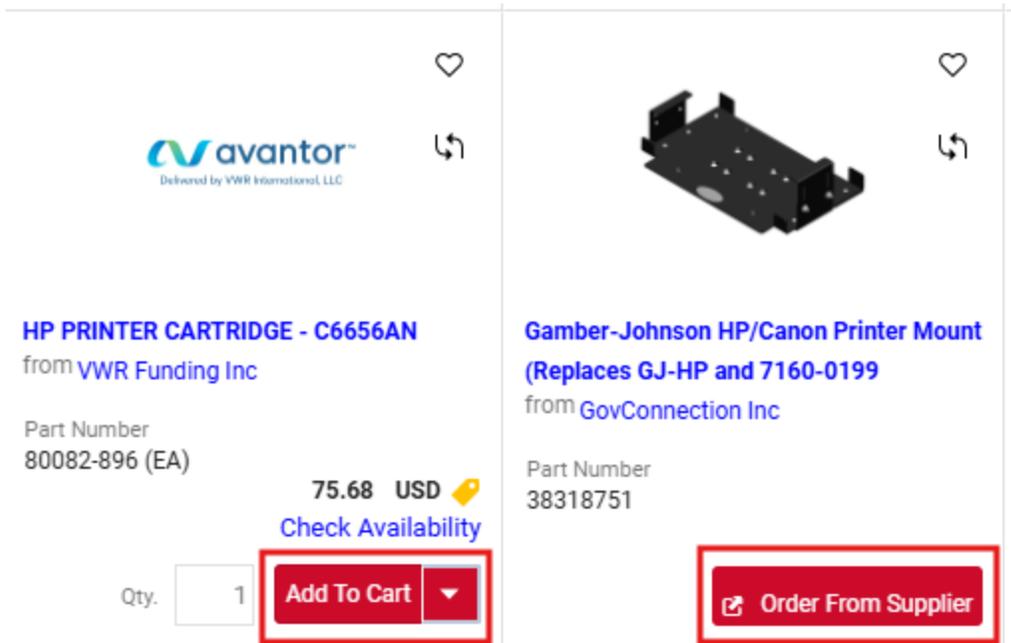
Search results

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

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.



**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

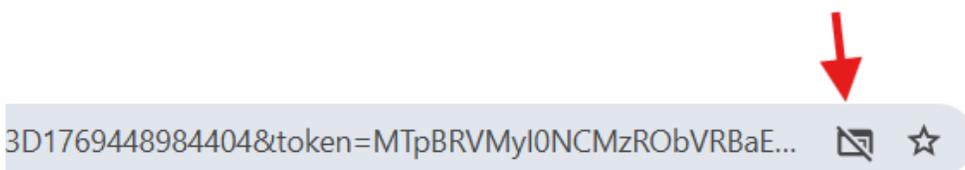
**Add to Cart** – When clicking on the box, the item will be added to your Shopping Cart.

#### 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.

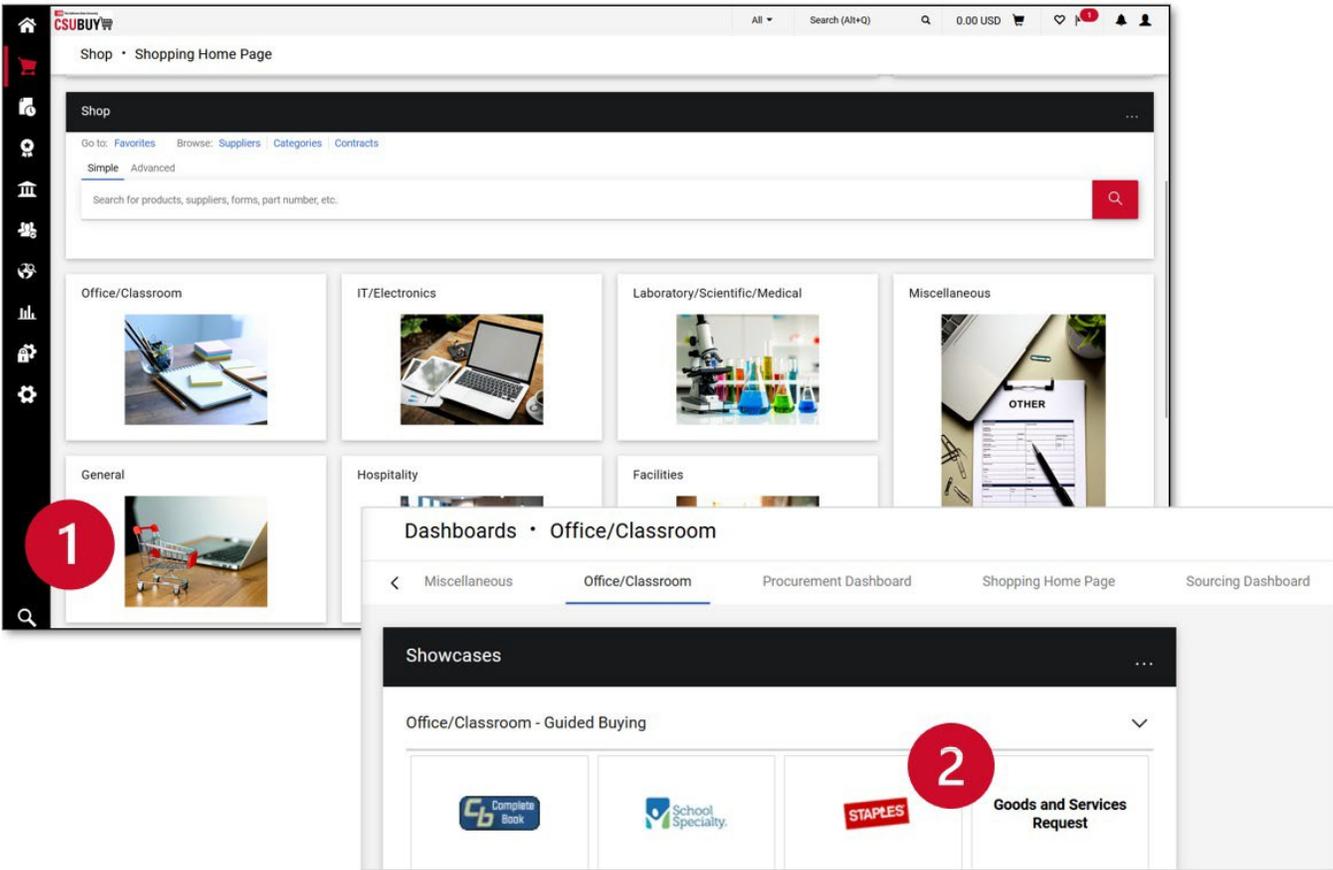
**BEFORE USING AMAZON PUNCHOUT, please see Chapter 6, Section 4-Amazon Accounts and Access.**

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



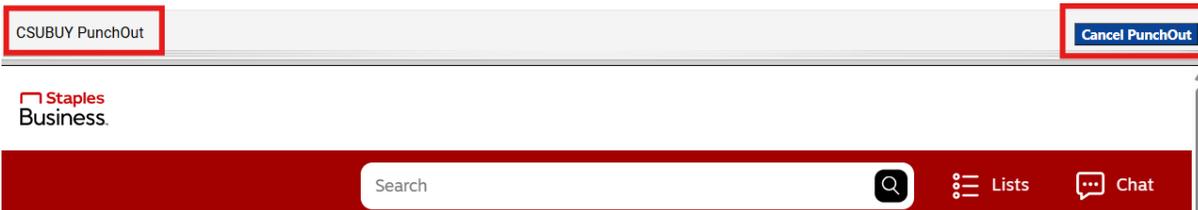
Click on the Pop-Up Blocker and then select Allow.

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.



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.



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



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		✓ You're saving \$76.70 on this order!
Items (2)	\$103.83	Delivery to: <a href="#">Long Beach, CA 90808</a>
<b>Total</b>	<b>\$103.83</b>	<a href="#">Submit Order</a>

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

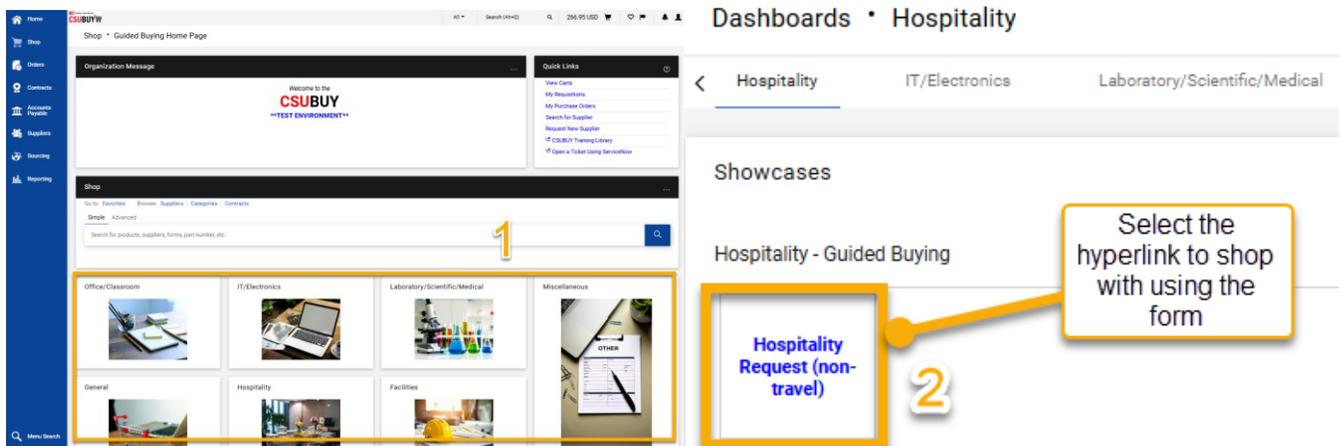
Utilize this form to initiate a request for IT Hardware and Accessories.

### IT Software Request

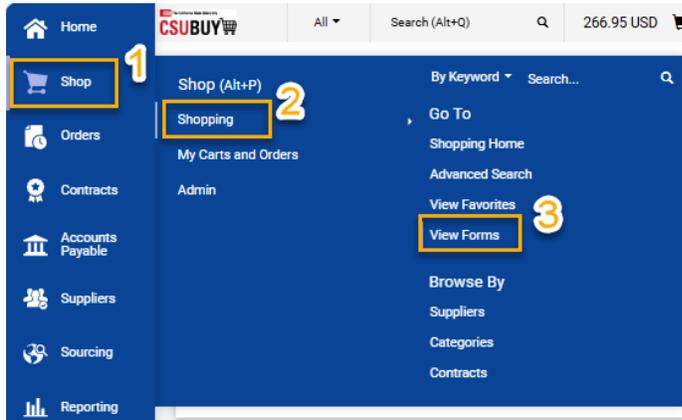
Utilize this form to initiate a request for IT Software or Cloud Services. 33

### 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.



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



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

Expand All | Collapse All

**CSU Forms** Folder Actions ?

1-9 of 9 Results 20 Per Page

		0.00 USD	Select All
<b>Facilities and Construction Request</b>	Template Title: Facilities and Construction Request Purpose: Procurement Request	Submit Request Copy	<input type="checkbox"/>
<b>Goods and Services Request</b>	Template Title: Goods and Services Request Purpose: Procurement Request	Submit Request Copy	<input type="checkbox"/>
<b>Hospitality Request (non-travel)</b>	Template Title: Hospitality Request (non-travel) Purpose: Procurement Request	Submit Request Copy	<input type="checkbox"/>

### Completing the Form

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

**Hospitality Request (non-t...** Instructions Request Actions History ?

Form Number 1201566  
Purpose Procurement Request  
Status **Incomplete**

**Instructions**

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.

Suppliers  
Form Fields  
General Information  
Cost Details  
Review and Submit

This area outlines the required information

1 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-t...** Review and Submit Request Actions History ?

Form Number 1201566  
Purpose Procurement Request  
Status **Incomplete**

Instructions  
Suppliers  
Form Fields  
General Information  
Cost Details  
Review and Submit

Suppliers  
Form Fields

Progress

Suppliers  Required Fields Complete

Form Fields  Required Fields Complete

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

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

< Previous Add to Favorites Add and go to Cart

### Supplier

You may Search for Registered Suppliers and select the Supplier you would like to purchase from. If you are unable to locate the Supplier, the Supplier is not active for CSULB business units to shop from. See Section 14-Suppliers for additional information regarding steps to take to add the Supplier.

### Add Lines to the Shopping Cart Order a Form

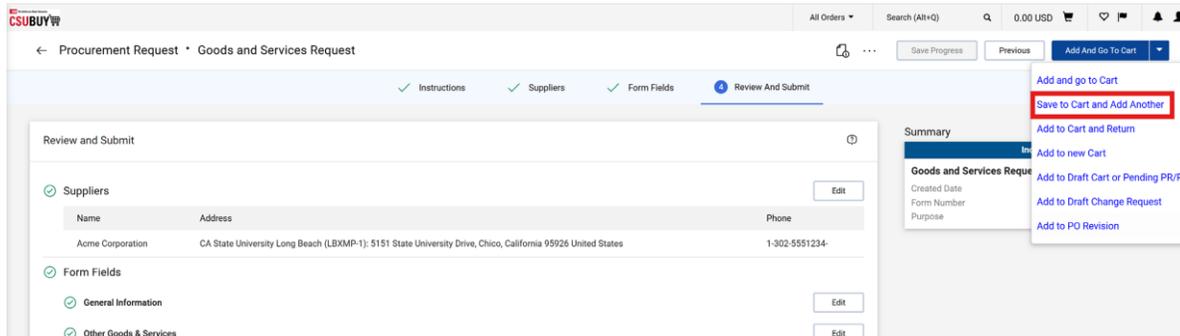
Important note: All lines must include a separate Form, but they must be the SAME Form. In other words, you cannot have a Goods and Services Form and an IT Hardware Form in the same Shopping Cart. No mixing forms in the Shopping Cart.

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:

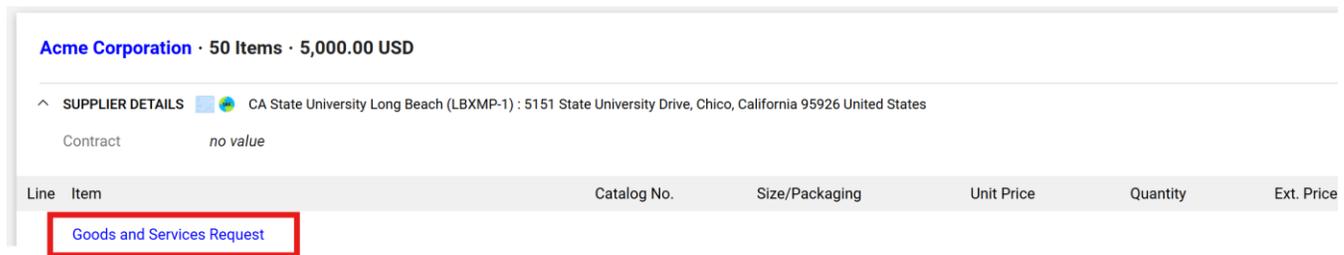
When you are still in the Form select **Save to Cart and Add Another**

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.

← Procurement Request • Goods and Services Request Save Progress

Suppliers **Form Fields** Review And Submit

Suppliers

Selected Supplier

Supplier Name	Doing Business As	Fulfillment Centers
Quality Classroom Supplies		CA State University Long Beach (LBXMP-1): 5151 State University Drive, Chico, California 95926 United States

Search Registered Suppliers

Supplier

Zip Code  Within  Miles

Summary →

**On Document**

**Goods and Services Request**

Created Date 1/23/2026

Form Number 1245248

Purpose Procurement Request

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? ★ 🔍

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

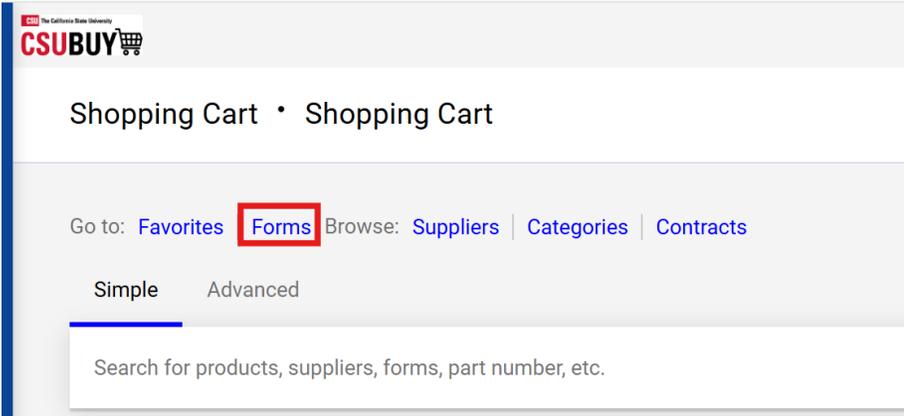
JBUY All Orders Search (Alt+Q) 30,387.50 USD

← Procurement Request • Goods and Services Request Save Progress **Add And Go To Cart**

Suppliers Form Fields **Review And Submit**

**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.



Then proceed to complete it and Add to your Cart.

**Note on Blanket PO**

When completing a Form in the General Information section, indicate if the purchase is related to a Blanket PO. A 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 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.

**General Information**

What type of goods or services are you requesting? \* 

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 as long as it is the same Form. Do not mix Forms in the 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.

The screenshot displays a web form for 'Request to Close PO'. On the left is a sidebar with a 'Questions' section expanded. The main form area is titled 'Questions - Request Details' and includes a 'Request Actions' dropdown and a 'History' link. A status indicator shows 'Response Is Required'. The form contains three main input fields: 'Purchase Order Number \*', 'Supplier Name \*', and 'Justification for Request \*' (with a 2000 character remaining counter). Navigation buttons at the bottom include 'Previous', 'Save Progress', and 'Next'.

### 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. Please see Section 14-Supplier for detailed information.

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**.

**Supplier Resend Invitation...** Request Actions | History | ?

Form Number 1233186  
 Purpose Generic Request  
 Status Incomplete

Instructions

**Questions** ✔

Review and Submit

Discussion

Form Approvals

---

**Questions - General**

★ Response Is Required

▼ On This Page  
 Request Type (1)  
 Resend Invitation: Supplier Information (2)

▼ Request Type

What are you requesting? \*

Resend an invitation to the same email address that was previously invited  
 Extend an existing CSUBUY supplier to new campus

▼ Resend Invitation: Supplier Information

Suppliers Legal Company Name \*

CSUBUY Supplier Number

## 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.

Add the **Deliver To Location** which is the **Campus building and room number** you would like your product delivered. **DO NOT** enter **CSULB Receiving** since this is the Ship To location. You may search for available places using the magnifying glass icon.

Cart Name

Deliver To Location

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. **THIS IS THE ONLY PLACE YOU MAY ADJUST THE COMMODITY CODE.** If a Shopper is assigning the Cart to a Requester, the Requester can return to the cart by clicking on the shopping cart and then selecting

“View My Cart”. Then the Requester can update the Commodity Code. 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.

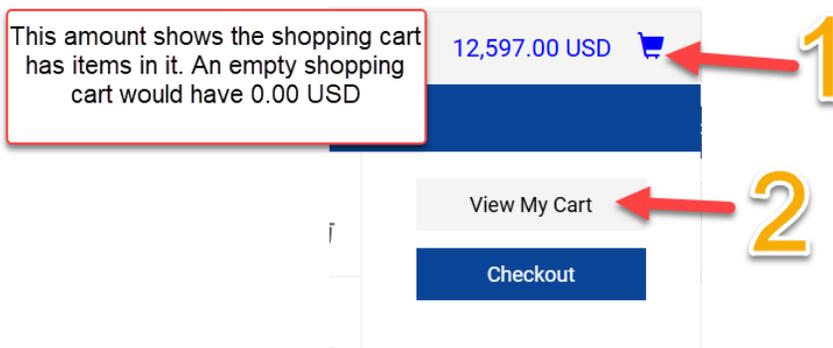
1	Test Procurement Request: Goods and Services Request	EA	500.00	Qty: 3 EA	1,500.00
ITEM DETAILS					
Performance Start Date	Commodity Code 170003 General Supplies		Taxable <input checked="" type="checkbox"/>		
Performance End Date	Receiving Required <input type="checkbox"/>		Asset <input type="checkbox"/>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

### Creating a New Shopping Cart

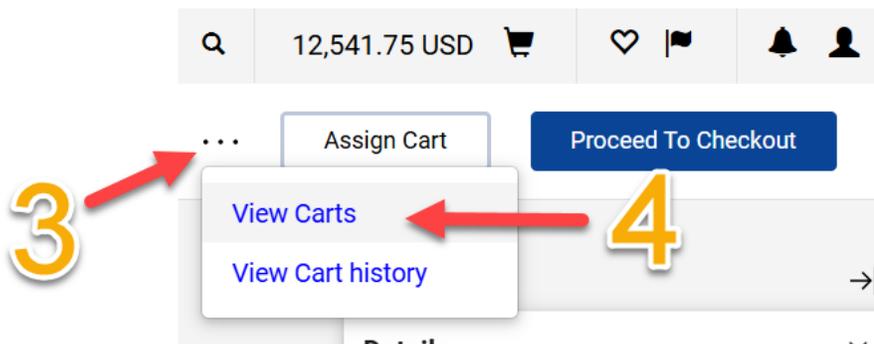
You may save your current Shopping Cart with items in it as a draft and create a new Shopping Cart by following these instructions:

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

This takes you inside your shopping cart.

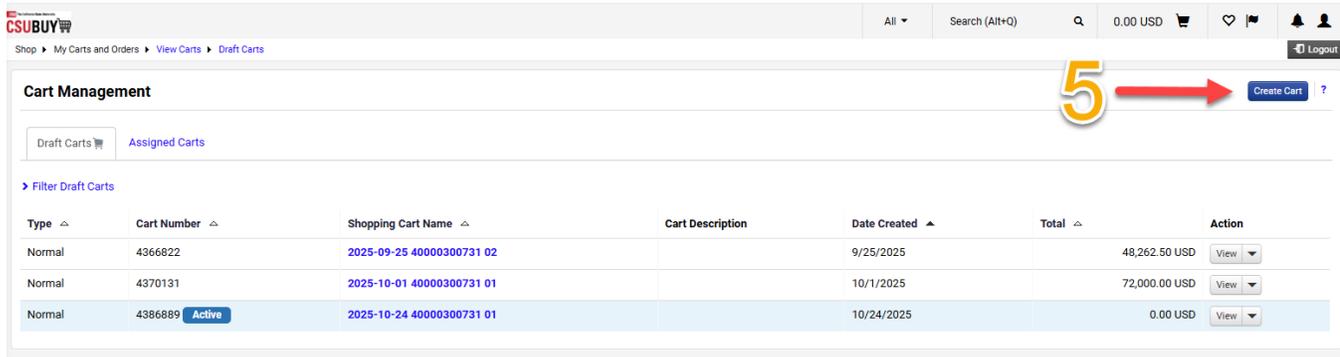


Click the 3 dots in the upper right corner and select **View Carts**



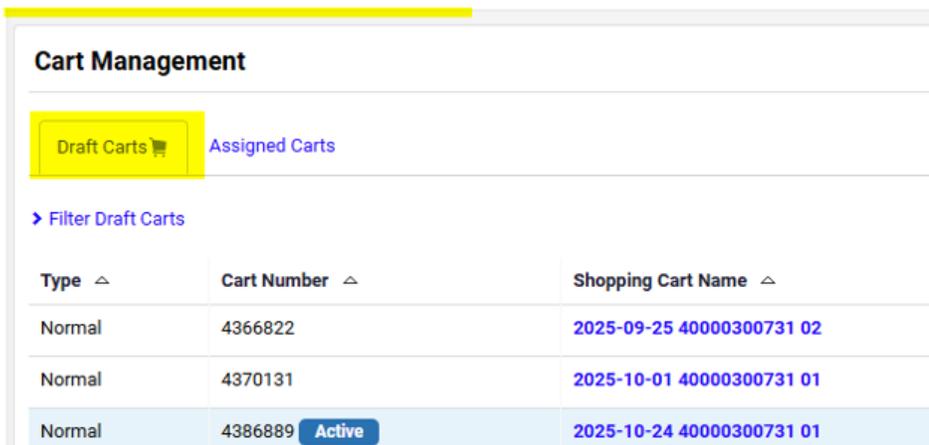
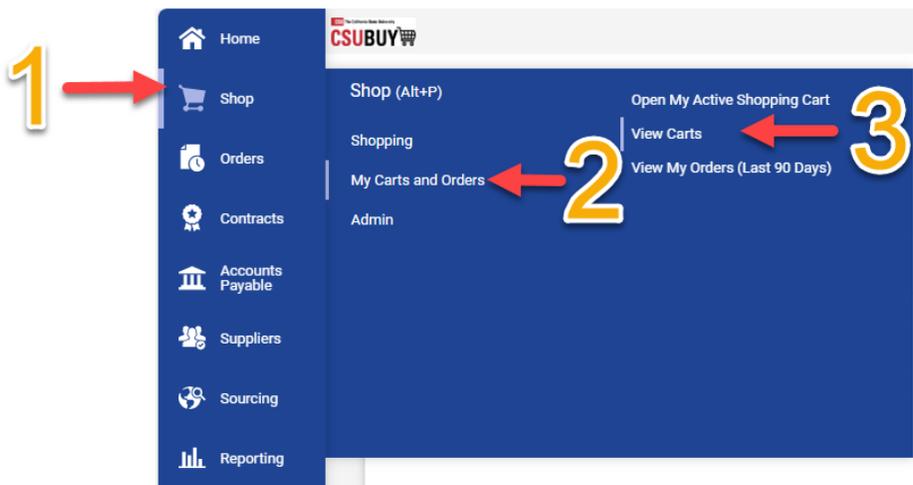
This takes you to the Cart Management screen with all the Draft Carts. The Cart Number is actually your DRAFT Requisition number.

### Click on **Create Cart**



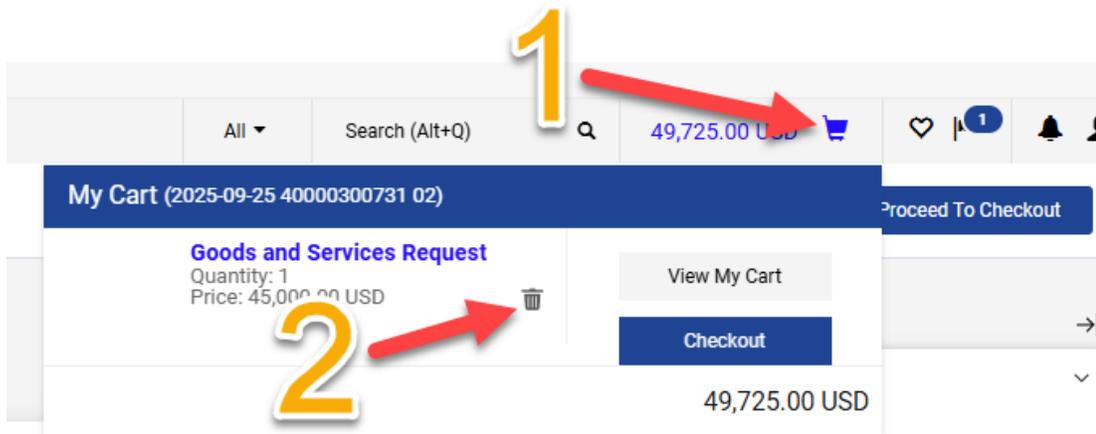
### Viewing Draft Carts

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

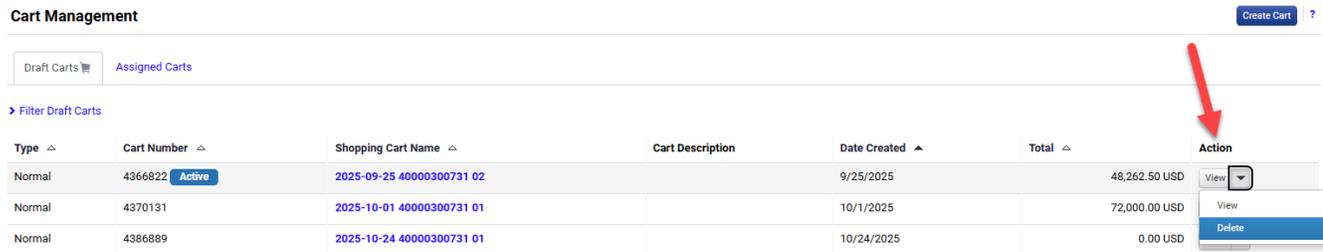


### Delete a Shopping Cart

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**.



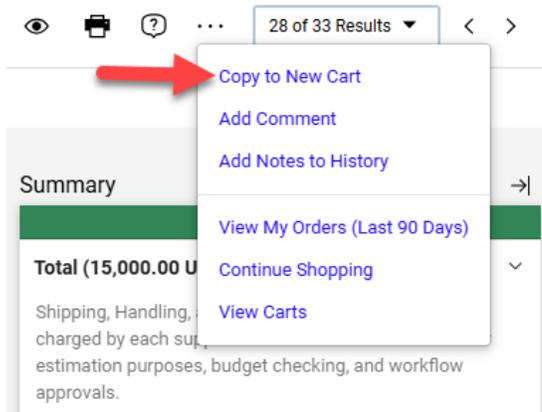
### Copy to a Shopping Cart (For Forms ONLY; not for PunchOut Orders)

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.



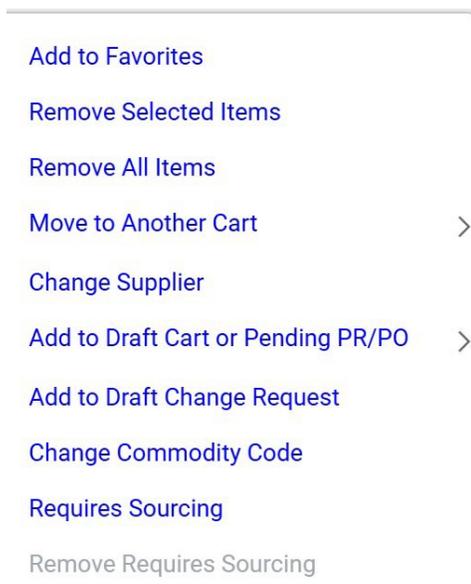
Select the requisition number with the items you would like to repurchase.

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.



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 Assign Cart

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

Cart Name: 2025-12-12 40000961994 01

Deliver To Location: AS-112\_LBCMP

**6 Items** 1

**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

Contract: no value

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

Contract: [Select price or contract...](#)

**Summary**

**Details**

For: [Minna Chang](#)

**Total (3,315.00 USD)**

Shipping, Handling, and Tax charges changed by each supplier. The values are for estimation purposes, budget che...

**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 a Purchase Order form with the following sections and callouts:

- 1. General Information:** Cart Name: Demo Order; Business Unit: Cal State Univ, Chico P2P (CHXCO).
- 2. Address Information:** Ship To: Attn: Rocky Requester, c/o Receiving, 940 West 1st Street, Chico, CA 95929, United States; Deliver To: 100A\_CHICO, Arts and Humanities 100A; Bill To: Accounts Payable, Chico, California State University, Chico, 400 West 1st Street, Chico, CA 95929, United States.
- 3. PO Information:** Accounting Date: no value; PO Type: no value; Amount-Only / Blanket PO: X; Multi-Year PO: X; Reference ID: no value.
- 4. Other Participant Information:** Prepared by: Rocky Requester; Prepared for: Rocky Requester; Buyer: no value; Ad-Hoc Approver: Select.
- 5. External Notes and Attachments:** Note to all Suppliers: no value; 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	<a href="#">Avery Hi-Liter Desk-Style Highlighters, Smear Safe Ink, Chisel Tip, 12 Fluorescent Yellow Highlighters (24000)</a>	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 Auxillary ID	asid-cdJHWI4ddv06YUf	Receiving Required	no value	Asset	✗
<a href="#">more info...</a>		Contains Discount	✗	Asset Profile ID	no value
		Prepayment	no value	Work Order	no value
		PO Clauses	no clause		

---

^ **CHARTFIELD** Values have been overridden for this line 📄 ✎ 🗑️

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
LBCMP <small>CA State University Long Beach</small>	no value	no value	660003_LBCMP <small>Supplies and Services</small>	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

Shoppers may complete the Chartfields but are not required. They may assign the cart to the Requester to complete the Chartfields.

Requesters are required to complete the Chartfields before submitting the Requisition to workflow.

*See Section 9-Draft Requisition: Chartfields*

## Comment, Attachments, and History

CSUBUY

Requisition • 211592313 [Guide Me](#)

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

General Information		Address Information		PO Information	
<b>Transaction Details</b>		<b>Ship To</b>		Accounting Date	no value
Cart Name	2026-01-28 40000961994 01	Attn: Minna Chang CSU Long Beach - Receiving 1331 Palo Verde Ave Long Beach, CA 90840-0005 United States		PO Type	no value
Business Unit	LB - CA State University Long Beach P2P (LBXMP)	<b>Deliver To</b>		Amount-Only / Blanket PO	×
		Deliver To Location AS-112_LBCMP Academic Services		Multi-Year PO	×
		Ship Via Best Carrier-Best Way		Reference ID	no value
				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

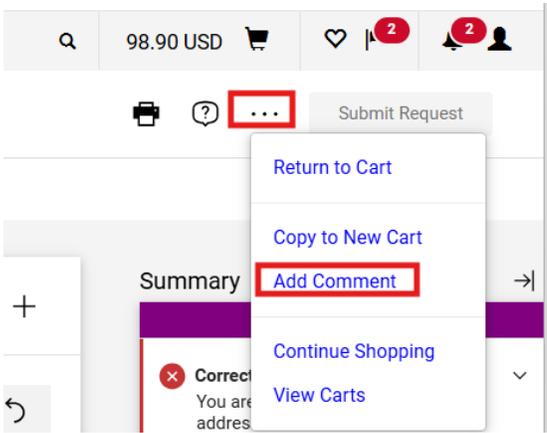
File Name

File

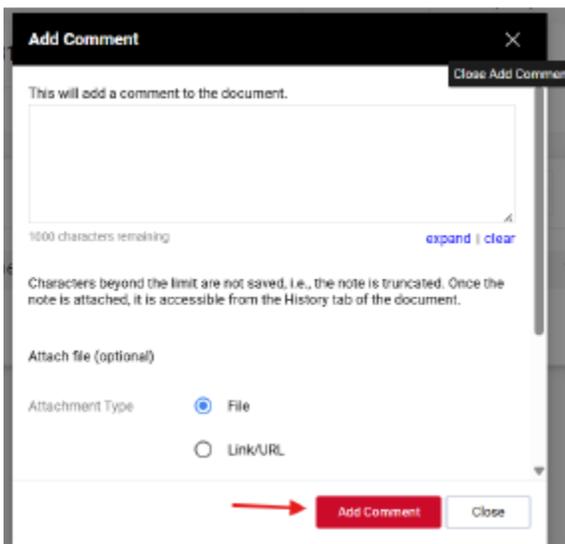
1000 characters remaining [expand](#) | [clear](#)

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.

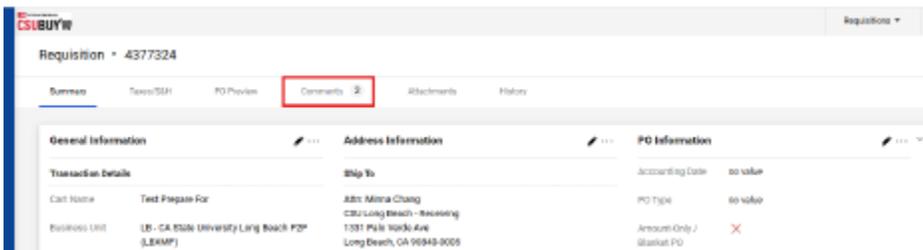
You may also add a comment by clicking on the three dots and selecting Add Comment



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.

Page 1 of 2 1-20 of 23 Results 20 Per Page

Line No	Date/Time ↓	User	Step(s)	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 before the Requester submits the Requisition to workflow.

Shoppers may complete the Chartfields but are not required. They may assign the cart to the Requester to complete the Chartfields.

Requesters are required to complete the Chartfields before submitting the Requisition to workflow.

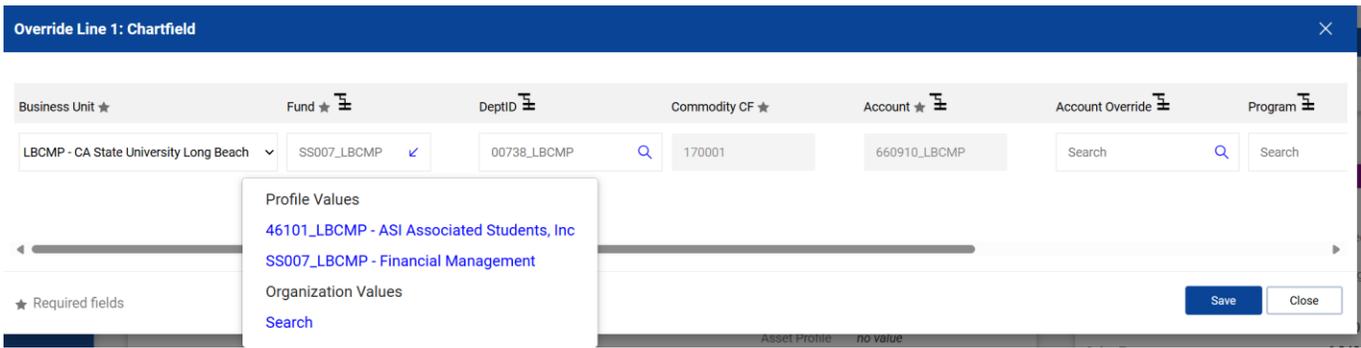
### Enter Chartfields

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.

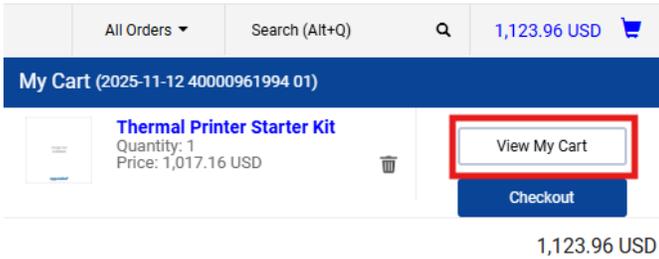
The chartfield can also be edited by clicking on the pencil icon.

^ CHARTFIELD								
Business Unit	Fund	DeptID	Commodity CF	Account	Account Override	Program	Class	Project
LBCMP CA State	GF001_LBCMP CSU Operating	00732_LBCMP CMS Financial	170003 General	660003_LBCMP Supplies and	no value	no value	no value	no value

You may edit the Business Unit, Fund, and Department ID. The Commodity Code and Account is automatically populated. **If the auto populated Account is not correct, 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.

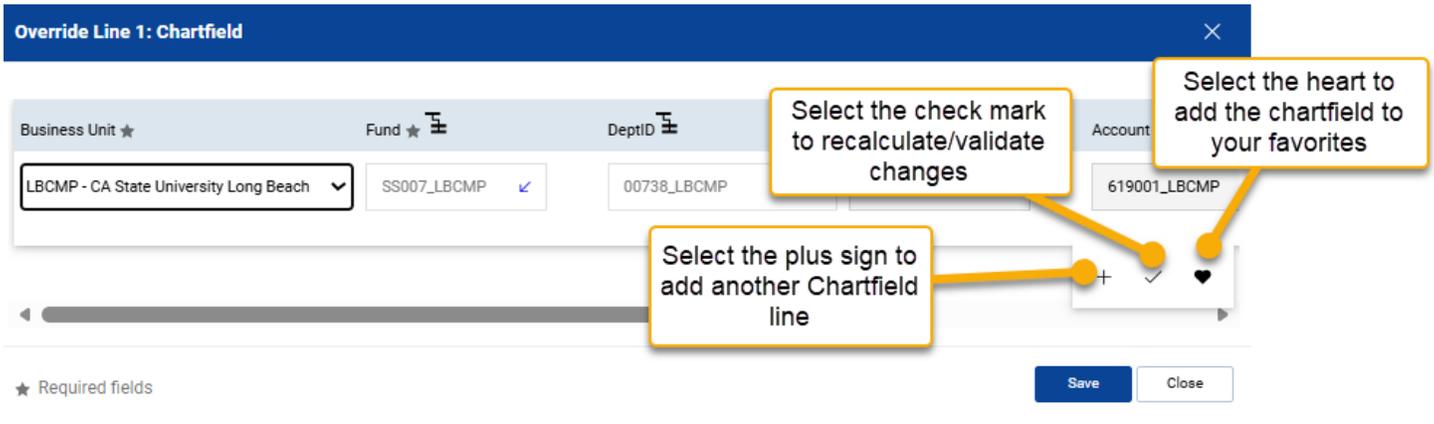


Commodity Code could only be edited in the Shopping Cart by View My Cart. Edit and then Proceed to Check Out again.

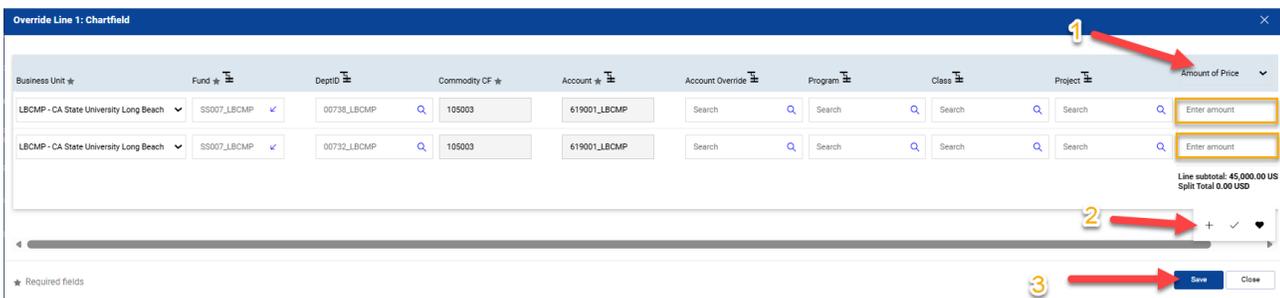


### Split Chartfields

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.

Values have been overridden for this line

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

**Copy To Other Lines: Chartfield**

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
✓ Business Unit	✓ Fund	✓ DeptID	<input checked="" type="checkbox"/> Account	<input type="checkbox"/> Account Override	<input type="checkbox"/> Program	<input type="checkbox"/> Class	<input type="checkbox"/> 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

**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

Copy Close

## 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 Approver for review and approval.

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

All Search (Alt+Q) 376.05 USD

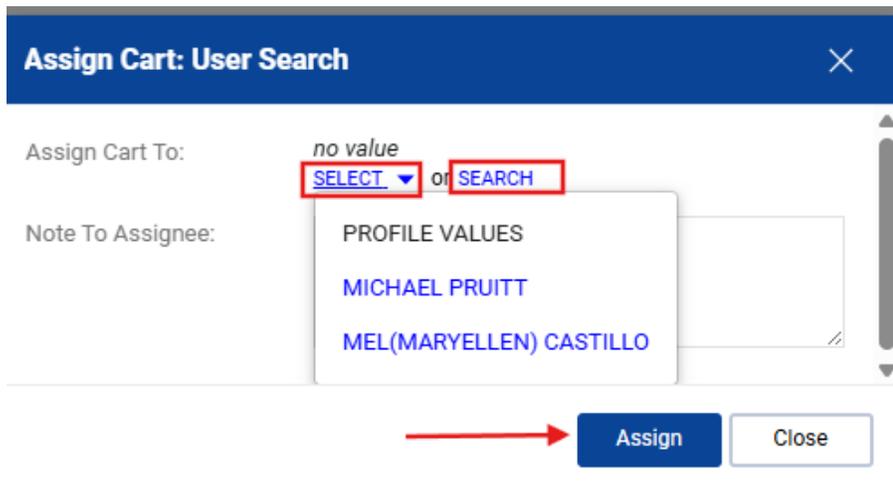
Assign Cart

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.

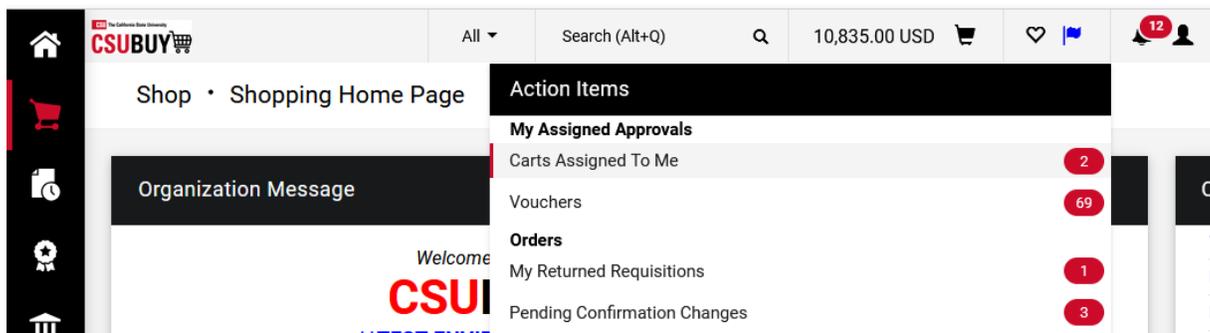
Then click on **Assign**.



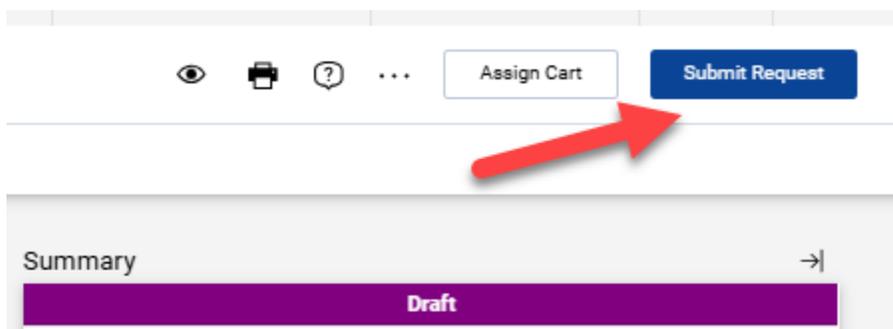
### Receiving Cart from a Shopper & Submit Request

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**



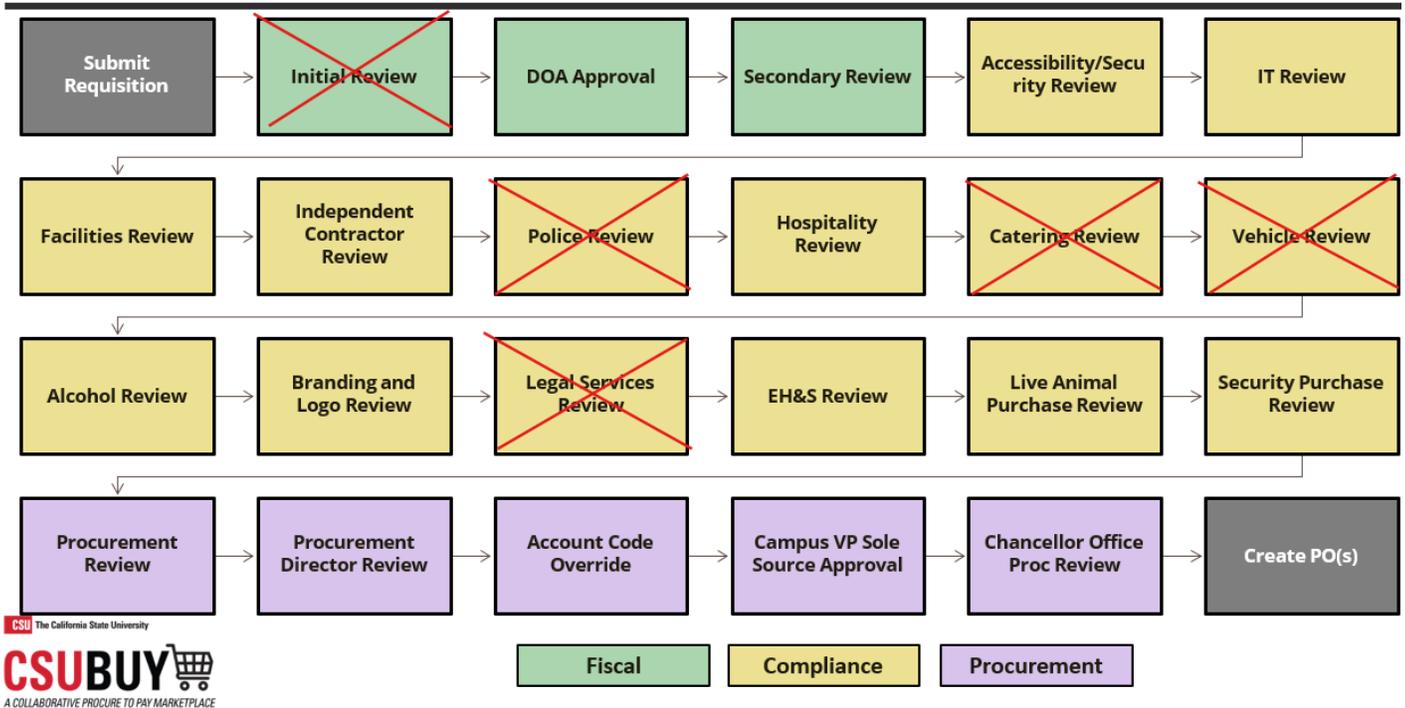
The Requester would then review the DRAFT Requisition. The Requester has the ability to edit any field with the pencil icon. The Requester may adjust the commodity code only by selecting "View My Cart". Once making the correction, the Requester could Proceed to Checkout. The Requester would then **Submit 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



#### Requester Notification Email: Requisition Submitted to Workflow

Once the Requester submits the requisition, the Requester will receive the following email notifying the Requisition was submitted and then that a PO will generated.



Re: REQUISITION SUBMITTED FOR APPROVAL #: 212088795  
 Cart Name: TEST MULT VENDOR  
 Prepared by: Mel(MaryEllen) Castillo

Dear Mel(MaryEllen) Castillo,

Your requisition has been submitted to your organization's workflow process for review. Please use "My Requisitions" to track the status of your requisition through the workflow process. You can access this requisition directly by selecting the URL below.

[View Requisition](#)

If you have any questions with regard to your requisition, please contact your Support Team.

Support Team Contact Information:  
[csubuy@calstate.edu](mailto:csubuy@calstate.edu)

Thank you,  
 The California State University (CSU)



Re: WORKFLOW ROUTING COMPLETED FOR REQUISITION#: 212088795  
 Cart Name: TEST MULT VENDOR  
 Prepared by: Mel(MaryEllen) Castillo

Dear Mel(MaryEllen) Castillo,

The requisition listed above has completed workflow routing. **Purchase Order(s)** will be generated from this requisition. You can update and track the status of purchase orders on line by using "Document Search" or by selecting the URL below.

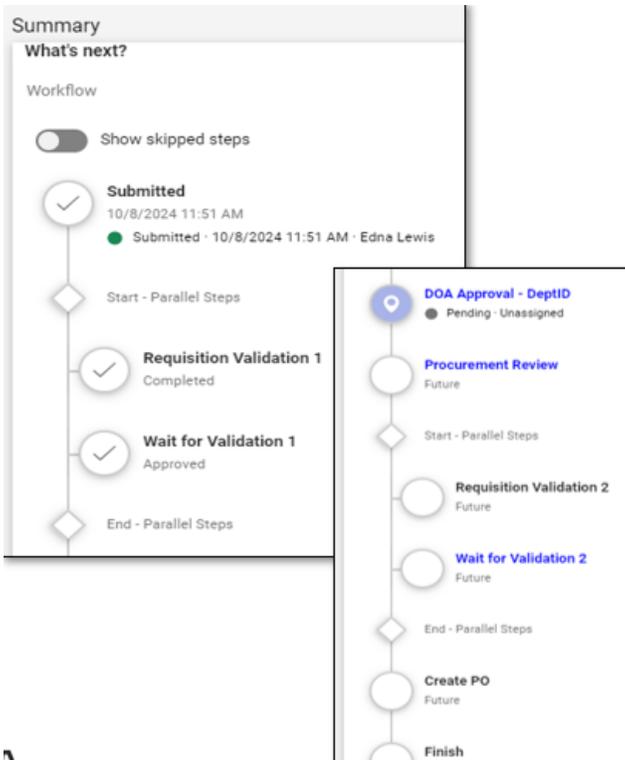
[View Requisition](#)

If you have any questions with regard to this requisition, please contact your Support Team.

Support Team Contact Information:  
[csubuy@calstate.edu](mailto:csubuy@calstate.edu)

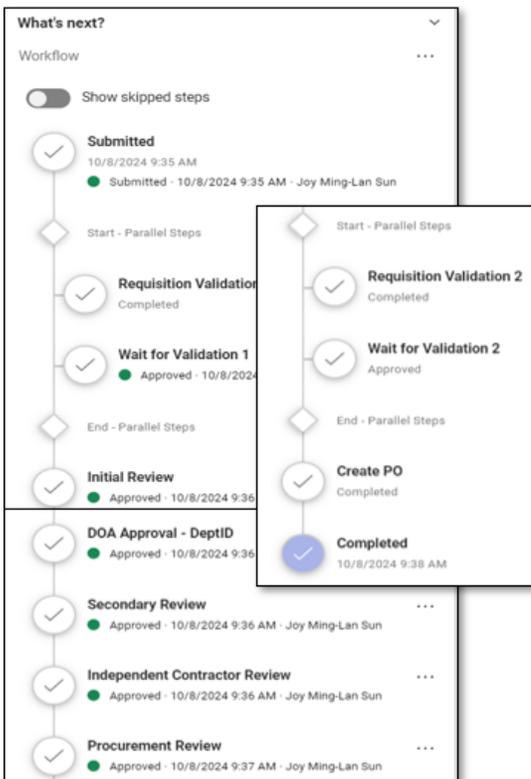
Thank you,  
 The California State University (CSU)

## 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 DOA Approver

If the Requester is also the DOA Approver (Level 5) for the chartfield, any orders below \$5,000 will auto-approve, bypassing the DOA Approver workflow.

### 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>Low Dollar/Low Risk Examples</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>non-Low Dollar/Low Risk Examples</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	I/T Hardware
115003	IT Hardware Maintenance	IT Review		616801	I/T Hardware Maintenance
115004	IT Software	IT Review & Accessibiliy/Security Review		616003	I/T Software
115005	IT Software Maintenance	IT Review & Accessibiliy/Security Review		616003	I/T 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 CSUBUY.



**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**

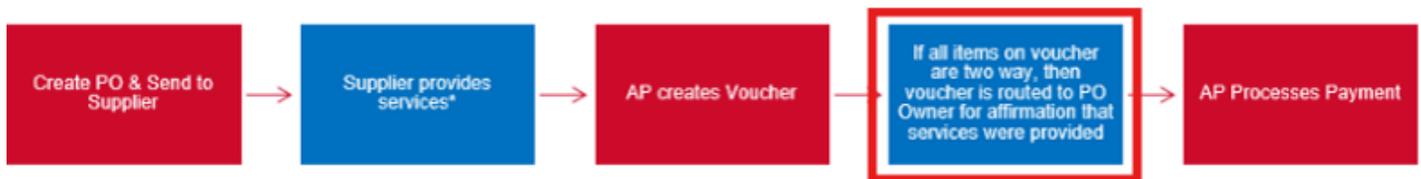
100004 Group II Capital Assets	105002 Equipment	105003 Vehicles	105004 Farm Equipment
115002 IT Hardware	150003 Works of Art	150006 Controlled Substances	150019 Weapons
180002 Library Books (Library Only)	180003 Library Serials (Library Only)	180004 Library Periodicals (Library Only)	

**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 ...

- Submitted  
9/25/2025 1:26 PM  
Submitted · 9/25/2025 1:26 PM · Tu McClurg
- Calculate Tax  
Completed
- Verify Received**  
Pending · Michael McNairn-Chico
- AP Review  
Future
- OK to Pay  
Future
- Auto-Close-PO  
Future
- Finish  
Future

The Voucher Owner would open the Voucher.

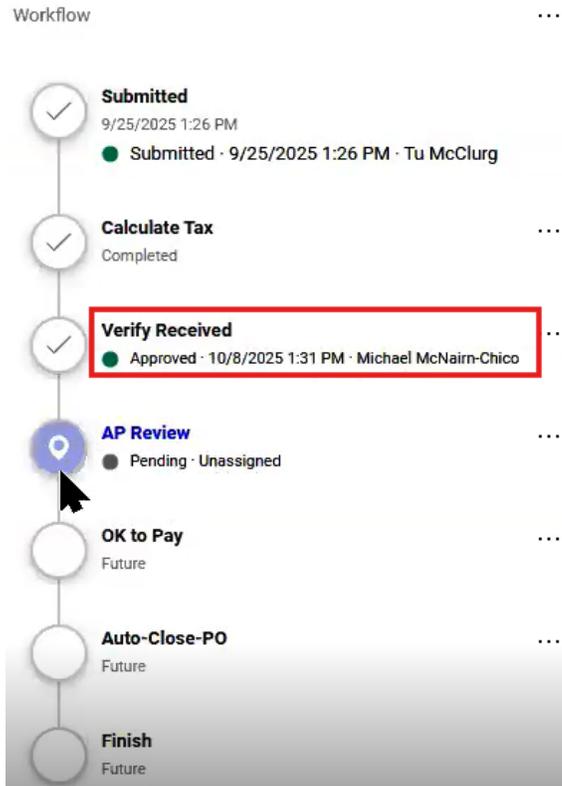
Voucher • [Acme Corporation](#) • C003024T

Summary	Tax Details	Matching	Supplier Messages	Comments 1	Attachments	History
Supplier Name	 <b>Acme Corporation</b>	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	<b>Discount, Tax, Shipping &amp; Handling</b>	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

- Submitted**  
1/27/2025 12:11 PM  
Submitted · 1/27/2025 12:11 PM · Tonya McBride
- Hold for Receiving** ...  
Pending · Automated
- AP Review - A** ...  
Future
- Matching Exceptions** ...  
Future
- AP Manager Review** ...  
Future
- Wire Voucher Update** ...  
Future
- OK to Pay** ...

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:

**Related Documents** ▾

- Purchase Order: 240002874T** 🖨️
- Requisition: 4210620 🖨️

---

**What's next?** ▾

Workflow ...

Show skipped steps

- Submitted**  
1/27/2025 12:11 PM  
Submitted · 1/27/2025 12:11 PM · Tonya McBride
- Hold for Receiving** ...  
Pending · Automated
- AP Review - A** ...  
Future
- Matching Exceptions** ...

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

Purchase Order • Acme Corporation • 240006341T Revision 0

Navigation: Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | **Receipts** | Vouchers | Comments | Attachments | History

General Information		Document Status	
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

Navigation: Status | Summary | Revisions 1 | Confirmations | Shipments | Change Requests | **Receipts** | Vouchers | Comments | Attachments | History

Records found: 0 +

*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** ✕

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	✓

Create Quantity Receipt Cancel

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

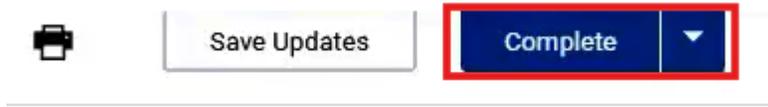
Go to the following section and confirm quantity and status and click on the check box as shown below:

PO • 240006341T 🖨️ ☐

Line	Item	Catalog No.	Qty/UOM Ordered	Quantity	Status	⊗ 🗑️ ☐
1	Test		10 0/EA	10	Received	☐

There is the option for Received, Returned, Cancelled

Then click on **Complete**:



The confirmation box then appears:

## ✔ Receipt Created

Summary	Next Steps
Receipt No <a href="#">761895</a> 	<a href="#">Create Qty Receipt</a>
Created for the PO No(s) <a href="#">240006341T</a> 	

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).

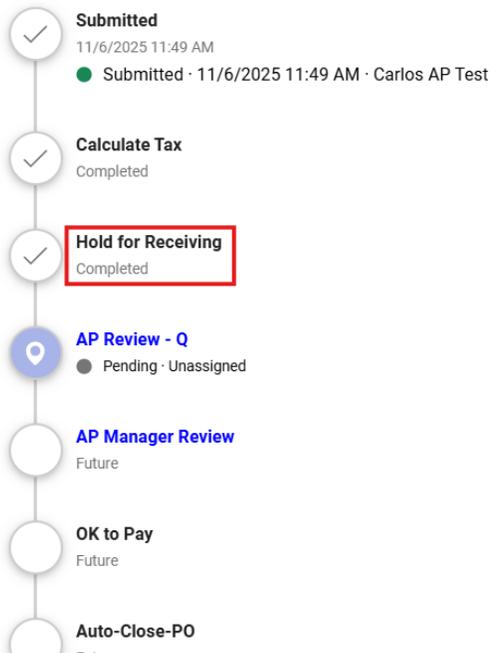
Purchase Order • [Acme Corporation](#) • 240006341T Revision 0

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

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

To do business with and make purchases from a New or Existing Supplier in **CSUBUY**, they must be registered, approved, and extended to CSULB Campus and one of its **Business Units: LBXMP, LBXDN, LBX49**.

If an approved Supplier exists in **CSUBUY** although **not** active for shopping with any of our Campus Business Units, an "**Invitation Extension**" is required.

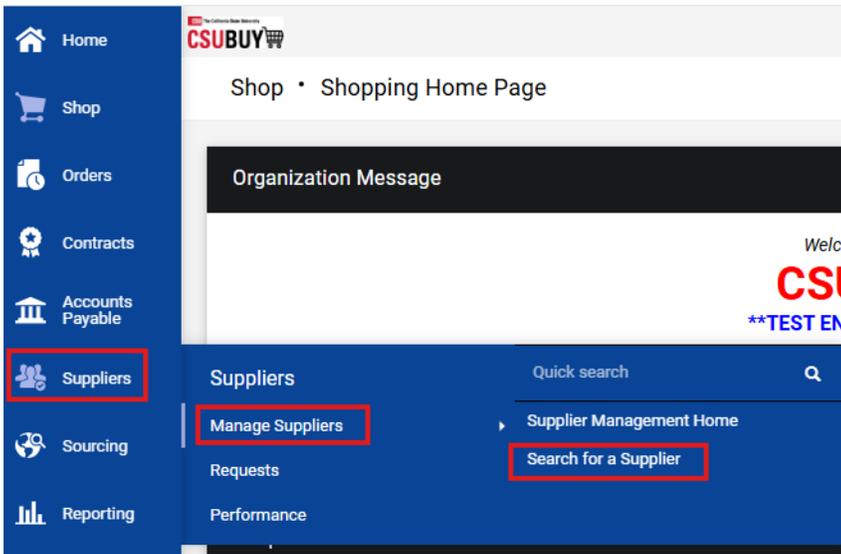
To determine if a Supplier is **extended** to Cal State Long Beach or a specific Business Unit:

1. Identify if a Supplier is Approved and Active in **CSUBUY**
2. Identify if a Supplier is Active for CSULB Campus and its Business Units

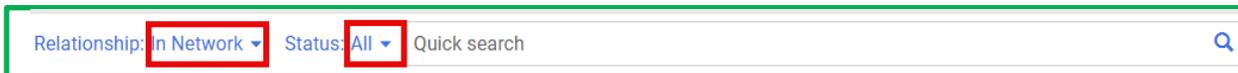
## Search for a Supplier

Navigate to the Suppliers Flyout.

Select: **Suppliers > Manage Suppliers > Search for a Supplier**



Set Search Filters as follows. **Relationship: In Network** and **Status: All**.



Enter the Supplier name in the Quick Search Field.

A List of 'In Network' Suppliers will appear displaying their **current registration status**.

		17th & Montgomery LLC	  	11/7/2025 3:37:14 PM	1010006587	Approved	Solicited	10/1/2025	Non-Catalog
--	--	-----------------------	----------	-------------------------	------------	----------	-----------	-----------	-------------

**Registration Status:** "Invited" indicates the Supplier has **not started** the onboarding process. "In Progress" indicates the Supplier has not completed the onboarding process.

The following illustrates the definition for each Registration **Status**.

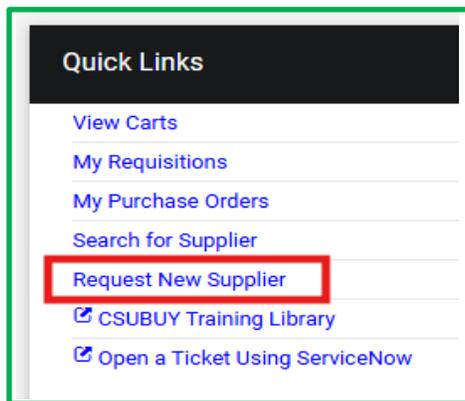
Registration Status	Definition
None	Loaded, not invited
Invited	Registration invitation sent to supplier
In Progress	Supplier has created a login and may or may not have started registration
Profile Complete	Supplier has submitted registration
Approved	Supplier profile has been approved through registration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

**Tips:**

1. Do **NOT** resend an invitation to a Supplier with a status that still reads **“In Progress”**. (Instead, follow up directly with the Supplier).
2. Resend an invitation to a **different email address IF:**
  - a. **Requested by** the Supplier
  - b. **AND** status is still listed as **“Invited”**
3. If a Supplier has registration questions or concerns beyond the scope of the Campus Supplier Team, they should email: [csubuy-suppliersupport@calstate.edu](mailto:csubuy-suppliersupport@calstate.edu) for additional support.
4. If they cannot access their profile and/or have forgotten their login credentials and need to reset their password, they should contact: [Jaggaer Support](#)

**Supplier Not Listed - Request a New Supplier:**

**Complete** a **“Request a New Supplier” Form** when a Supplier does **not** exist in **CSUBUY**. Navigate to the Shopping Home Page. Select: **Suppliers > Requests > Request New Supplier**. Or click on the **Quick Link** located at the top right of Shopping Home Page:



**Supplier Approved but Not Active for CSULB Business Unit(s) - Extend Invitation to Supplier:**

Confirm if they are Active for Cal State Long Beach Business Units **Before** proceeding.

**Click on the Company Name for details:**

		<a href="#">17th &amp; Montgomery LLC</a>			11/7/2025 3:37:14 PM	1010006587	<span>Approved</span>	Solicited	10/1/2025	Non-Catalog
--	--	---	--	--	----------------------	------------	-----------------------	-----------	-----------	-------------

To determine if a Supplier is active for **Business Units LBXMP, LBXDN, and/or LBX49:**

**Supplier 360** - Click on the **Active Business Unit(s) Hyperlink**. All Business Units associated with such Supplier will appear.

The example demonstrated below lists only a single **Business Unit (SOXMP)**.

To add **LBXMP**, please note the following information as it is required to complete the extension invitation:

## Legal Name and Supplier Number

### Supplier 360

#### Supplier Details

In Network	<b>17th &amp; Montgomery LLC</b>
Active for Shopping	Legal Name 17th & Montgomery LLC
Enabled for Contracts	DBA 17th & Montgomery LLC
Non-Catalog	Aliases
	Supplier No. 1010006587
	3rd Party Ref No. -
	Active Business Unit(s) SOXMP-1010006587
	Date of Last Order 11/14/2025
	Registration Status Approved

Extending an Invitation for an Approved Supplier Not Yet Active for CSULB Business Units:

Navigate to the Flyout and select: **Shop > Shopping > View Forms**

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 ; both of which are created and managed in

Select **Supplier Extension or Re-Invite**

Use this Form to:

1. Extend a Business Unit for an Approved Supplier.
2. Resend a registration invitation to the **same** email address used in the initial invitation.

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

1-9 of 9 Results 20 Per Page

Select the following option:

What are you requesting? ★ ⓘ

Resend an invitation to the same email address that was previously invited

Extend an existing CSUBUY supplier to new campus

Enter the noted **Legal Name** and **CSUBUY Supplier Number** and answer the remaining questions. Submit.  
**Required Fields** are designated with a **Star \***

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 business days? ★  Yes  No

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:** Purchase Order Delivery Address

**Remit:** Check Remittance Address

To Resend a registration invitation to the **same** email address, select the following option:

Request Type

What are you requesting? ★ ⓘ

Resend an invitation to the same email address that was previously invited

Extend an existing CSUBUY supplier to new campus

Enter the noted **Legal Name** and **CSUBUY Supplier Number**. Submit.

Resend Invitation: Supplier Information

Suppliers Legal Company Name ★

CSUBUY Supplier Number

## 15-HISTORY AND RESOLVING RETURNED REQUISITION

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

Purchase Order • Initech • 240002417T Revision 1

Status Summary Revisions 2 Confirmations Shipments Change Requests 1 Receipts Vouchers Comments 1 Attachments **History**

Filters: Start date (mm/dd/yyyy), End date (mm/dd/yyyy), Action, Purchase Order, Filter, Clear All Filters, Export CSV

1-17 of 17 Results 20 Per Page

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	Lindsav		Change Request Created				Update tax code.

Information includes 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.

Start date (mm/dd/yyyy), End date (mm/dd/yyyy), Action, User

Filter Clear All Filters Export CSV

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: 0 - Requestor does not have access to GL BU: FRNSO 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_FRNSO	

## 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.

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

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_LGLED I Show less

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

## CHAPTER 3: MAKING CHANGES BY SHOPPER/REQUESTER

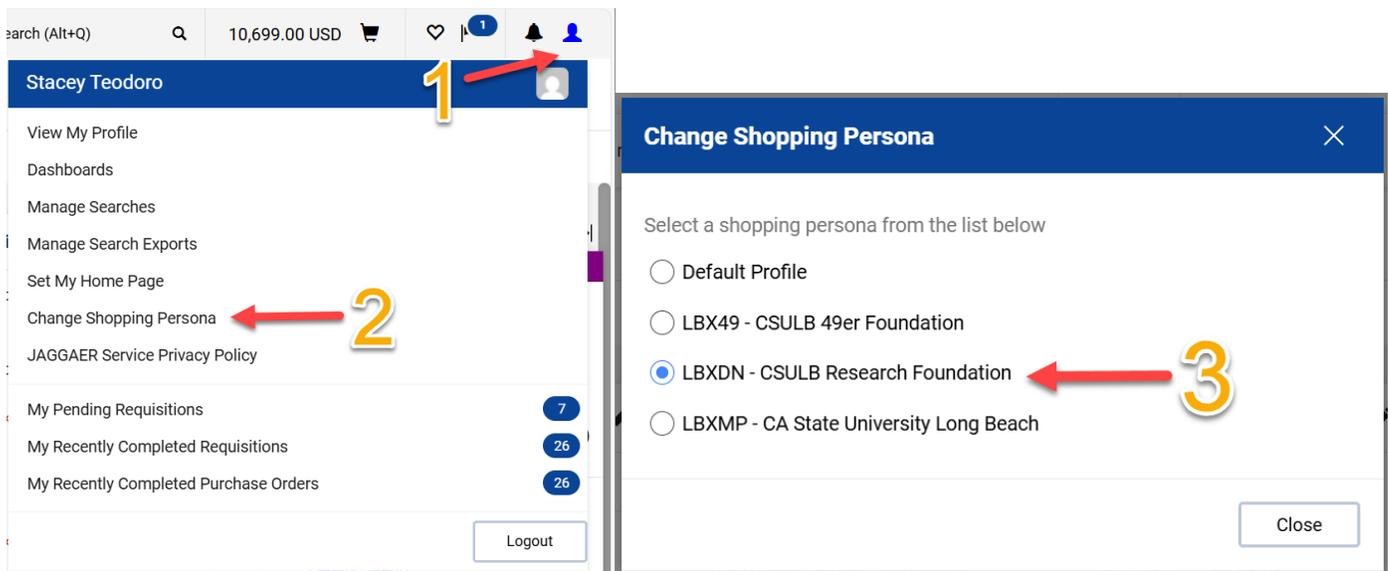
### 1-CHANGING PERSONAS IN A SHOPPING CART

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

- LBOXMP – CA State University Long Beach
- LBOX49 – Long Beach State Foundation
- LBOXDN – 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.

## 2-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.

### 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.



Select the dropdown carrot 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 Account *no value* No.

Quote number *no value* PO Clauses [Add/View](#)

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	<a href="#">Hospitality Request (non-travel)</a>					

Contract: *no value*

- 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

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

### 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 Account *no value* No.

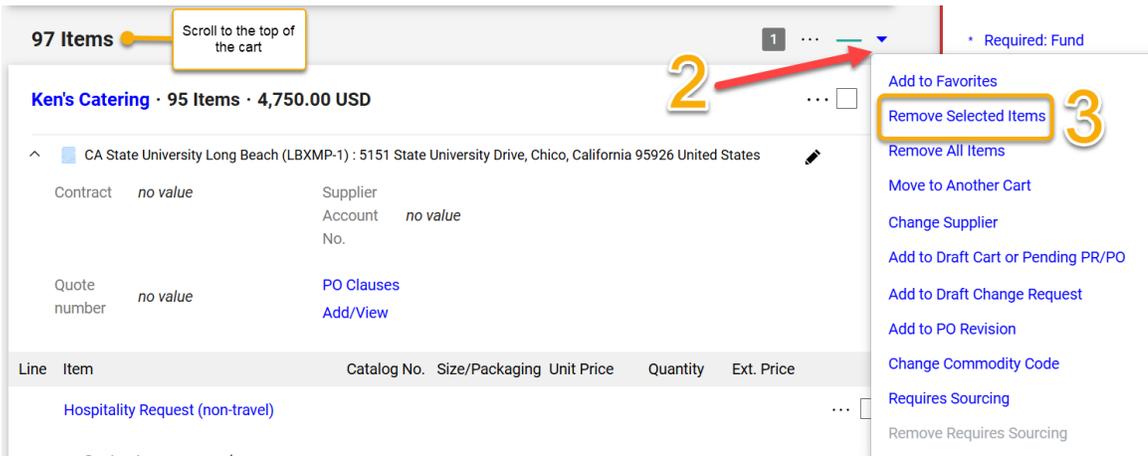
Quote number *no value* PO Clauses [Add/View](#)

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
	<a href="#">Hospitality Request (non-travel)</a>					

Contract: *no value*

1 →

Scroll to the top where the total amount of items in your cart is listed.  
 Select the dropdown carrot. Click **Remove Selected Items**.

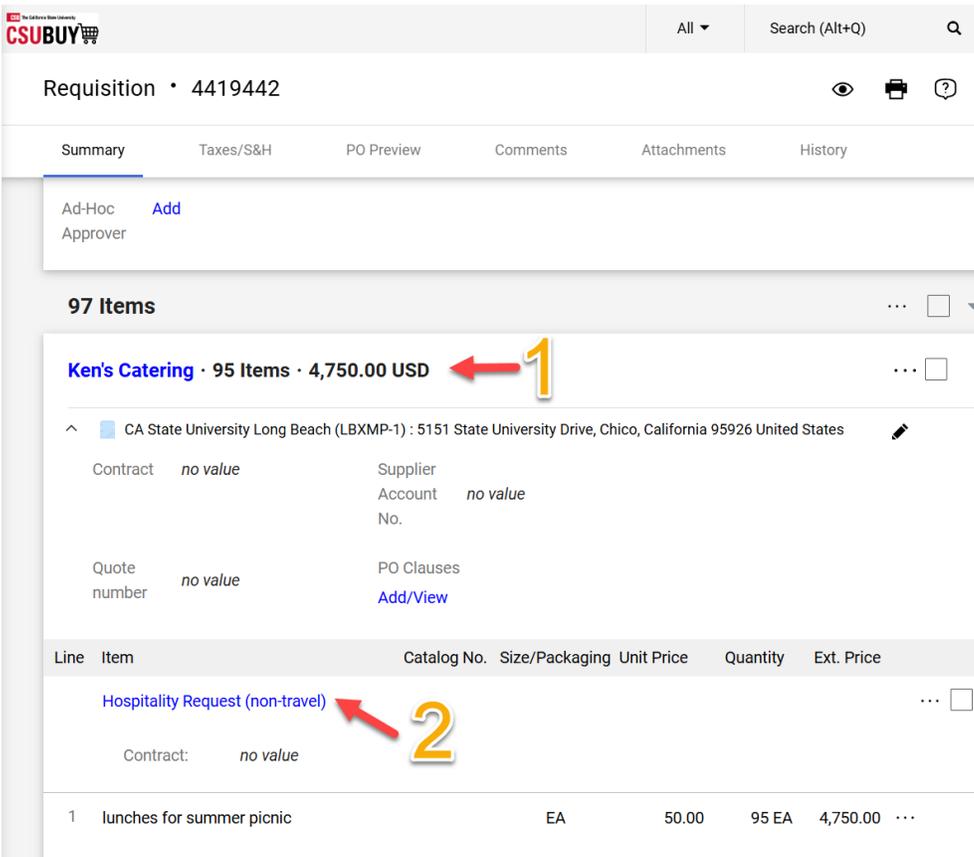


Your cart will be updated to show that you removed items from your cart.

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

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

Select the Hyperlinked form.



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 All Search (Alt+Q) 11,748.75 USD 1 Logout

Shop > Shopping > View Forms

[Back to Requisition](#)

### Hospitality Request (non-t...)

Form Number 1213273  
 Purpose Procurement Request  
 Status On Document

**Instructions**

Suppliers ✓  
 Form Fields ✓  
 General Information ✓  
 Cost Details ✓  
 Review and Submit 3

**Instructions**

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.**

[Next >](#)

You have now been redirected back to the request form.

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

[Back to Cart](#) 6

### Hospitality Request (non-t...)

Form Number 1213273  
 Purpose Procurement Request  
 Status On Document

**Form Fields - Cost Details**

**On This Page** ★ Response Is Required

- 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? \*

Yes  No

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

**Cost Details**

Catering Cost

Unit Price *	<input type="text" value="50.00"/>	USD	Quantity *	<input type="text" value="76"/>	Total	3,800.00 USD
Unit of Measure *	<input type="text" value="EA - Each"/>					
Product Description *	<input type="text" value="lunches for summer picnic"/>					
Taxable	Yes					
Catalog No.	<input type="text"/>					
Commodity Code *	158001 - Catering Services					

[Previous](#) [Save Progress](#) [Next >](#)

4

5

Your cart will update with the new amount of items.

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

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.

78 Items

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

^ SUPPLIER DETAI...  ... 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)

### 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

^  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)



Contract: no value

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

1 ...

2 →

3

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

Quote number no value PO Clauses Add/View

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

Hospitality Request (non-travel)

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

Rename your favorited line items for quick reference

500 characters remaining

Select Destination Folder Create New

Personal

Favorites ← 5

Shared

You have no shared favorites.

6

★ Required

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 carot 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 1 Stacey Teodoro

**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
	Hospitality Request (non-travel)				1	3,800.00
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
 

- 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

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

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

#### Cart Management

Draft Carts Assigned Carts

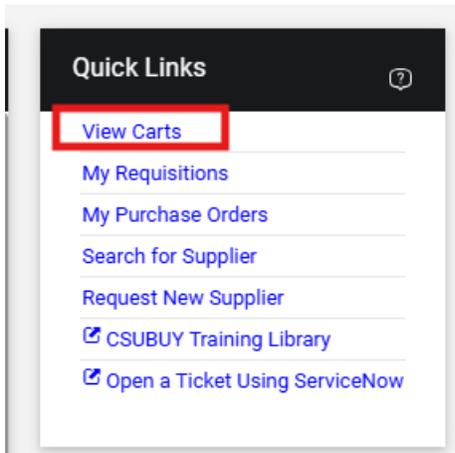
> Filter Draft Carts

Type	Cart Number	Shopping Cart Name	Cart Description	Date Created	Total
Normal	4366822 <span style="background-color: #0070C0; color: white; 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

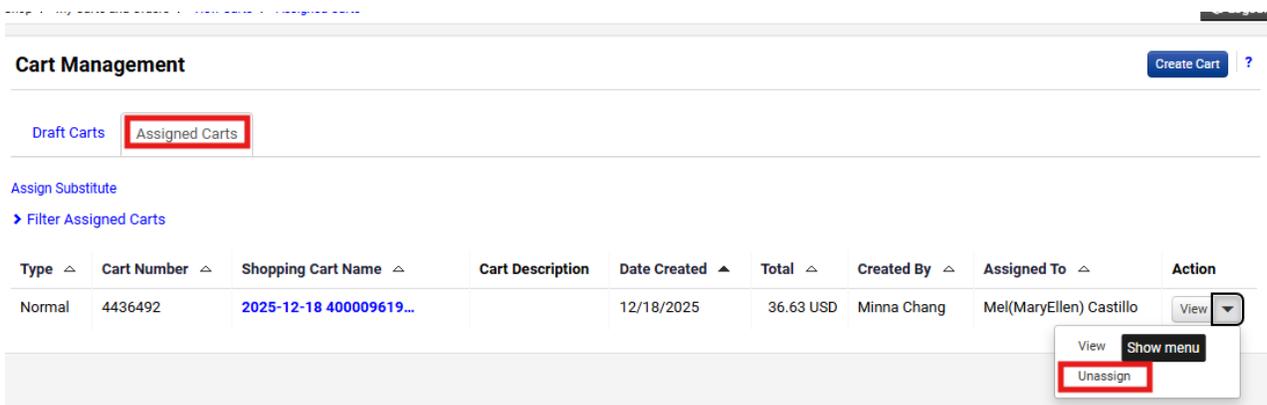
### 3-MAKING CHANGES AFTER SHOPPING CART IS ASSIGNED OR SUBMITTED

If a Shopper has already assigned the Shopping Cart to a Requester or a Requester submitted the Shopping Cart to workflow, there are options available to make adjustment to your order. You must first identify where your order is in the workflow process.

1. If you are a Shopper, review your Assigned Carts list to see if your order is still an Assigned Cart. On the Shopping Home Page, in the Quick Links section, select View Carts.

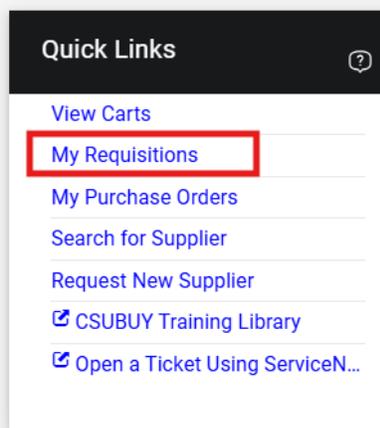


Click on the Assigned Carts tab. If you see the Shopping Cart you would like to make change in, then select Unassign. This will then revert back to a Shopping Cart in which you could make changes.



2. If a Shopper is unable to see the order in the Assigned Carts tab, the Requester has already submitted the Shopping Cart to workflow. The order is now a Requisition. To make changes to the order, you must first locate the Requisition.

From the Shopping Home Page, go to the Quick Links and select My Requisitions.

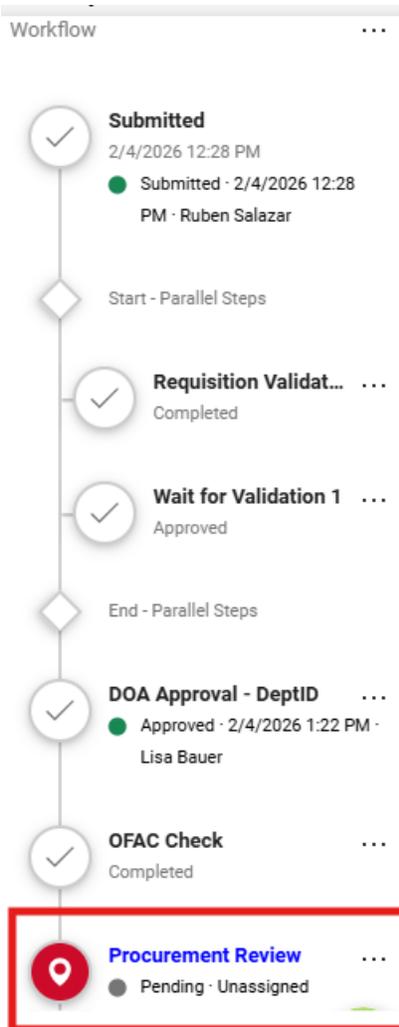


From the list, identify the Requisition in which you would like to make changes and click on the blue hyperlink.

1-3 of 3 Results

<input type="checkbox"/>	Requisition Number	Supplier	Requisition Name	Requisition Status	Prepared For
<input type="checkbox"/>	4377324	Acme Corporation ⓘ	Test for Receiving Required Checked Off	Completed	Minna Chang
<input type="checkbox"/>	4406630	Acme Corporation ⓘ	IT Hardware Commodity Code- Test Receiving Role	Completed	Minna Chang
<input type="checkbox"/>	4419441	Acme Corporation ⓘ	Test for Verify Receipt for Shopper	Completed	Minna Chang

When you open the Requisition, you will be able to see where it is in the workflow process. In the example below, the Requisition is at Procurement Review.



At this stage of the process, your only course of action is to add/send a comment informing of the need to make a change in the order. Please send the comment to the Requester, Approver and the Procurement Reviewer (if not unassigned) to inform all of the need for the correction in the order. If unassigned, Procurement will be able

to read the comment during review. Procurement will determine the best course of action to make the needed change. They may also send the Requisition back to the Approver and/or Requester from them to make the needed change.

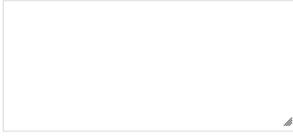
If the Requisition is with the DOA Approver, add a comment to be sent to the Requester and DOA Approver informing them of the need to make a change to the order. The DOA Approver could then send the Requisition back to the Requester to make the change.

Requisition • 211891033 

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

Records found: 0 Show comments for All  

**ADD COMMENT**  

  
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.

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](#)

Lisa Bauer (Approved) <lisa.bauer@csulb.edu>

Ruben Salazar (Prepared by, Approved) <ruben.salazar@csulb.edu>

Attach file (optional)

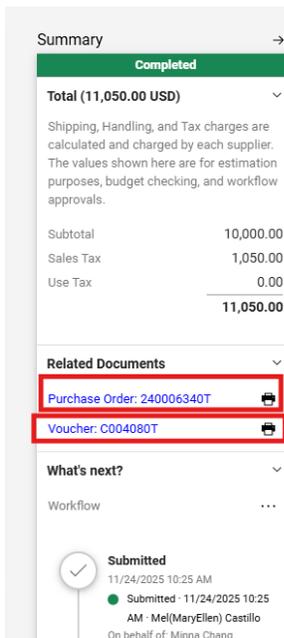
Attachment Type  File  Link/URL

File Name

File

3. When you open the Requisition and see that the workflow is complete, your order now has a PO and/or Voucher. If your order only has a PO, you may request a change in the PO (see next Section for instruction). If your order has a Voucher, you may no longer make any changes. The order has been fulfilled.

On the Requisition, you could see the related documents and click on the blue hyperlink to open the document. In this example, because there is a Voucher for the order, no change can be made to the order.



## 4-CHANGE REQUEST ON A PO FOR CHARTFIELD AND ITEMS

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

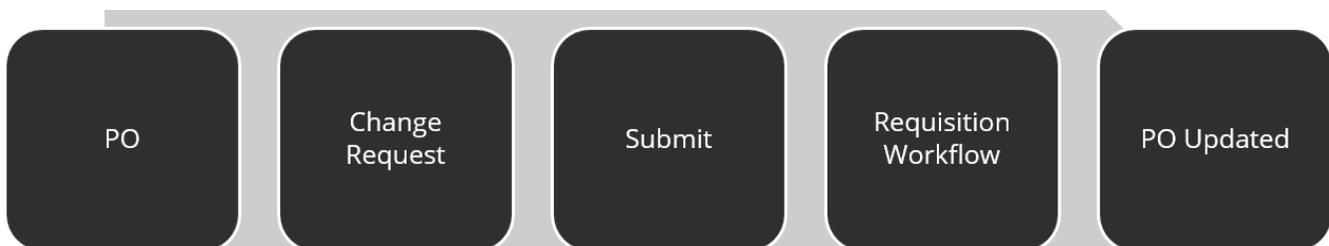
1. 1.Chartfield
2. 2.Dollar, Quantity, Product Description of Items on a PO

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.

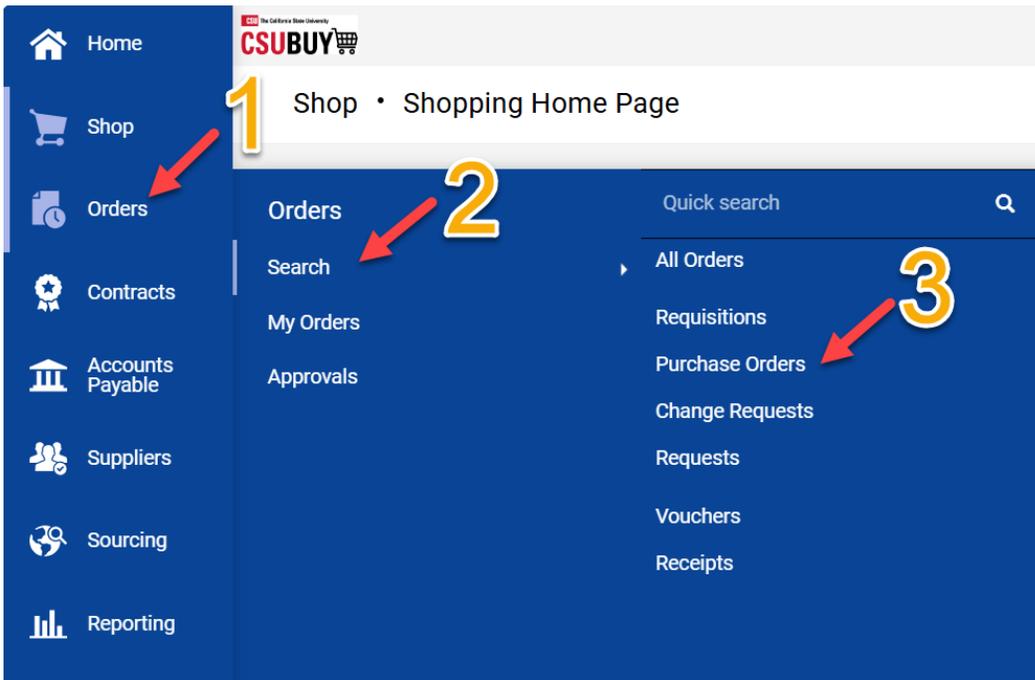
**A Change Request CANNOT be made for Punchout Supplier Purchase Orders.**

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.



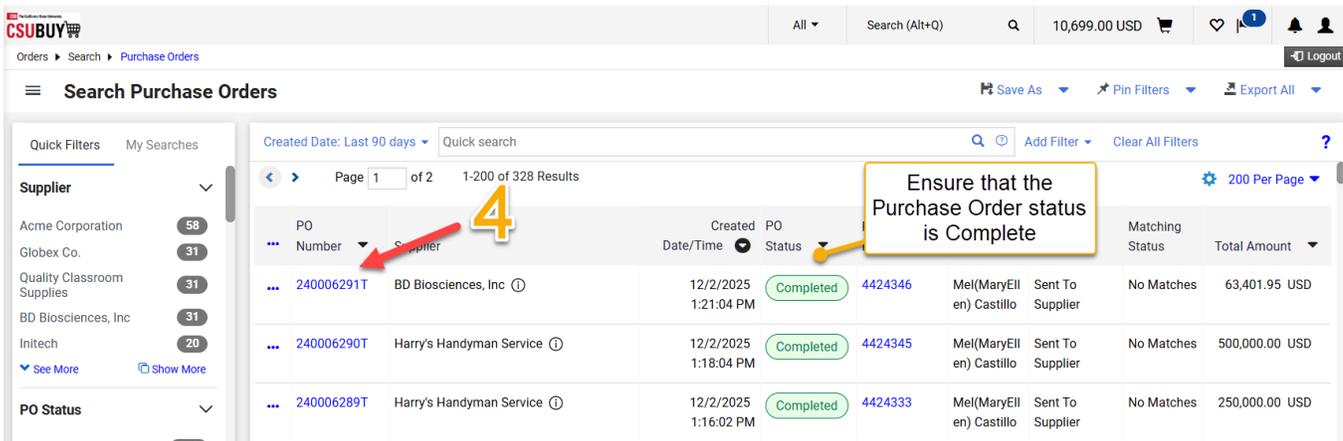
A Change ORDER is only done by Buyers and is different from a Change Request because it does not go through the requisition approval workflow process for the change.

From the flyout, select Orders>Search>Purchase Orders

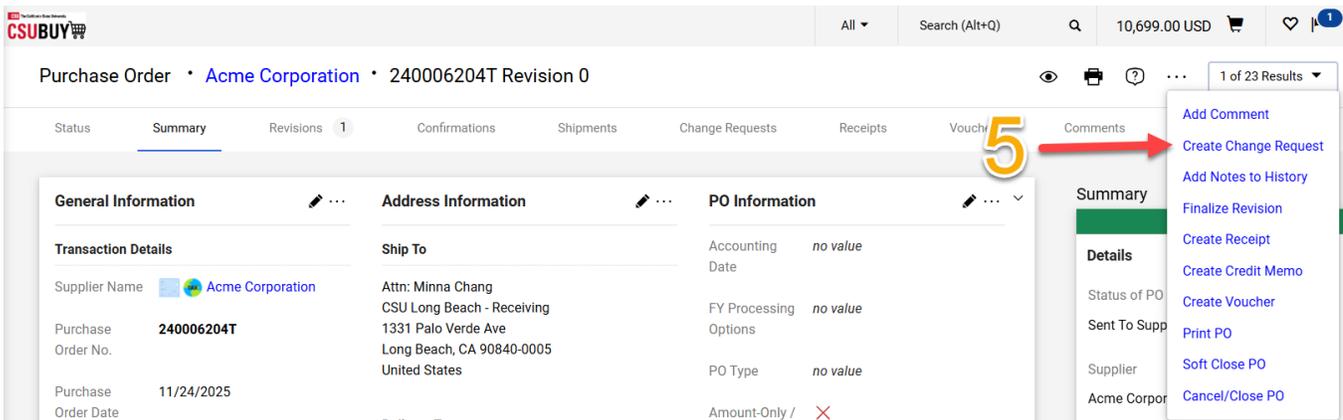


Search for the Purchase Order and select the PO that needs a Change Request.

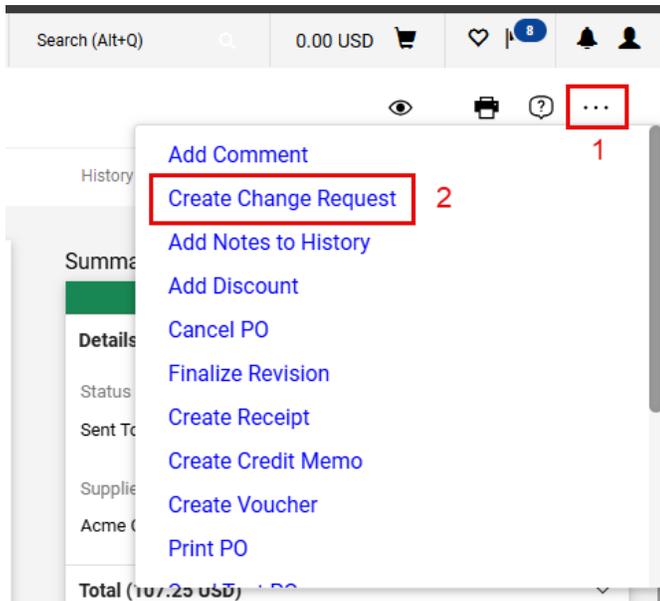
Verify that the Purchase Order's status is Completed. If it is pending, request the Buyer to return the requisition.



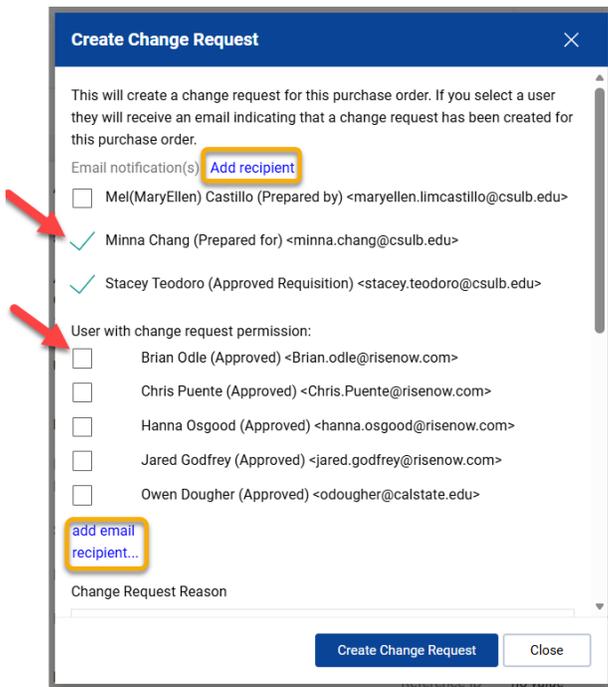
After finding the Purchase Order, click the three dots to the rights and select 'Create Change Request' from the list.



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 requesting to the Requisition/PO and attach supporting documents for the change.

Click **Create Change Request**

**Create Change Request** ✕

[add email recipient...](#)

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](#)

Add reason for change request here

Search and attach files here with 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	Contract	Catalog No.	Size/Packaging	Unit Price	Quantity	Amount	...
1	Test	no value			25.00	30 BX	750.00	

**ITEM DETAILS**

Performance Start Date:

Performance End Date:

more info...

Commodity: 170003 / General Supplies

Tax Code: LBC Long Beach Sales Tax

Receiving Required: no value

Taxable:

Contains Discount:

Asset:

Prepayment: no value

Asset Profile ID: no value

PO Clauses: [Add](#)

Work Order: no value

Values have been overridden for this line

**CHARTFIELD**

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

**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

Requisition: 4419441

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

Next Step: Wait for Validation 1

Approver: Approver (DO NOT DELETE), Workflow

Workflow: ...

**Draft**

Active

Stacey Teodoro

On behalf of: Minna Chang

Start - Parallel Steps

**Requisition Validation 1**

Future

**Wait for Validation 1**

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

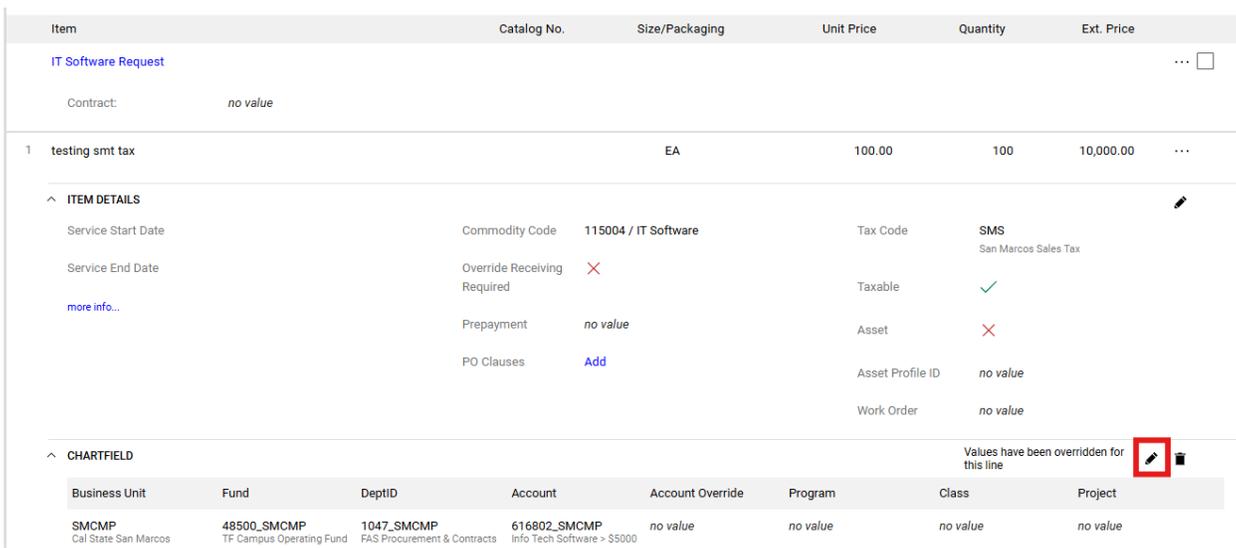
Any changes made will be highlighted

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.

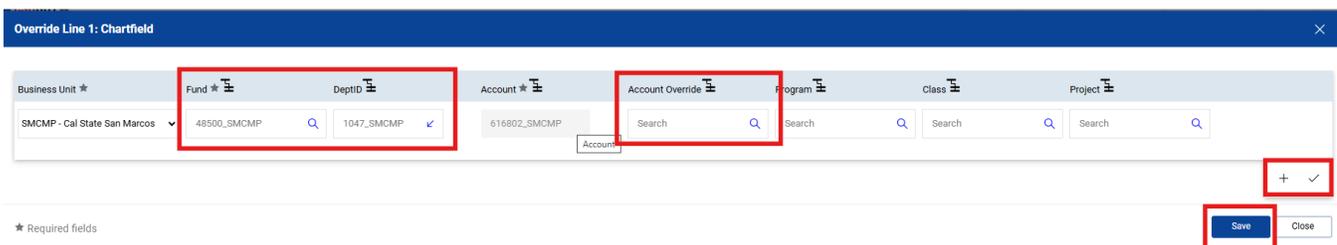


### Chartfield Changes

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



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.



### Item Changes

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

CSUBUY

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
<b>IT Software Request</b>		
Contract:	no value	
1 testing smt tax		EA

^ ITEM DETAILS

Service Start Date	Commodity Code	115004 / IT Software
Service End Date	Override Receiving Required	✗

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

CSUBUY

Shop ▶ Shopping ▶ [View Forms](#)

[← Back to Change Request](#)

**IT Software Request**

Form Number **1061003**  
 Purpose **Procurement Request**  
 Status **On Document**

**Instructions**

Suppliers	✓
Form Fields	✓
General IT Software Infor...	✓
Information Security	✓
Additional Supplier Infor...	✓
<b>Cost Details</b>	✓
Review and Submit	

**Instructions**

Utilize this form to init  
 This form should not l

- is for IT Hardw
- Is for general g
- Is for goods an
- Is a request for
  - Note: or
- Is for services

**Note: A supplier mus**

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

Please review your campus Procurement policy for any required quotes or documentation to accompany this Requisition.

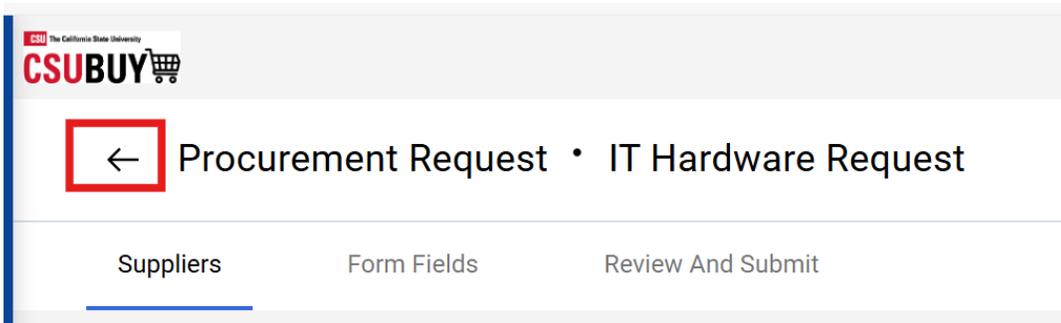
▼ IT Software or Maintenance Details

Software Details

Unit Price ★	<input type="text" value="100.00"/>	USD	Quantity ★	<input type="text" value="100"/>	Total	10,000.00 USD
Unit of Measure ★	<input type="text" value="EA - Each"/>					
Product Description ★	<input type="text" value="testing smt tax"/>					
985 characters remaining						
Taxable	Yes					
Catalog No.	<input type="text"/>					
Commodity Code ★	115004 - IT Software					

[← Previous](#) [Save on Change Request](#) [Next >](#)

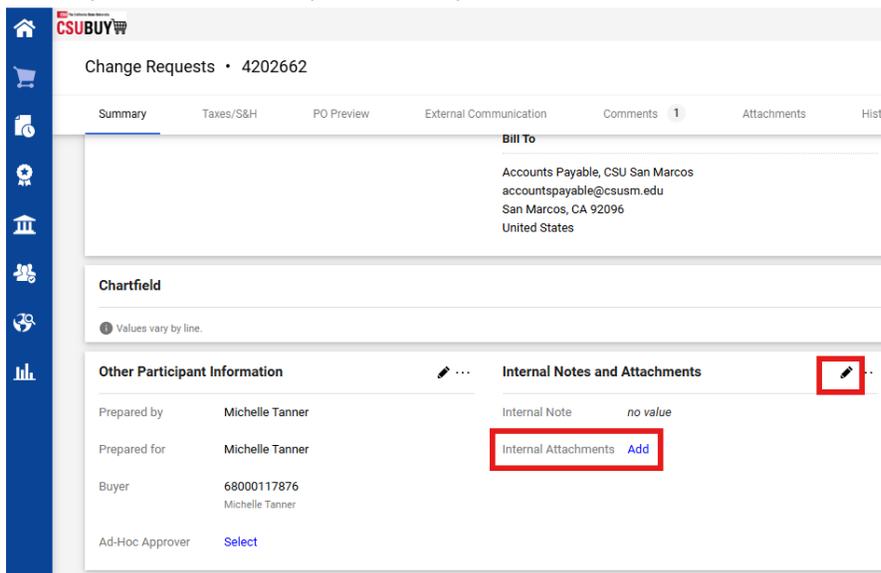
Click **Back Arrow** to get out of the form and to your shopping cart.



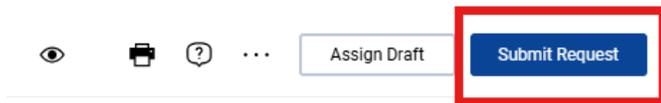
### Change Request Process Completion

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.



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



Summary		→
<b>Draft</b>		
<b>Total (10,667.25 USD)</b>		∨
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.		
<b>Subtotal</b>	<b>9,900.00</b>	
<b>Sales Tax</b>	<b>767.25</b>	
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 <b>4424603</b>	<a href="#">Print</a>
Change Request status <b>Pending</b>	<a href="#">Recent orders</a>
Cart name <b>Test for Verify Receipt for Shopper - CR</b>	<a href="#">Return to your home page</a>
Change Request date <b>12/3/2025</b>	
Change Request total <b>828.75 USD</b>	
Number of line items <b>1</b>	

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

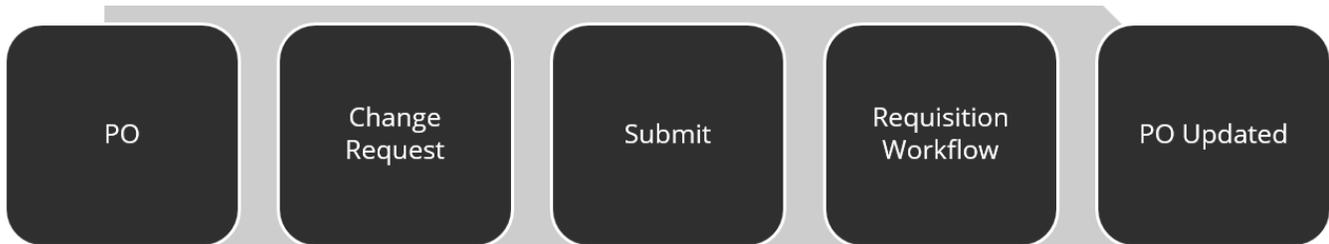
This section will focus on a Change Request adding and deleting a line on a PO. This means you are adding or removing items from the PO. The item to be added must have the **same Supplier** and the **same Form** as the other items on the PO. Please consider putting in another requisition instead as it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

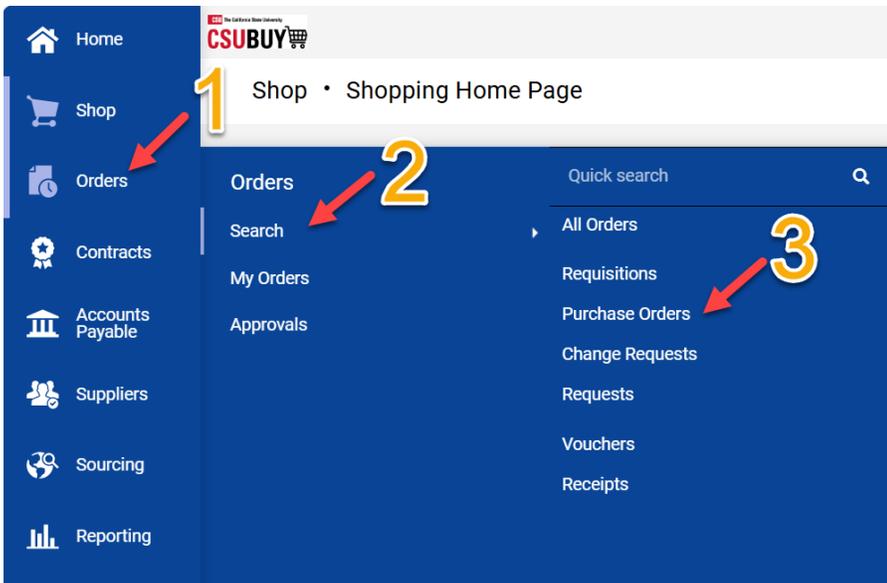
**A Change Request CANNOT be made for Punchout Supplier Purchase Orders.**

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.

CSUBUY

Orders Search Purchase Orders

Search Purchase Orders

Quick Filters My Searches

Created Date: Last 90 days Quick search

Page 1 of 2 1-200 of 328 Results

Ensure that the Purchase Order status is Complete

PO Number	Supplier	Created Date/Time	PO Status	PO Number	PO Number	PO Number	PO Number	PO Number	PO Number
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.

CSUBUY

Purchase Order Acme Corporation 240006204T Revision 0

1 of 23 Results

5

Summary

Details

- 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

General Information

Transaction Details

Supplier Name Acme Corporation

Purchase Order No. 240006204T

Purchase Order Date 11/24/2025

Address Information

Ship To

Attn: Minna Chang

CSU Long Beach - Receiving

1331 Palo Verde Ave

Long Beach, CA 90840-0005

United States

Delivery To

PO Information

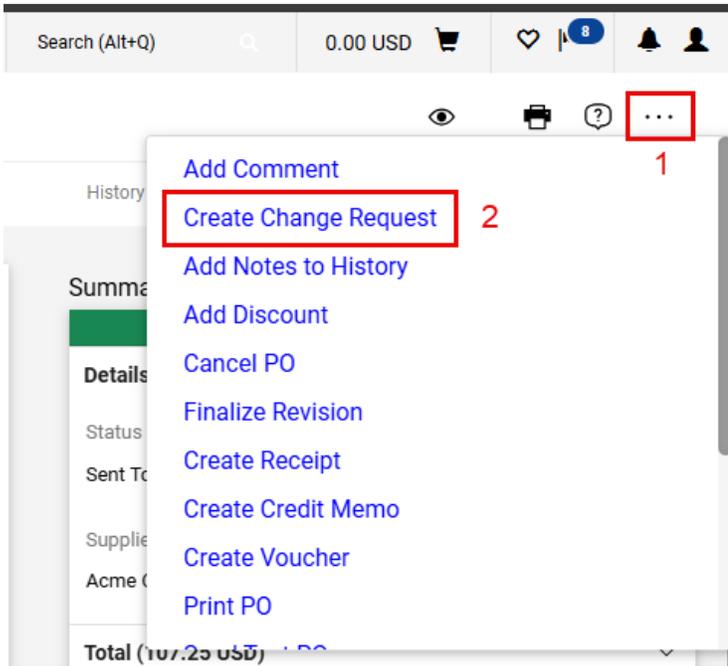
Accounting Date no value

FY Processing Options no value

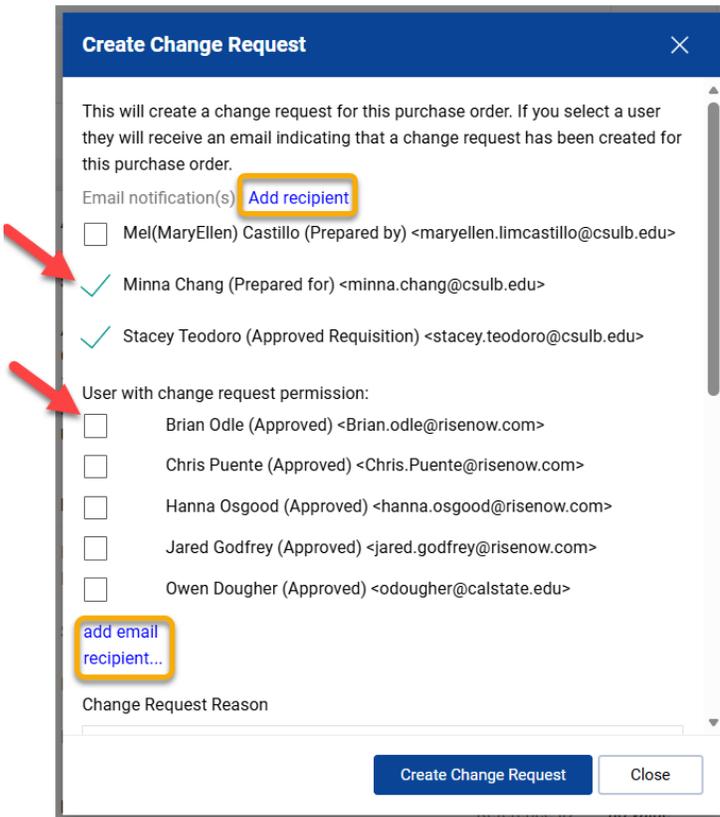
PO Type no value

Amount-Only / X

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.

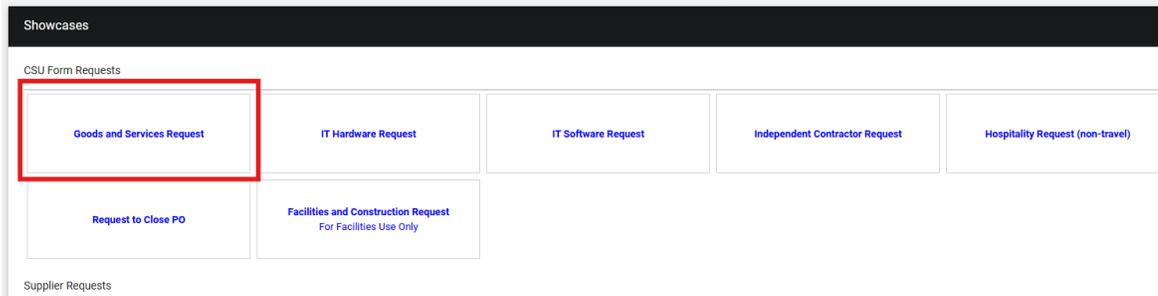
Click **Create Change Request**

The screenshot shows a 'Create Change Request' form. At the top, there are links for 'add email' and 'recipient...'. The main section is 'Change Request Reason', which is a text area. A yellow callout box with a pointer to the text area says 'Add reason for change request here'. Below the text area, it says '1000 characters remaining' and has 'expand | clear' links. A note below that states: '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.' Below this is the section 'Attach file to this change request (optional):'. Under 'Attachment Type', there are two radio buttons: 'File' (selected) and 'Link/URL'. A yellow callout box with a pointer to the 'File' radio button says 'Search and attach files here with change request'. Below the radio buttons is a 'File Name' input field. At the bottom of the form, there is a blue 'Create Change Request' button and a white 'Close' button. A red arrow points to the 'Create Change Request' button.

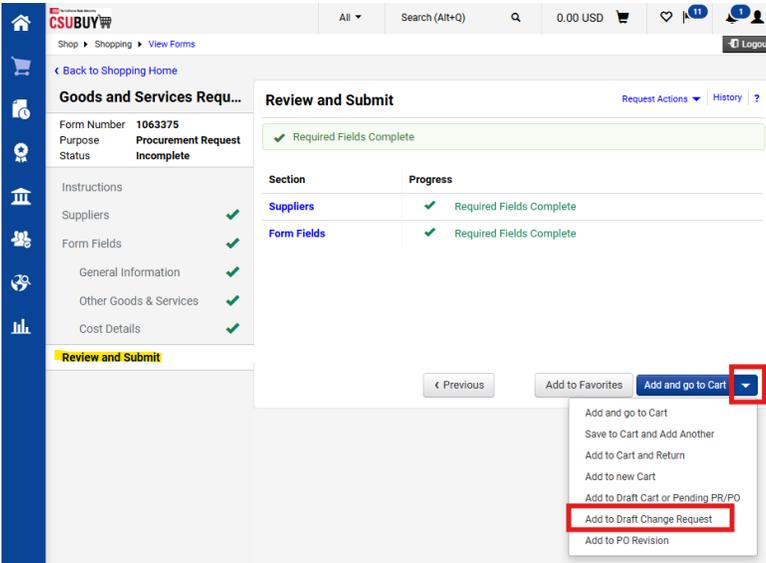
Make sure you note the Change Request number since you will need it in a later step. Then click on the Home icon in the flyout to return to the Shopping Home Page.

The screenshot shows the CSUBUY interface. On the left is a blue navigation flyout with icons for Home, Shopping Cart, Profile, Settings, and Help. The Home icon is highlighted with a red box. The main content area shows 'Change Requests' with the number '4206820' highlighted in a red box. Below this are tabs for 'Summary', 'Taxes/S&H', 'PO Preview', and 'External Communication'. The 'Summary' tab is active, showing a message: 'Changes will not be sent to the Supplier.' Below that is the 'Change Request Reason' section, which contains a table with one row: 'Reason' and 'Change requested to add a line for a service charge fee'.

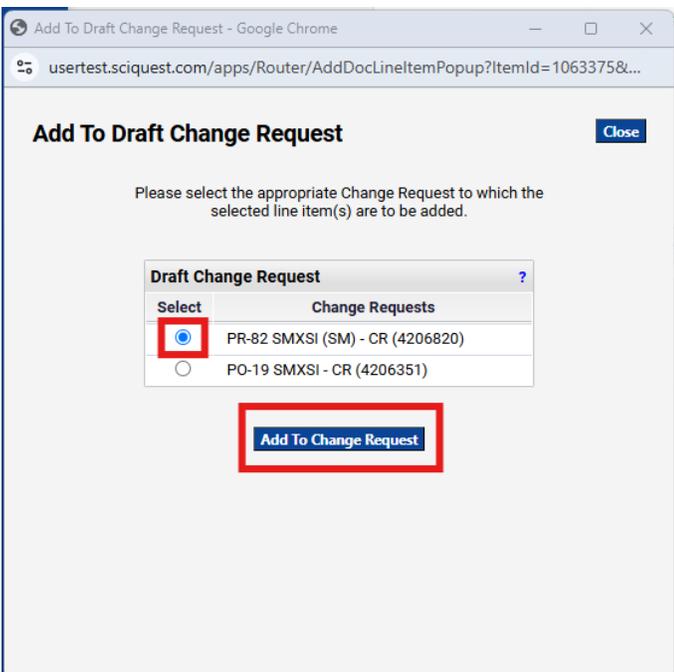
Find the Form for the item you are adding. Again, the Form must be the same Form as the other items on the PO. If it is not, you will receive an error message.



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**.



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.



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
		1			1	1	2

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 Histor

**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** Internal Notes and Attachments

Prepared by Michelle Tanner Internal Note no value

Prepared for Michelle Tanner Internal Attachments Add

Buyer 68000117876 Michelle Tanner

Ad-Hoc Approver Select

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.

Assign Draft Submit Request

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

Quote number no value PO Clauses no clause

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

Actions for 1 selected item

Cancel Selected Items

Total (17,017.0)

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

Subtotal  
Sales Tax  
Use Tax

Use Tax

3

Remove Selected Items

Cancel Selected Items

Purchase Order: 24

"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

Withdraw Change Request

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

Withdraw Change Request

## 6-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**.

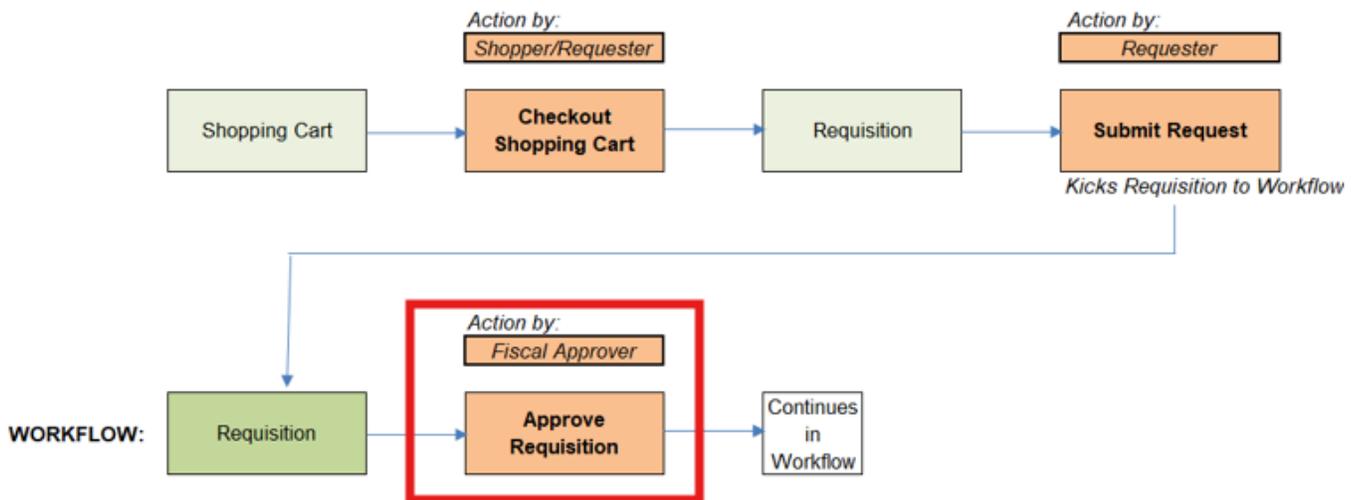
The screenshot shows a requisition page for ID 3846591. A dropdown menu is open, highlighting the 'Withdraw Entire Requisition' option. A modal dialog box titled 'Withdraw Entire Requisition' is displayed in the foreground. It contains a warning icon and text: 'Once a requisition is withdrawn, it cannot be reinstated. Click OK to withdraw, or CANCEL to leave the requisition unchanged.' Below this is a 'Reason' text input field with a character count of 0/255. At the bottom are 'OK' and 'Cancel' buttons.

*Note: At any point in the process the submitter can withdraw a requisition*

## CHAPTER 4: DOA APPROVER

### 1-APPROVAL WORKFLOW FOR REQUISITION

The DOA 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 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 DOA Approvers; however, only one 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.

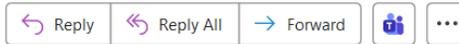
## 1. Email

If you set up your notifications to receive an email if a requisition needs your approval, you will receive an email from CSUBUY. Scroll 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



CSUBUY <noreply@jaggaer.com>  
To Minna Chang

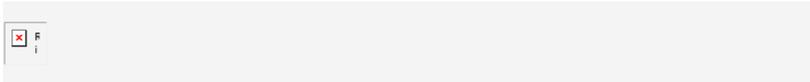


Thu 1/29/2026 1:25 PM

This sender noreply@jaggaer.com is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**CAUTION: This email was sent from an external source.**



**DeptID: 00738\_LBCMP (Financial Management): (0.00 - 5,000.00) USD Approval Request for Requisition# 211644640**

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](#)



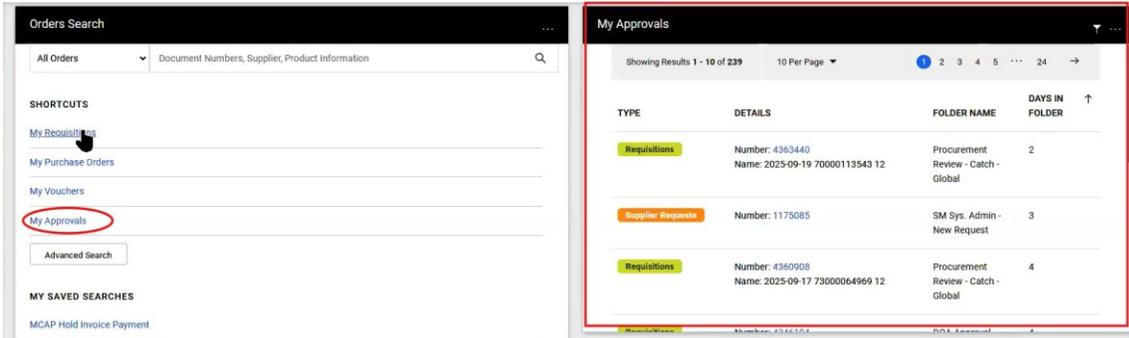
## 2. Notifications

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

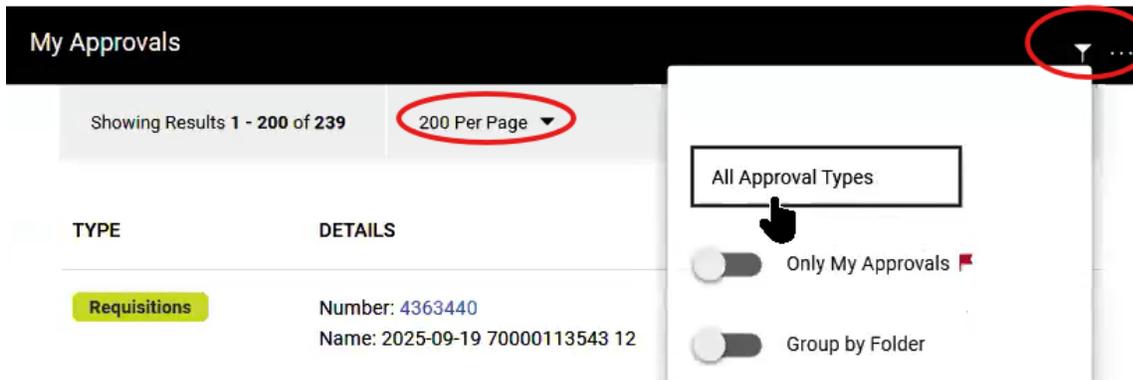


### 3. Home Page: My Approvals

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



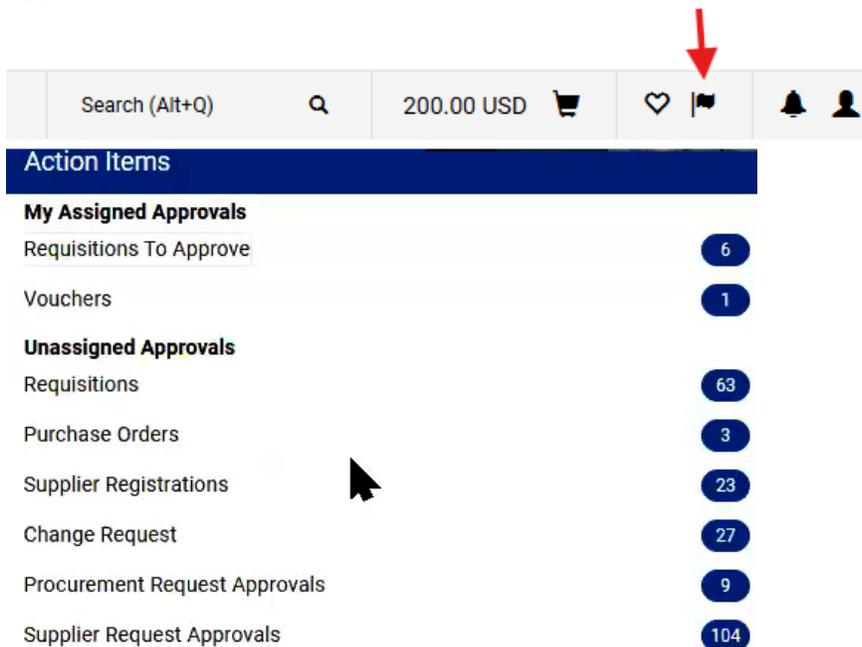
In My Approvals, adjust the number of documents to view per page and use the filter. (See the Section on **Filtering My Approvals on Home Page** for more details.)



### 4. Home Page: Action Item Flag

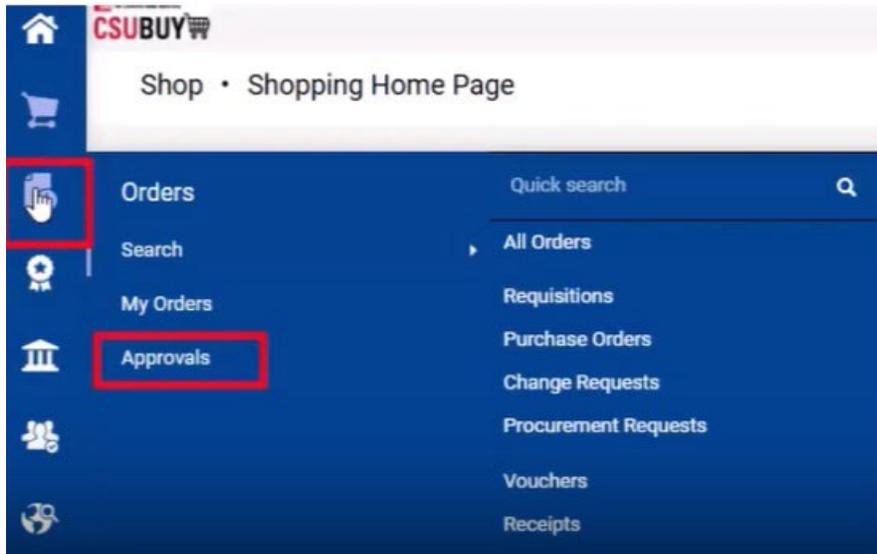
Click on the Flag on the Home Page to locate requisitions to approve.

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.



## 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:

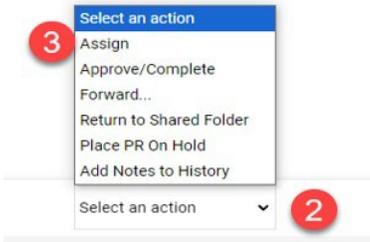
When identifying a requisition in the Approval queue, you may:

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

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT
4106344	Jackson Hardware Supply	Barbara Buyer	9/4/2024 4:14 PM	Lindsay Swensen	20,377.50 USD

Filters:

- SUPPLIER: Jackson Hardware Supply (2)
- SUPPLIER CLASS: CA Supplier (2), Check Supplier (2), Select Multiple C (2)
- BUSINESS UNIT: Cal State San Marcos P2P (SMXMP) (2)
- CURRENT WORKFLOW STEP: Procurement Review (1)



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

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	AC
<a href="#">211476131</a>	4imprint Inc	Not Assigned	1/26/2026 4:21 PM	Mel(MaryEllen) Castillo	2,500.00 USD	

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

Approvals

Requisitions 2

our Selections

Date Range: All Dates

Filters:

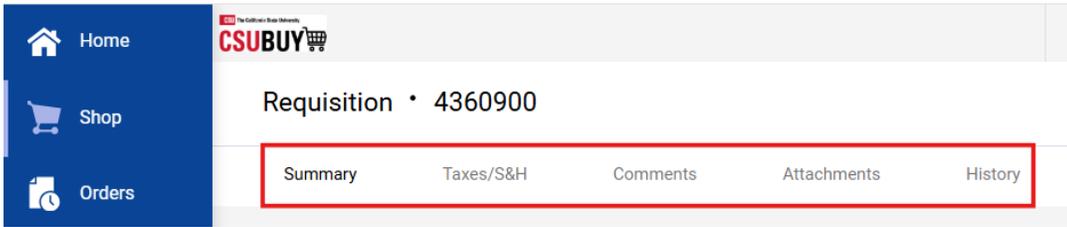
- SUPPLIER: AAA Flag & Banner Mfg Co Inc (2), \*Supplier Not Known (1)
- SUPPLIER CLASS: Check Supplier (2), CA/Local Supplier (2), Internally Managed Supplier (1)

REQUISITION NO.	SUPPLIERS	ASSIGNED APPROVER	PR DATE/TIME	REQUISITIONER	AMOUNT	ACTIONS
<b>MY PR APPROVALS</b>						
DEPTID: 00732_LBCMP (CMS FINANCIAL SERVICES): (0.00 - 5,000.00) USD						
211648370	*Supplier Not Known	Not Assigned	1/29/2026 2:07 PM	Mel(MaryEllen) Castillo	1,657.50 USD	
Requisition Name: DOA TEST_STACEY No. of line items: 1 Folders: 0 Days in folder [DeptID: 00732_LBCMP (CMS Financial Services): (0.00 - 5,000.00) USD]						
DEPTID: 00738_LBCMP (FINANCIAL MANAGEMENT): (0.00 - 5,000.00) USD						
211644640	AAA Flag & Banner Mfg Co Inc	Minna Chang	1/29/2026 1:24 PM	Mel(MaryEllen) Castillo	2,210.00 USD	
Requisition Name: DOA TEST_MINNA No. of line items: 1 Folders: 0 Days in folder [My PR Approvals] 0 Days in folder [DeptID: 00738_LBCMP (Financial Management): (0.00 - 5,000.00) USD]						

### 3-REVIEWING A REQUISITION FOR APPROVAL

The DOA 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.

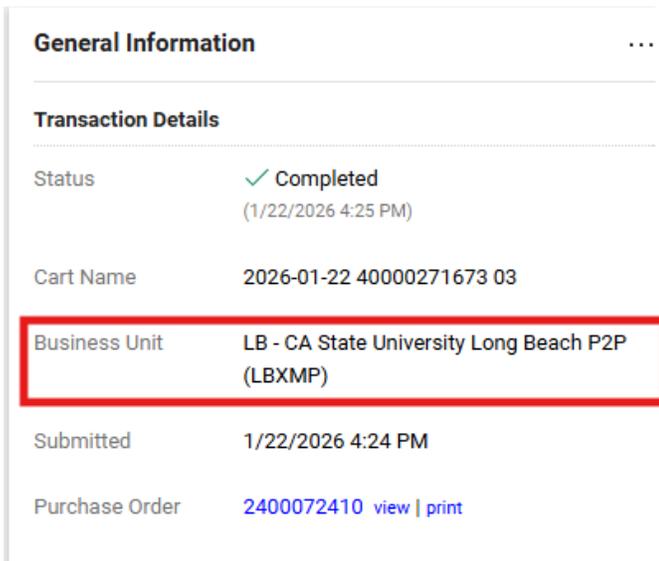


#### Summary

This is the most important section to review.

#### General Information

Make sure the Business Unit is correct.



#### 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	<i>no value</i>
PO Type	<i>no value</i>
Amount-Only / Blanket PO	✗
Multi-Year PO	✗
Reference ID	<i>no value</i>
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 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.

## 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

<b>Other Participant Information</b>		...	<b>Internal Notes and Attachments</b>		...	<b>External Notes and Attachments</b>		...	▼
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

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
		Goods and Services Request					
Contract:		no value					

1	✓	Test Procurement Request: Goods and Services Request		BX	25.00	Qty: 30 BX	750.00	...
---	---	---	--	----	-------	------------	--------	-----

You may click on

Click on each **Form** field (green check marks) to review details.

Shop > Shopping > View Forms

[Back to Requisition](#)

### 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																		
<div> <p>ITEM DETAILS</p> <table border="0"> <tr> <td>Manufacturer Name: Belkin</td> <td>Contract: no value</td> <td>Tax Code: LBC Long Beach Sales Tax</td> </tr> <tr> <td>Manufacturer Part Number: CAB014BT2MBK</td> <td>Commodity Code: 170003 / General Supplies</td> <td>Taxable: ✓</td> </tr> <tr> <td>Supplier Part Auxiliary ID: 1959460</td> <td>Receiving Required: no value</td> <td>Asset: ✗</td> </tr> <tr> <td>more info...</td> <td>Contains Discount: ✗</td> <td>Asset Profile ID: no value</td> </tr> <tr> <td></td> <td>Prepayment: no value</td> <td>Work Order: no value</td> </tr> <tr> <td></td> <td>PO Clauses: no clause</td> <td></td> </tr> </table> </div>								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	
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. If the Account is incorrect, you have the ability to update the Account by entering an Account Override.

^ CHARTFIELD								Values have been overridden for th 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	<i>no value</i>	<i>no value</i>	<i>no value</i>	<i>no value</i>

**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**

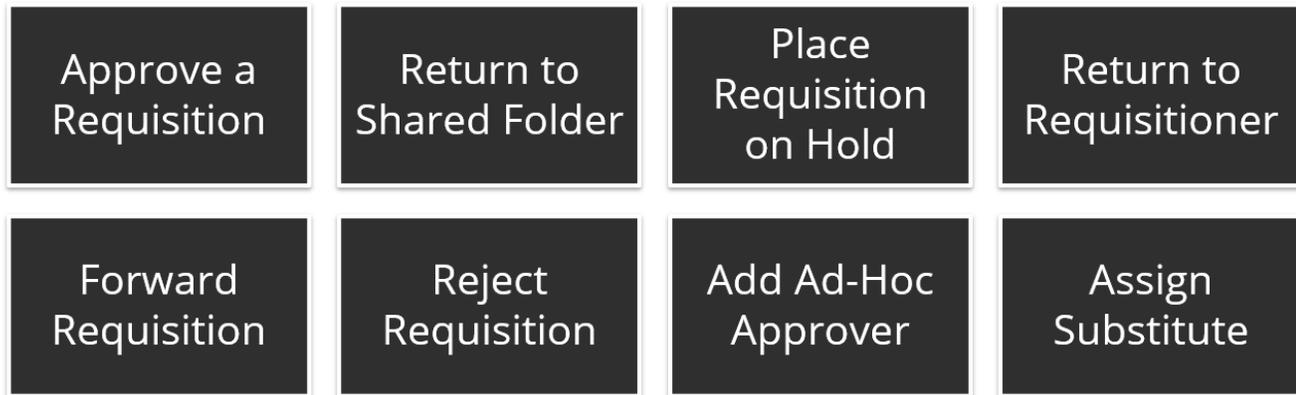
This provides a history of all those who took any action on the requisition. Since this is extensive, you may opt not to review in detail unless you are searching for specific information regarding the requisition.

**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

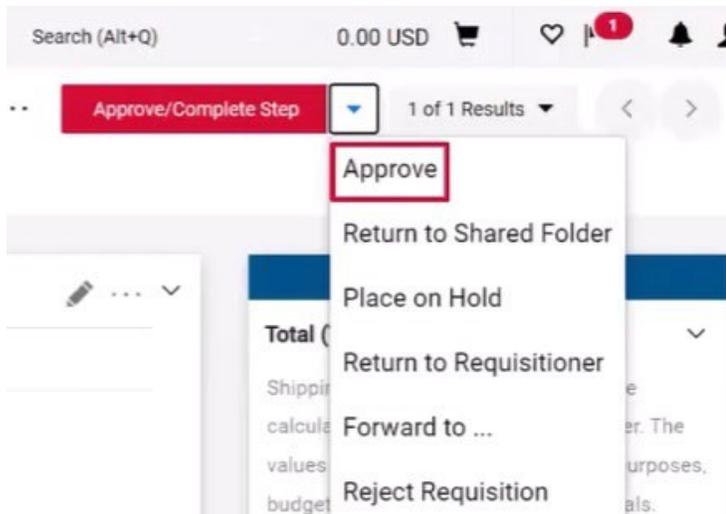
Once you locate the Requisition for your review, assign the Requisition to yourself and review the Requisition, there are multiple actions available for you to take as DOA Approver.



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:

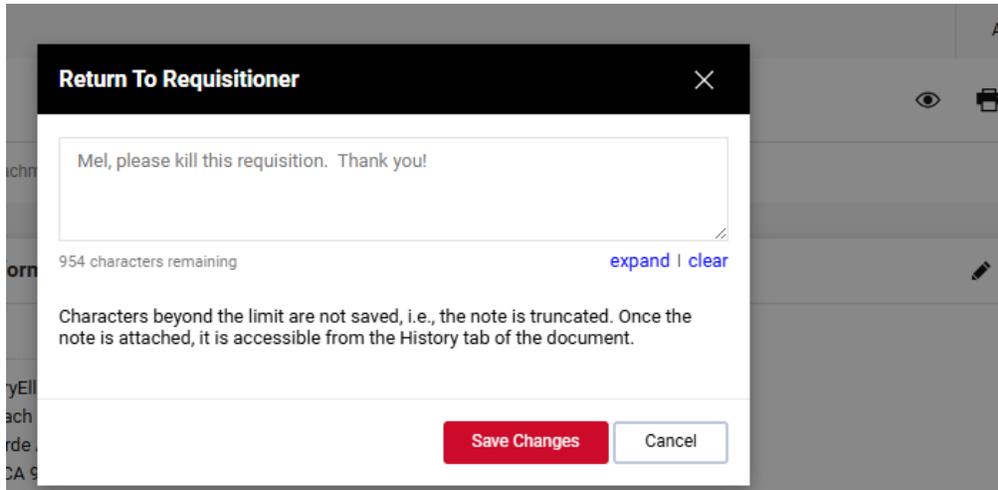
**Approve:** Everything looks good and completes the current step and authorizes it to proceed to the next step in the process.

**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 who has the same DOA level authority as yourself. Keep in mind that when forwarding, you are forwarding your authority.

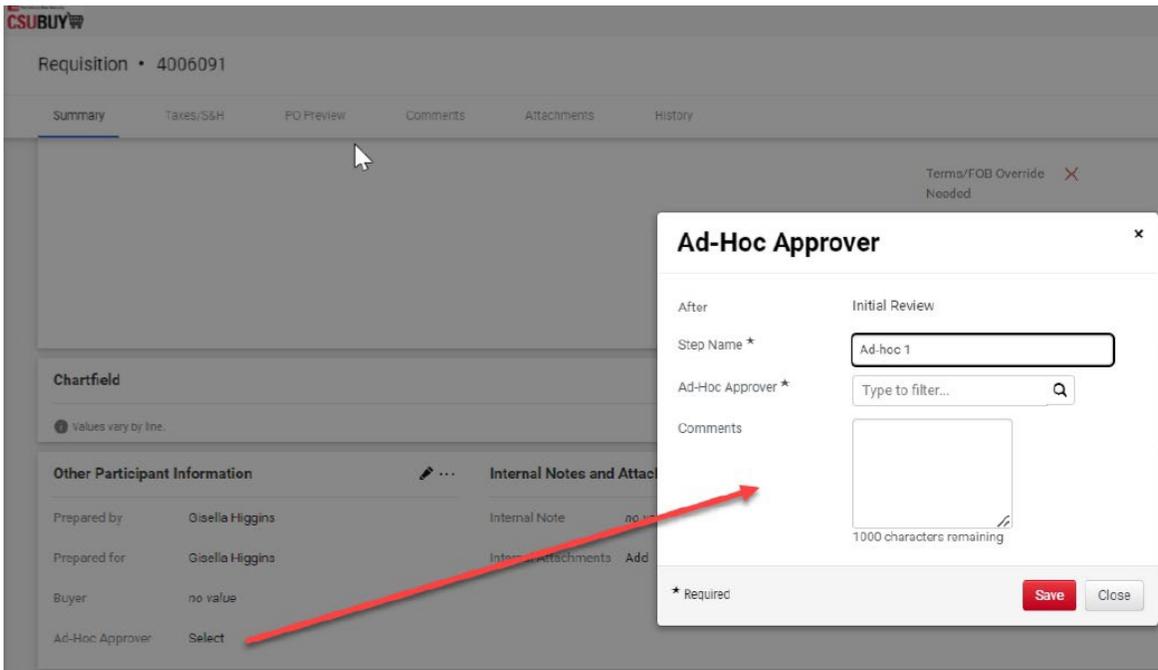
**Reject a Requisition:** This action terminates the requisition from workflow. The action is not reversible and essentially kills the requisition so no further action can be taken on it.

- 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:**

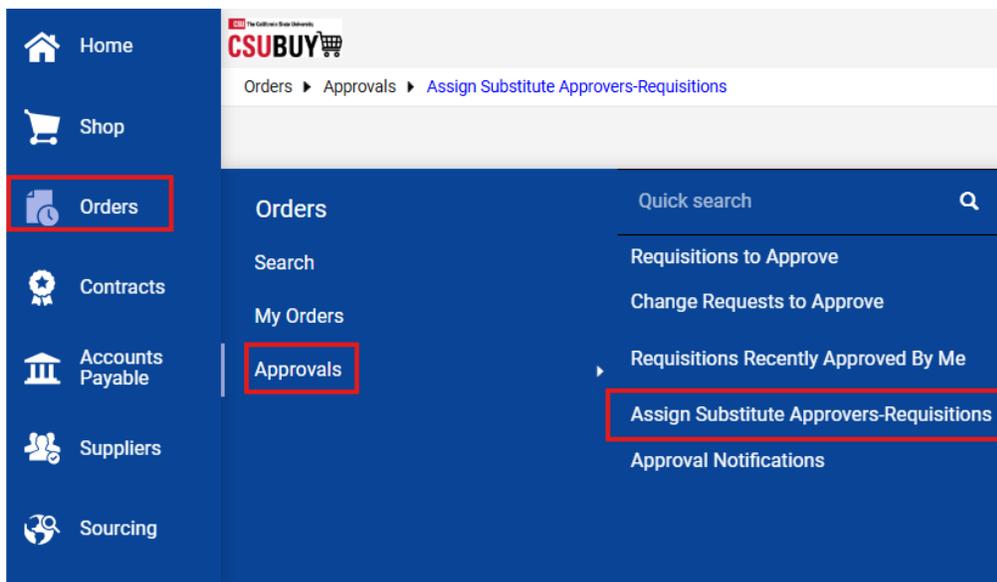
**Ad-Hoc Approver:** You may add another Approver, if needed. This action adds the approver in workflow after your approval step and does not replace you or return to your approval step. Please consider if adding a Comment would be sufficient for your needs since adding an Ad-Hoc Approver will slow down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

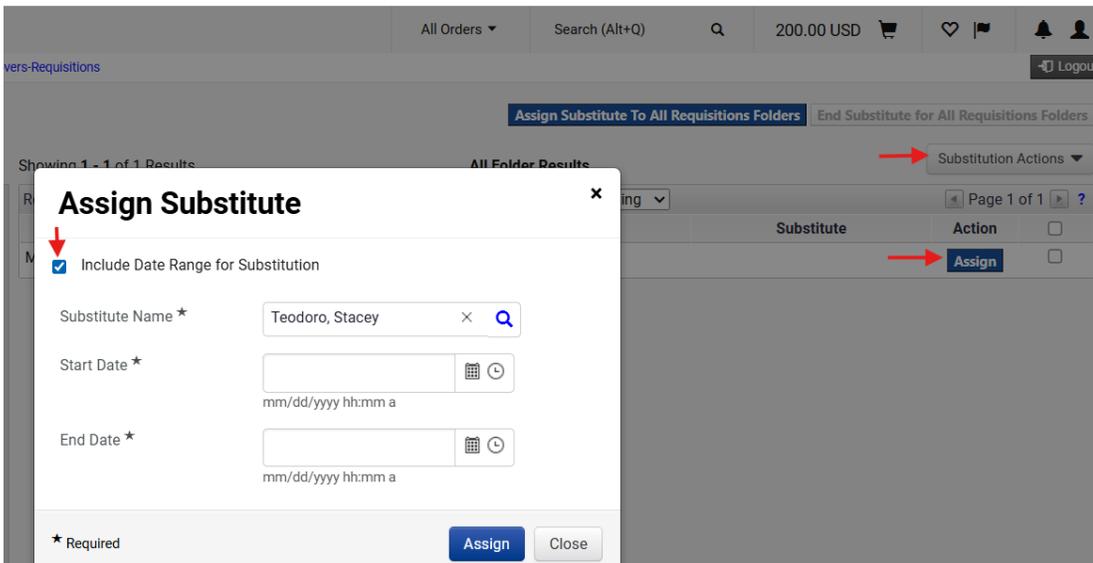


**Assign Substitute Approver:** This action replaces yourself as the Approver. You may use this action if you are going on vacation and need someone to cover for you. Please make sure the Substitute Approver has same DOA level authority. Although the substitute approver may approve the requisition, you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

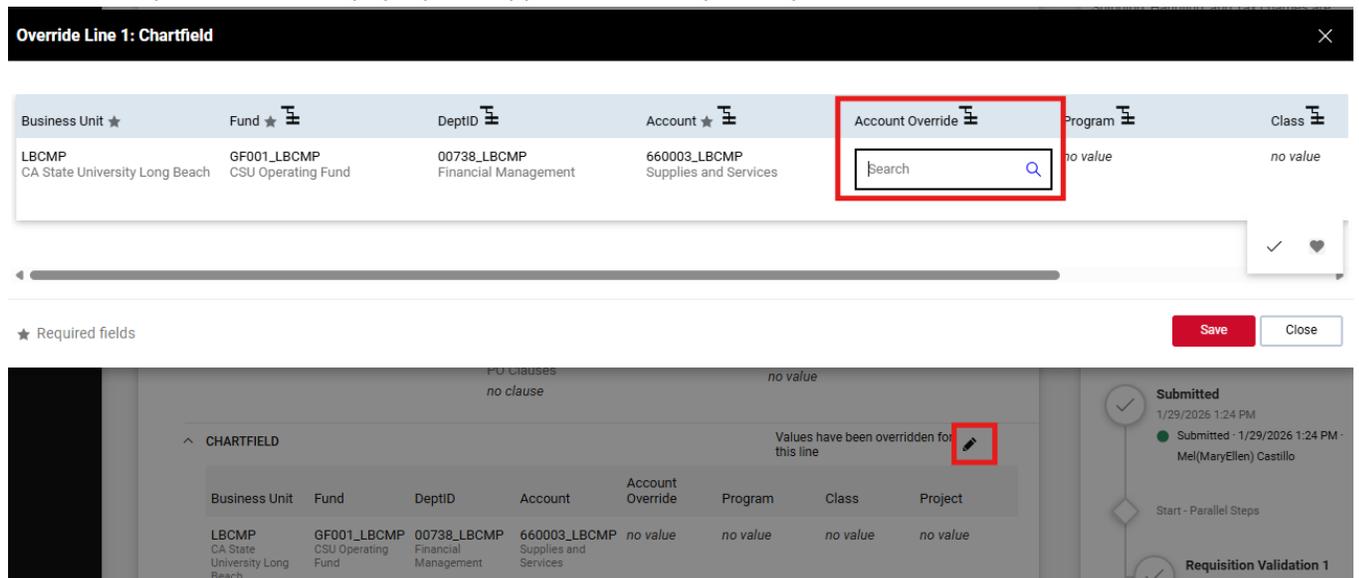


### Making Changes to the Requisition

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

1. Chartfield: Account Override

Click on the pencil icon. The pop-up box appears in which you may enter an Account Override.



## 2. PO Information: Reference ID

Click on the pencil icon. Edit or add the Reference ID. This field populates in the CFS PO as Reference ID. If left blank the CFS PO Reference ID will automatically populate the Requisition number + Order Owner (usually the Shopper or Requester). Therefore, it may be left blank here.

The image shows two overlapping screenshots. The foreground screenshot is a modal titled "Edit PO Information" with a close button (X) in the top right. It contains a form with the following fields:

- Accounting Date: *no value*
- PO Type: *no value*
- Amount-Only / Blanket PO:
- Multi-Year PO:
- Reference ID:
- Do Not Distribute:

At the bottom of the modal are "Save" and "Close" buttons. The background screenshot shows the "PO Information" section of a document, with a pencil icon in the top right corner highlighted by a red box. The fields in the background match those in the modal.

## 3. 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 image shows a screenshot of the CSUBUY requisition page for requisition 3761916. The page has a navigation bar with "Summary", "Taxes/S&H", "Comments", "Attachments", and "History". The "Comments" tab is active. A dropdown menu is open over the "Comments" tab, with the "Add Comment" option 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". The background shows the requisition details, including "General Information", "Shipping Information", "Billing Information", and "PO Details".

### 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 Email notification(s) | Add recipient

Terri L Kelly (Prepared by, Prepared for) <fbcfspqrq@calstate.edu>

Attach file (optional)

Attachment Type

File

Link/URL

File Name

File

3 ✓ ✕

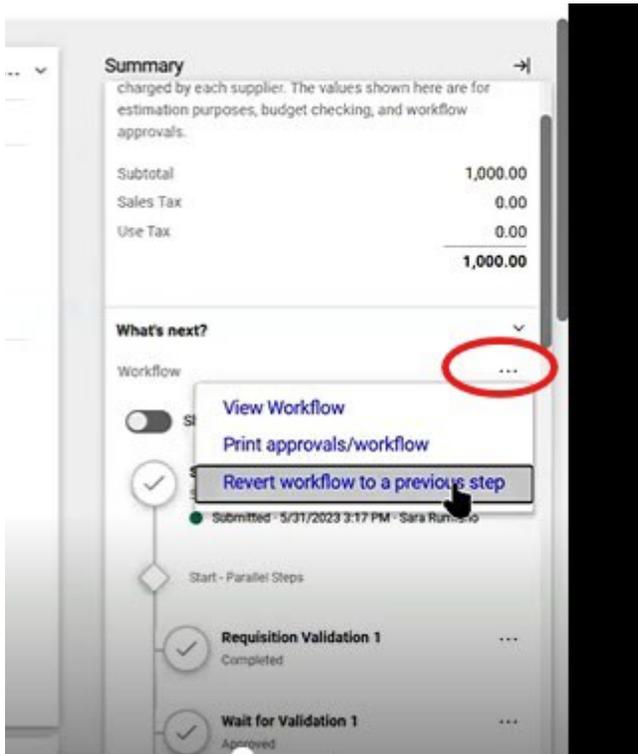
No comments have been added

### 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**
✕

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

Workflow reverted.

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.

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

✓ Brian Cotham (Prepared by, Approved) <fbcfspq@calstate.edu>

Attach file (optional)

Attachment Type

File

Link/URL

File Name

File

Choose File Upload your 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.

CSUBUY All Orders

Requisition 211476131

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

Start date End date User Action Filter Clear All Filters Export CSV

1-18 of 18 Results 20 Per Page

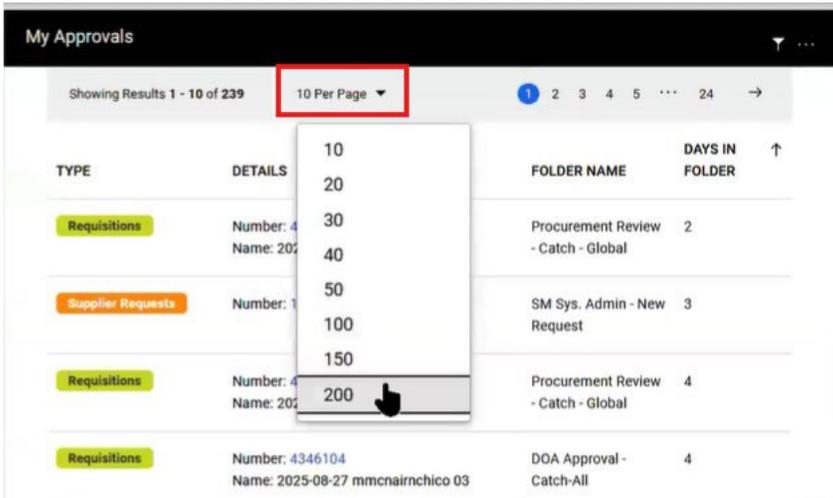
Line No	Date/Time ↓	User	Step(s)	Action	Field Name	From	To	Note
	1/26/2026 5:03:47 PM	Minna Chang	DOA Approval - DeptID	Requisition returned		Minna Chang	Mel(MaryEllen) Castillo	Mel, please kill this requisition. Thank you!
	1/26/2026 4:58:29 PM	System		Successful use tax callout to tax engine.	Sales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

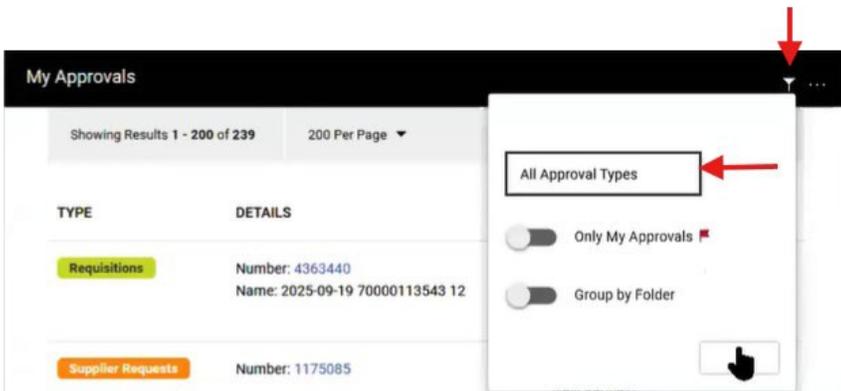
#### Number of Approvals on My Approval

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

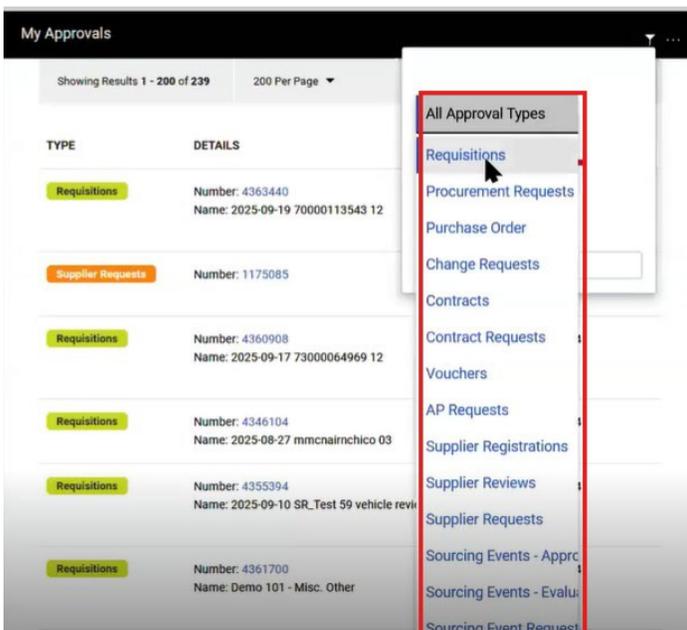


### Filter for Type of Approvals

Use the filter icon and click on the box



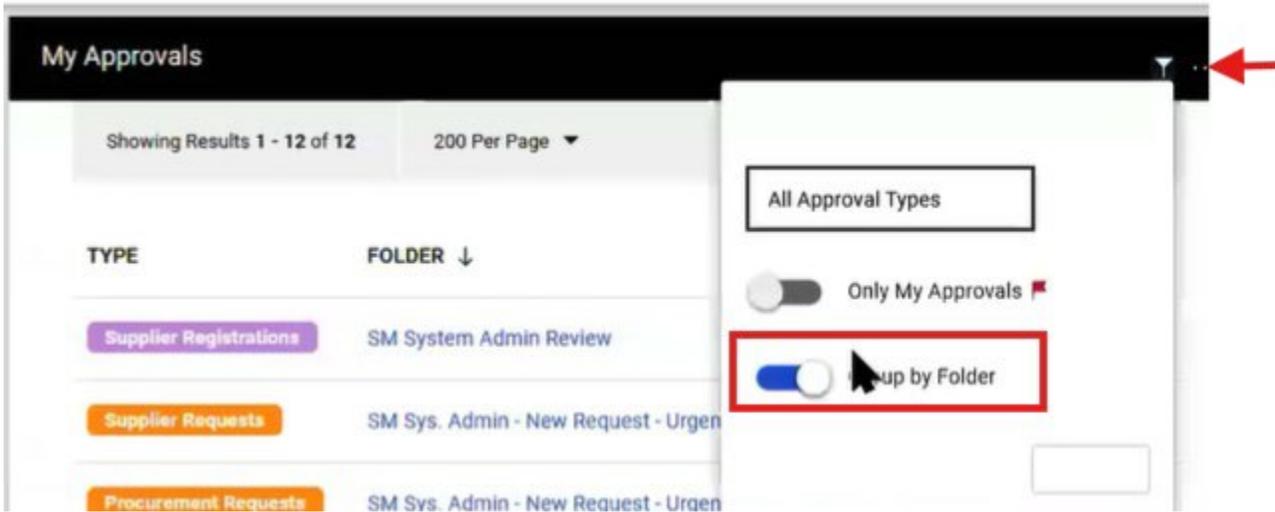
Select the type of approvals you would like to see:



## 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.



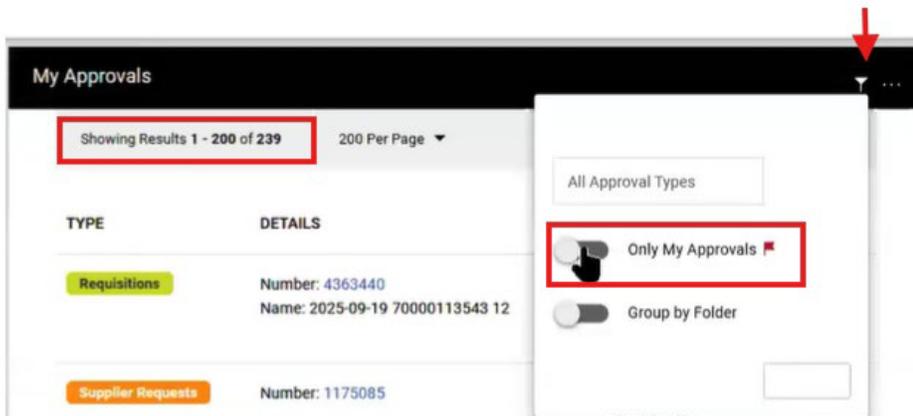
You will see that you can now filter by Folder.

The screenshot shows the 'My Approvals' page with the main table. The 'FOLDER' column header is highlighted with a red box. The table displays various approval types grouped by folder, with columns for 'TOTAL', 'ASSIGNED TO ME', 'OTHER', and 'NONE'.

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**.



You now view only 12 items assigned to you.

TYPE ↑	FOLDER	TOTAL	ASSIGNED		
			TO ME	OTHER	NONE
Change Requests	DOA 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	DOA 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.

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

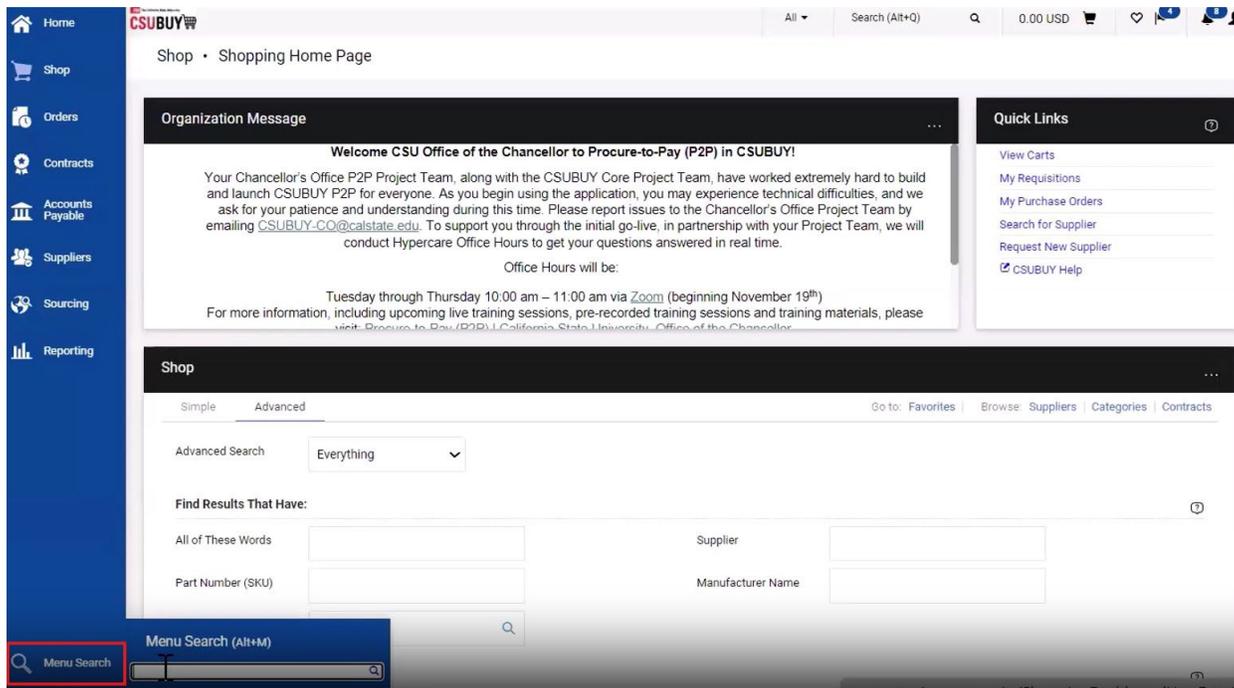
**Related Documents** ▼

[Purchase Order: DP0000392T](#) 

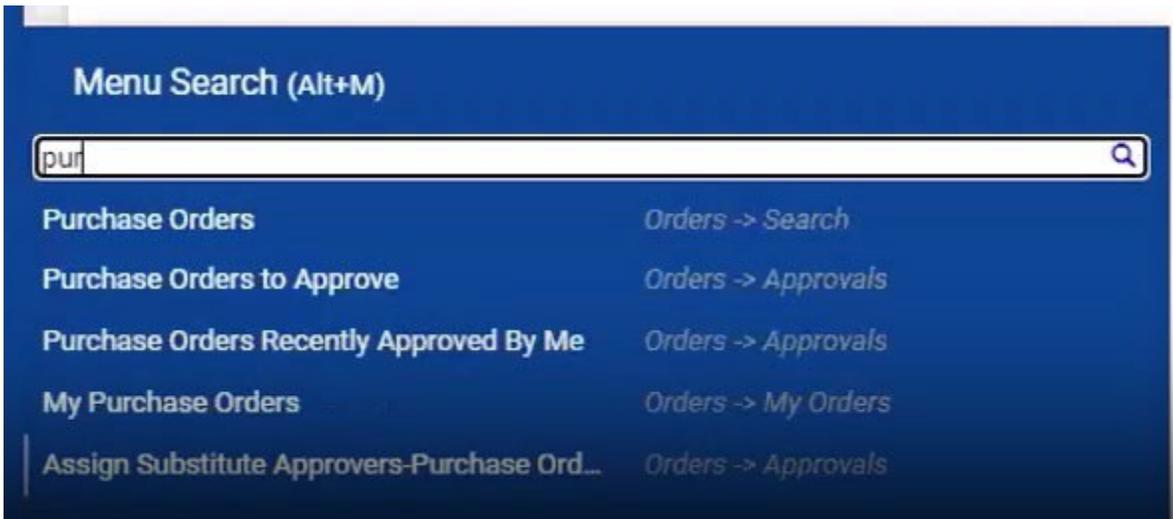
[Voucher: C003515T](#) 

### 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.

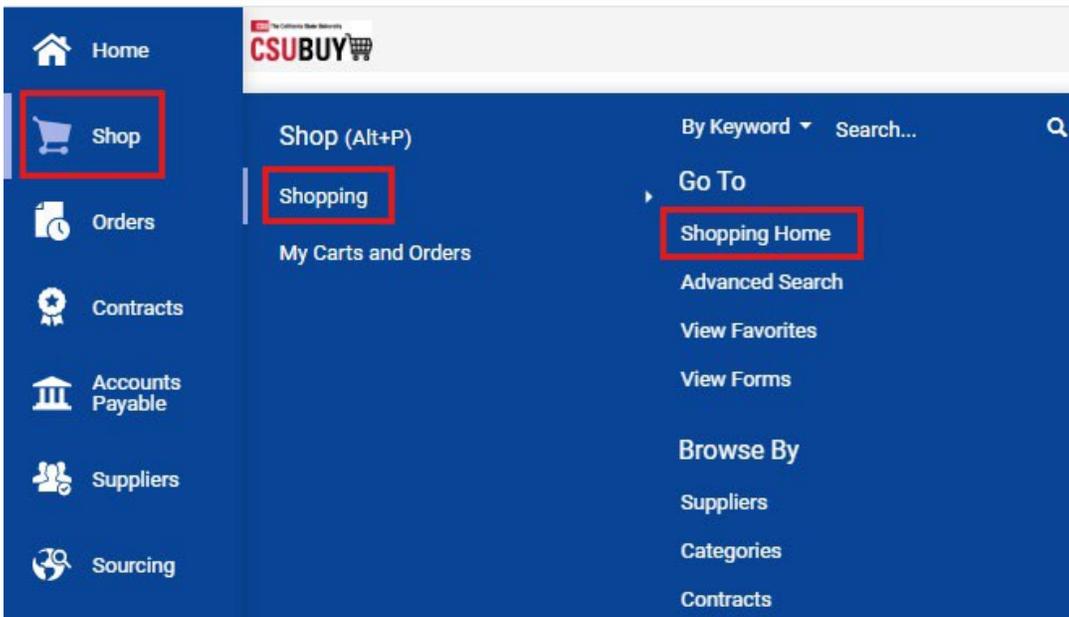


The screenshot displays the CSUBUY application interface. On the left is a blue navigation sidebar with icons for Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, Sourcing, and Reporting. At the top right, there is a search bar labeled 'Menu Search (Alt+M)' with a magnifying glass icon, which is highlighted with a red box. The main content area shows an 'Organization Message' with a welcome message and office hours. Below this is a 'Shop' section with search filters and a search bar. A 'Quick Links' sidebar on the right contains links for View Carts, My Requisitions, My Purchase Orders, Search for Supplier, Request New Supplier, and CSUBUY Help.

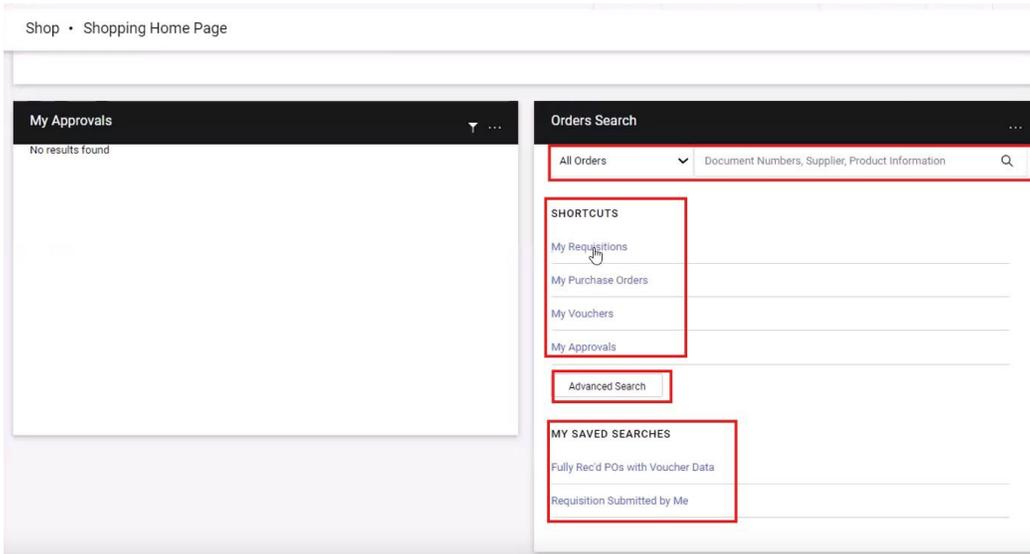


### Order Search on the Shopping Home Page

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.

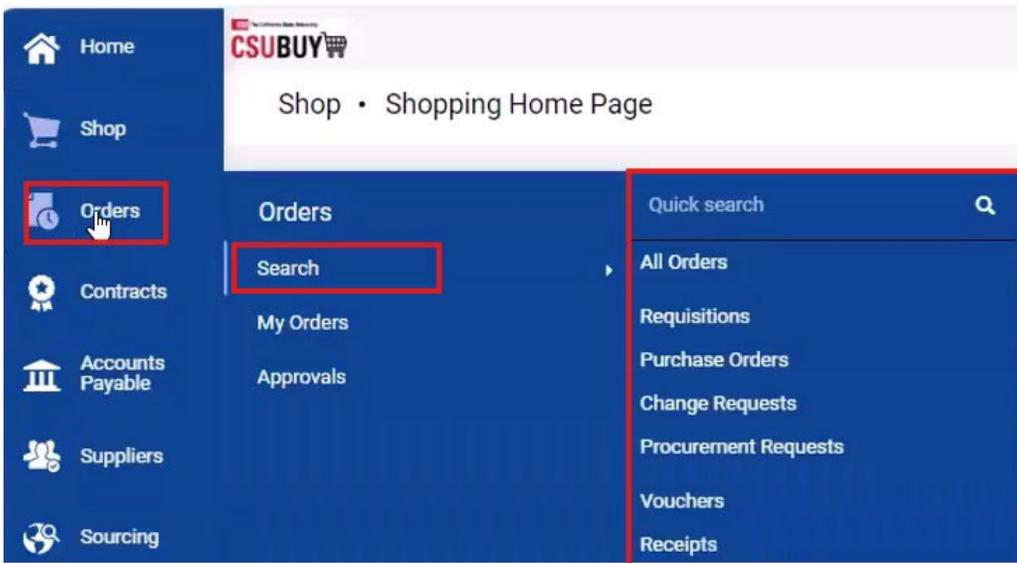


1. The top section with a drop-down menu allows you to search based on specific information including individuals with roles in CSUBuy.
2. **Shortcut** – Search for specific types of documents in which **you are the owner**.
3. **Advanced Search** – Clicking on this takes you to All Orders search results 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)

CSUBUY

Orders > Search > Purchase Orders

Search Purchase Orders

Created Date: Last 90 days Quick search

Page 1 of 3 1-100 of 289 Results 100 Per Page

PO Number	Supplier	Created Date/Time	PO 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	Mel(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.

CSUBUY

Orders > Search > Purchase Orders

Search

Quick Filters

Supplier

Acme Corporation

Globex Co.

Quality Classroom Supplies

Initech

BD Biosciences, Inc

Created Date: Last 90 days Quick search

Page 1 of 3 1-100 of 294 Results

PO Number Supplier

240005963T Wire Supplier

240005962T Wire Supplier

Dropdown Menu:

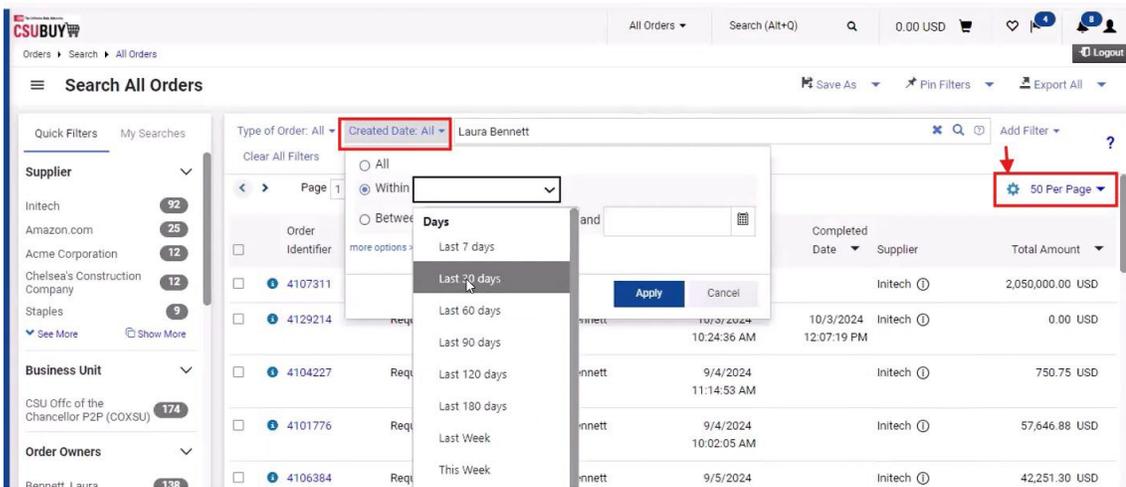
- All Orders
- Requisitions
- Purchase Orders
- Change Requests
- Requests
- Vouchers
- Receipts

## 2-FILTERING ORDER SEARCHES

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

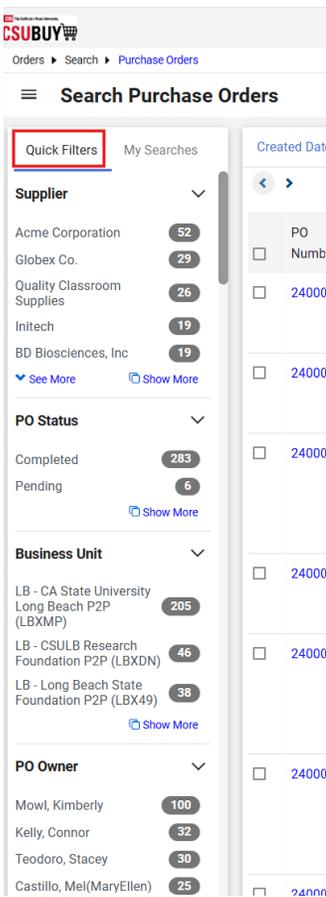
You may adjust the **number of results** you would like to see per page by clicking on the gear and selecting number per page.

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

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



**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 the 'Search All Orders' interface. On the left, there are sections for 'Supplier' and 'Business Unit'. The 'Supplier' section lists: Initech (63), Amazon.com (19), Staples (9), Acme Corporation (8), and Chelsea's Construction Company (8). The 'Business Unit' section lists: CSU Offc of the Chancellor P2P (COXSU) (117). At the top right, there are dropdowns for 'Type of Order: All' and 'Created Date: Last 60 days'. Below these, there is an 'Add Filter' button (highlighted with a red box) and a 'Clear All Filters' button. A dropdown menu is open from 'Add Filter', showing a search input field 'Find search filters' and a list of filter categories: '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 navigation menu. The left sidebar contains: Home, Shop, Orders (highlighted with a red box), Contracts, Accounts Payable, Suppliers, and Sourcing. The main content area shows the breadcrumb 'Orders > Search > All Orders' and the 'Search All Orders' header. Below the header, there is a 'Quick search' field and a list of order types: All Orders, Requisitions, Purchase Orders (highlighted with a red box), Change Requests, Requests, Vouchers, and Receipts.

Add a **PO Owner** filter.

Created Date: Last 90 days | Quick search | Add Filter | Clear All Filters

Voucher Pay Status: All

Page 1 of 4 | 1-100 of 317 Results

PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier	Date
<input type="checkbox"/> 240006045T	4399866	C003860T	Open	Quality Classroom Supplies ⓘ	
<input type="checkbox"/> 240006032T	4397261	C003854T	Open	Harry's Handyman Service ⓘ	

- PO Number
- PO Closed Date
- PO Owner
- PO Invoice Status
- PO Status
- PO Type
- \*Amount-Only / Blanket PO
- \*Multi-Year PO
- \*PO Type

The following filter appears:

Created Date: Last 90 days | Quick search

PO Owner: All

Search...

- Current User

**Top Filter Options**

- 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)

Apply | Cancel

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

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

Created Date: Last 90 days | Quick search | Add Filter | Clear All Filters

PO Owner: Chang, Minna | Voucher Pay Status: All

1-22 of 22 Results

PO Number	Requisition Number	Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipme
<input type="checkbox"/> 240004331T	43609...		Acme Corporation ⓘ	9/17/2025 2:59:19 PM	Completed	Minna Chang	Sent To
<input type="checkbox"/> DP0000295T	43605...		Globex Co. ⓘ	9/17/2025 11:34:30 AM	Completed	Minna Chang	No Shi:

- No Pay Status
- Open
- Paid

Apply | Cancel

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

Save As Pin Filters Export All

Created Date: Last 90 days Quick search Add Filter Clear All Filters

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

Pin Filters Export All

**Pin Filters Additional options**

- Pin Columns
- Remove Pinned Columns

### 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:

CSUBUY

All Orders Search (Alt+Q) 0.00 USD Logout

Orders Search Purchase Orders Save As Pin Filters Export All

Quick Filters My Searches

PO Status Completed 2

Business Unit CSU Offc of the Chancellor P2P (COXSU) 2

Prepared By Webb, Caryn 2

Voucher Status

Created Date: Last 90 days Quick search Add Filter Clear All Filters

PO Owner: Webb, Caryn Supplier: Flooring by Fer... 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)

**Configure Column Display** [X]

Reflects the columns defined for the current search. Customizations will apply to the lifetime of the current search unless the search is saved. Columns marked with an \* are custom defined data elements

Type to Filter Available Columns...

Account \*

Account Override \*

Accounting Date

Amount-Only / Blanket PO \*

AP Status

Approval Actions

Approval Steps

Asset \*

Asset Profile ID \*

Bill To

Business Unit

Business Unit \*

Buyer \*

Cancellation Date \*

Change Request No.

Pin Columns as my defaults

PO Number	↑ ↓
Supplier	↑ ↓ 🗑️
Created Date/Time	↑ ↓ 🗑️
Requisition Number	↑ ↓ 🗑️
PO Status	↑ ↓ 🗑️
PO Owner	↑ ↓ 🗑️
Shipment Status	↑ ↓ 🗑️
Matching Status	↑ ↓ 🗑️
Total Amount	↑ ↓ 🗑️
Voucher Number	↑ ↓ 🗑️
Voucher Pay Status	↑ ↓ 🗑️

Apply Cancel

### 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 | Add Filter | Clear All Filters

Voucher Pay Status: All

1-100 of 302 Results

PO Number	Requisition Number	Voucher 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 | Add Filter | Clear All Filters

PO Owner: Chang, Minna | Voucher Pay Status: All

1-22 of 22 Results

PO Number	Requisition Number	Supplier	Created Date/Time	PO Status	PO Owner	Shipments
240004331T	43609	Acme Corporation	9/17/2025 2:59:19 PM	Completed	Minna Chang	Sent To
DP0000295T	43605	Globex Co.	9/17/2025 11:34:30 AM	Completed	Minna Chang	No Shi

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 | Add Filter | Clear All Filters

Voucher Pay Status: All

Page 1 of 3 | 1-100 of 294 Results

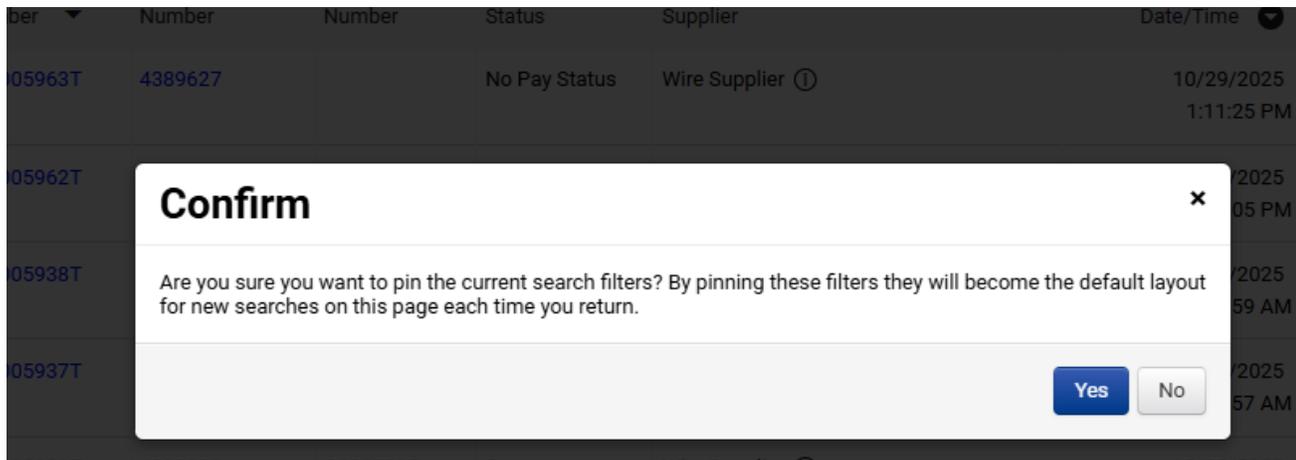
PO Number	Requisition Number	Voucher Number	Voucher Pay Status	Supplier	Created Date/Time	PO Status	PO Owner	Shipment Status	Matching Status	Total Amount
240005963T	4389627		No Pay Status	Wire Supplier	10/29/2025 1:11:25 PM	Completed	Mel(MaryEllen) Castillo	Sent To Supplier	No Matches	50,000.00 USD
240005962T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

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

Pin Filters

- Pin Columns
- Remove Pinned Columns
- Pin Filters Additional options

Click Yes:

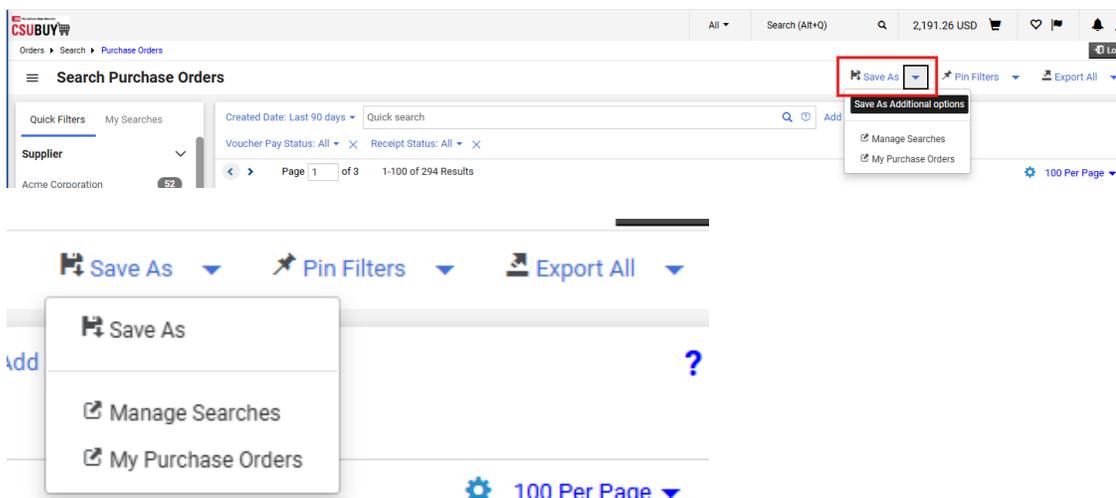


## 4-SAVING SEARCHES

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

### Creating a Saved Search

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



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 ★ Minna PO Search

Add Description

Step 2: Select Folder Destination

Add New

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** [X]

Name ★

Description

254 characters remaining

★ Required Save Changes Close

Select the folder and **Save**.

**Save Search** [X]

**Step 1: Details**

Nickname ★

[Add Description](#) Add New ▾

**Step 2: Select Folder Destination**

▲ Personal

**Minna's Searches**

▲ Shared

You have no shared searches.

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 52

Globex Co 29

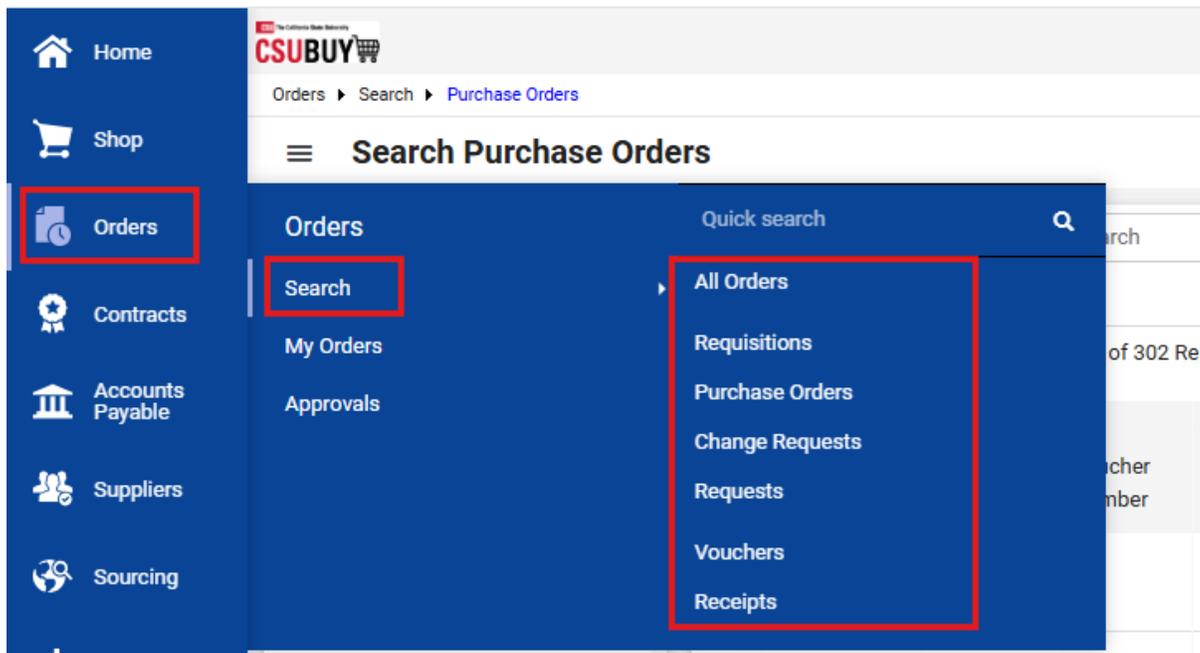
Created Date: Last 90 days ▾ Quick search

Voucher Pay Status: All ▾ X Receipt Status: All ▾ X

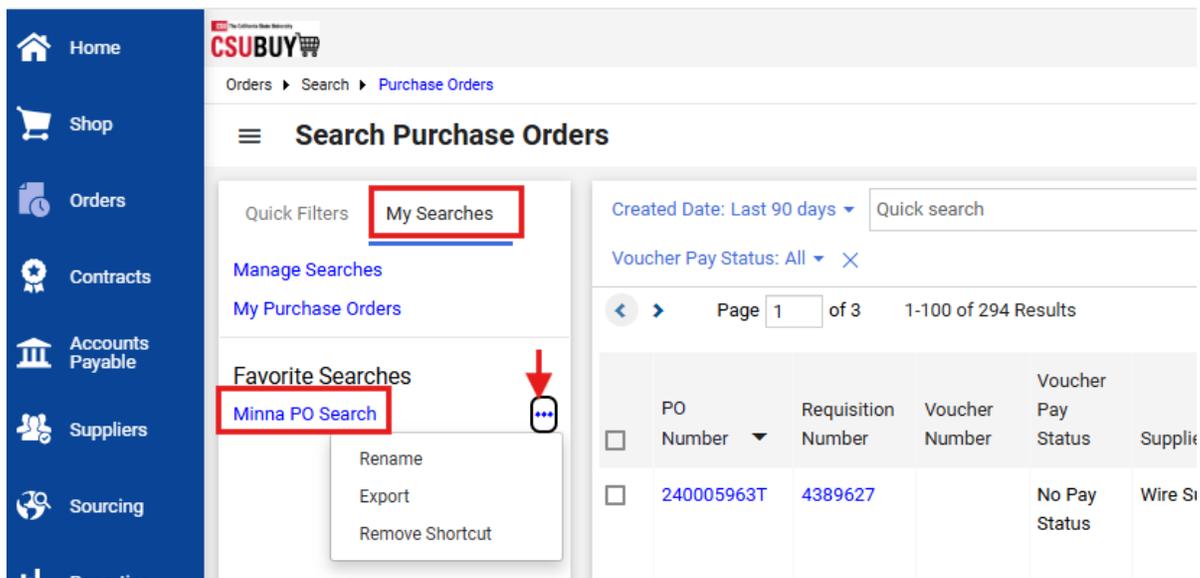
Page 1 of 3 1-100 of 294 Results

## Finding Your Saved Search

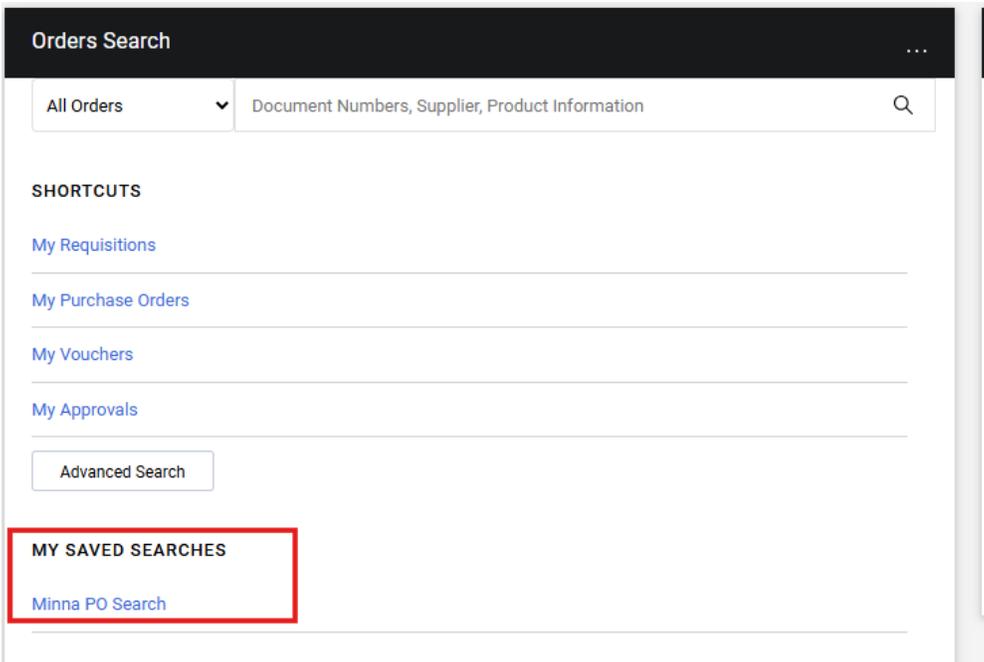
You may locate your saved search by going to the Fly Out and selecting the document for your saved search. Since the example is a saved search for Purchase Order, Purchase Orders below should be selected below.



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**.



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

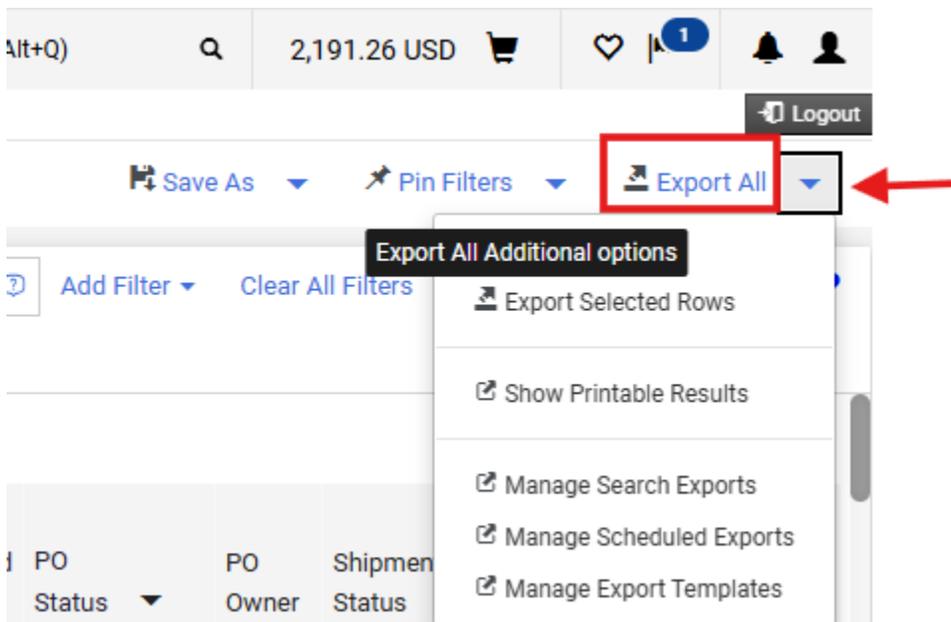


## 5-EXPORTING SEARCH RESULTS TO A REPORT

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.



- 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

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.

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	Delete

## 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

<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
<input checked="" type="checkbox"/>	C003780T	Voucher	Pending	Eric Murakami, Kimberly Mowl	11/3/2025 3:25:38 PM		Harry's Handyman Service
<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
<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
<input type="checkbox"/>	C003783T	Voucher	Pending	Kimberly Mowl, Ronald Soth	11/3/2025 2:40:29 PM		Acme Corporation
<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
<input type="checkbox"/>	C003770T	Voucher	Pending	Eric Murakami, Kimberly Mowl	11/3/2025 2:36:48 PM		Ken's Catering

## 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 4 100 Per Page											
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 (USE ACCOUNT OVERRIDE TO UPDATE ACCOUNT YOU NEED)

COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT
Capital Projects	100001	Capital-Preliminary Plans	607022	Capital De
Capital Projects	100002	Capital-Construction	607031	Capital-Co
Capital Projects	100004	Group II Capital Assets	607009	Group II E
Capital Projects	100005	Real Estate Acquisition	607002	Acquisitic
Capital Projects	100006	Capital-Pollution Remediation Costs	607043	Capital - P
Capital Projects	100007	Capital-State Agency Costs	607032	Construct
Capital Projects	100008	Capital-Construction Other	607033	Construct
Capital Projects	100009	Capital-Master Plan	660066	Cap-Strat
Equipment	105002	Equipment	619001	Other Equ
Equipment	105003	Vehicles	619001	Other Equ
Equipment	105004	Farm Equipment	619001	Other Equ
IT	115001	IT Accessories/Supplies	660940	Comput
IT	115002	IT Hardware	616002	I/T Hardw
IT	115003	IT Hardware Maintenance	616801	I/T Hardw
IT	115004	IT Software	616003	I/T Softwa
IT	115005	IT Software Maintenance	616003	I/T Softwa
IT	115006	Telecommunications Supplies	616001	I/T Comm
IT	115007	Telecommunications Services	616001	I/T Comm
IT	115008	IT Professional Services	613001	Contractu
IT	115009	IT Consulting	613800	Consultin
Leases/Rentals	140001	IT Lease/Rental Services	616002	I/T Hardw
Leases/Rentals	140002	Equipment Lease/Rental Services	660822	Equipmen
Leases/Rentals	140003	Real Estate & Space Lease/Rental Services	660041	Space Ren
Leases/Rentals	140004	Vehicle Lease/Rental Services	660937	Vehicle Le
Maintenance, Repair, and Operations	145001	Building Maint/Repair Services	660061	Building M
Maintenance, Repair, and Operations	145002	Custodial Maint/Repair Services	660003	Supplies a
Maintenance, Repair, and Operations	145003	Elevator Maint/Repair Services	660061	Building M
COMMODITY CODE FOLDER	COMMODITY CODE	COMMODITY CODE DESCRIPTION	ACCOUNT	ACCOUNT
Maintenance, Repair, and Operations	145004	Equipment Maint/Repair Services	660003	Supplies a
Maintenance, Repair, and Operations	145006	Landscape Maint/Repair Services	660064	Rep & Ma
Maintenance, Repair, and Operations	145007	Vehicle Maint/Repair Services	660932	Motor Ve
Maintenance, Repair, and Operations	145009	Custodial Supplies	660812	Custodial
Maintenance, Repair, and Operations	145010	Facilities Supplies	660003	Supplies a
Maintenance, Repair, and Operations	145011	Housing Supplies	660003	Supplies a
Maintenance, Repair, and Operations	145013	Vehicle Parts/Accessories	660932	Motor Ve
Maintenance, Repair, and Operations	145014	Utilities Maint/Repair Services (Co-Generation Plants)	660003	Supplies a
Maintenance, Repair, and Operations	145015	Housing Maint/Repair Services	660061	Contractu

Misc. Other	150003	Works of Art	660003	Supplies a
Misc. Other	150006	Controlled Substances	660003	Supplies a
Misc. Other	150007	Furniture	619804	Furniture
Misc. Other	150008	Official Guest	660003	Supplies a
Misc. Other	150009	Official Guest Travel	660003	Supplies a
Misc. Other	150011	Insurance	660010	Insurance
Misc. Other	150012	Memberships	660816	Dues and
Misc. Other	150015	Subscription/Publication (non-IT)	660816	Dues and
Misc. Other	150018	Training/Professional Dev	660009	Profession
Misc. Other	150019	Weapons	619001	Other Equ
Misc. Other	150021	Shipping/Freight (Non-Taxable)	660001	Postage a
Misc. Other	150022	Shipping/Freight & Handling (Taxable)	660001	Postage a
Misc. Other	150025	Accreditation Services	660043	Accredita
Non-Recycled Items	156001	Antifreeze - Non-Recycled	660003	Supplies a
Non-Recycled Items	156002	Mulch/Compost - Non-Recycled	660003	Supplies a
Non-Recycled Items	156003	Glass Products - Non-Recycled	660003	Supplies a
Non-Recycled Items	156004	Lubricating Oils - Non-Recycled	660003	Supplies a
Non-Recycled Items	156005	Paint - Non-Recycled	660003	Supplies a
Non-Recycled Items	156006	Paper - Non-Recycled	660003	Supplies a
Non-Recycled Items	156007	Plastic - Non-Recycled	660003	Supplies a
Non-Recycled Items	156008	Metals - Non-Recycled	660003	Supplies a
<b>COMMODITY CODE FOLDER</b>	<b>COMMODITY CODE</b>	<b>COMMODITY CODE DESCRIPTION</b>	<b>ACCOUNT</b>	<b>ACCOUNT</b>
Non-Recycled Items	156009	Tire Derived Products - Non-Recycled	660003	Supplies a
Non-Recycled Items	156010	Tires Larger 15in - Non-Recycled	660003	Supplies a
Non-Recycled Items	156011	Tires Smaller 15in - Non-Recycled	660003	Supplies a
Non-Recycled Items	156012	Building Finishes - Non-Recycled	660003	Supplies a
Non-Recycled Items	156013	Carpet - Non-Recycled	660003	Supplies a
Non-Recycled Items	156014	Erosion Control Products - Non-Recycled	660003	Supplies a
Non-Recycled Items	156015	Pavement Surfacing - Non-Recycled	660003	Supplies a
Non-Recycled Items	156016	Printing & Writing Paper - Non-Recycled	660003	Supplies a
Non-Recycled Items	156017	Soil Amendments & Soil Toppings - Non-Recycled	660003	Supplies a
Non-Recycled Items	156018	Textiles - Non-Recycled	660003	Supplies a
Fuel	157001	Diesel	605002	Gas
Fuel	157002	Gasoline	605002	Gas
Fuel	157003	Dyed Diesel	605002	Gas
Hospitality	158001	Catering Services	660922	Hospitalit
Hospitality	158002	Hospitality Space Rental	660922	Hospitalit
Hospitality	158003	Food and Beverage (Non-Taxable)	660922	Hospitalit
Hospitality	158004	Food and Beverage (Taxable)	660922	Hospitalit
Recycled Items	159001	Antifreeze - Recycled	660003	Supplies a
Recycled Items	159002	Mulch/Compost - Recycled	660003	Supplies a
Recycled Items	159003	Glass Products - Recycled	660003	Supplies a
Recycled Items	159004	Lubricating Oils - Recycled	660003	Supplies a
Recycled Items	159005	Paint - Recycled	660003	Supplies a

Recycled Items	159006	Paper - Recycled	660003	Supplies a
Recycled Items	159007	Plastic - Recycled	660003	Supplies a
Recycled Items	159008	Metals - Recycled	660003	Supplies a
Recycled Items	159009	Tire Derived Products - Recycled	660003	Supplies a
Recycled Items	159010	Tires Larger 15in - Recycled	660003	Supplies a
Recycled Items	159011	Tires Smaller 15in - Recycled	660003	Supplies a
Recycled Items	159012	Building Finishes - Recycled	660003	Supplies a
Recycled Items	159013	Carpet - Recycled	660003	Supplies a
Recycled Items	159014	Erosion Control Products - Recycled	660003	Supplies a
<b>COMMODITY CODE FOLDER</b>	<b>COMMODITY CODE</b>	<b>COMMODITY CODE DESCRIPTION</b>	<b>ACCOUNT</b>	<b>ACCOUNT</b>
Recycled Items	159016	Printing & Writing Paper - Recycled	660003	Supplies a
Recycled Items	159017	Soil Amendments & Soil Toppings - Recycled	660003	Supplies a
Recycled Items	159018	Textiles - Recycled	660003	Supplies a
Services	160001	General Services	660003	Supplies a
Services	160002	Legal Services	613803	Legal Serv
Services	160004	Printing Services	660002	Printing
Services	160005	Advertising/Promotional/Media Services	660017	Advertisin
Services	160006	Bus Charter Services	606001	Travel-In
Services	160007	HazMat/Chemical Services	605006	Hazardou
Services	160008	Professional Services	613001	Contractu
Services	160009	Safety/Security Services	660003	Supplies a
Services	160011	State Fire Marshal Services	617002	Services f
Services	160012	Employee Recruitment Services	660042	Recruitm
Services	160013	Auxiliary Organization Services	660003	Supplies a
Supplies	170001	Lab/Scientific Supplies	660910	Laborator
Supplies	170002	Medical Supplies	660003	Supplies a
Supplies	170003	General Supplies	660003	Supplies a
Supplies	170005	Advertising/Promotional Supplies	660017	Advertisin
Supplies	170006	HazMat/Chemical Supplies	605006	Hazardou
Supplies	170007	Safety/Security Supplies	660003	Supplies a
For Library Use Only	180001	Bookbinding (Library Only)	660003	Supplies a
For Library Use Only	180002	Library Books (Library Only)	608001	Library Bo
For Library Use Only	180003	Library Serials (Library Only)	608001	Library Bo
For Library Use Only	180004	Library Periodicals (Library Only)	608001	Library Bo
For Library Use Only	180005	Library Subscriptions (Library Only)	608005	Library Su
Direct Purchase	700002	Attorney Fee	660019	Litigation
Direct Purchase	700003	Freight/Postage/Shipping	660001	Postage a
Direct Purchase	700004	Legal Settlement	660090	Expenses
Direct Purchase	700005	Local/Federal Gov. Payment	660090	Expenses
Direct Purchase	700006	Medical Service Payment	660003	Supplies a
Direct Purchase	700007	Memberships	660816	Dues and
<b>COMMODITY CODE FOLDER</b>	<b>COMMODITY CODE</b>	<b>COMMODITY CODE DESCRIPTION</b>	<b>ACCOUNT</b>	<b>ACCOUNT</b>
Direct Purchase	700009	Official/Referee Payment	613001	Contractu

Direct Purchase	700010	Permits/Licenses (non IT)	660003	Supplies a
Direct Purchase	700011	Credit Card Bank Payment	107003	Expense A
Direct Purchase	700012	Royalty Payment	660003	Supplies a
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	Telephon
Direct Purchase	700020	Direct Pay Other	660090	Expenses
Direct Purchase	700021	Student Union Return of Surplus	660045	Student U

## 2-LIST OF ACCOUNT CODES

ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
604001	Telephone Usage	616004	I/T Infrastructure	660047	C
604090	Other Communications	616005	Misc Info Tech Costs	660049	In
604808	Mobile Phone Charges	616101	Interagency I/T Software	660061	Bu
604809	IT Voice & Data Charges	616801	I/T Hardware Maintenance	660064	Re
605001	Electricity	616803	I/T Hardware Other	660066	C
605002	Gas	617001	Services fr Oth Funds/Agencies	660089	O
605003	Oil	617002	Services fr State Fire Marshal	660090	Ex
605004	Water	617090	Services from Auxiliary Org	660091	D
605005	Sewage	617101	Service frm bet. Campuses & CO	660095	D
605006	Hazardous Waste	617103	Services fr Office Fire Safety	660096	D
605800	Non-Hazardous Waste	617800	Accounting Service Charges	660105	In
606001	Travel-Domestic, In California	617801	Fingerprinting	660804	At
ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION	ACCOUNT	DESCRIPTION
606002	Travel-Domestic, Out of State	619001	Other Equipment	660807	W
606803	Travel - International	619800	Instructional Equip Misc	660810	Pr
607002	Real Estate Acquisition	619803	Equipment Other	660811	Fu
607008	Service Districts Assessments	619804	Furniture	660812	C
607009	Group II Equipment - Cap Proj	620001	SP-Subrecipient - 25K & Under	660813	G
607010	Lease Purchase	620002	SP-Subrecipient - Over 25K	660815	Ex
607022	Capital Design	622001	SP-Participant Support -w/F&A	660816	D
607026	Capital-Working Drawings (W)	622002	SP-Participant Support -No F&A	660820	Te
607031	Capital-Construction Contract	622801	SP-Research Incentives-w/F&A	660821	Pa
607032	Construction Management	623001	SP-Materials, Suppl & Services	660822	Ec
607033	Construction Other	623801	SP-Laboratory/Resrch Supplies	660830	Sp

607037	Capital-Insurance Premiums	624001	SP-Scholarships-w/F&A	660833	M
607043	Capital - Pollution Remed Exp	624002	SP-Scholarships-NO/F&A	660834	Ac
608001	Library Books (Lbry use only)	624801	SP-Scholarships-Tuition w/ F&A	660835	Le
608005	Library Subscriptions	624803	SP-Scholarships-Tuition NO F&A	660837	At
609001	State E.O.P. Grant Program	624804	SP-Scholarships-Books NO F&A	660838	St
609002	State University Grant	660001	Postage and Freight	660839	Sp
609003	State Grants-Other	660002	Printing	660840	Gr
609004	State Graduate Fellowship	660003	Supplies and Services	660887	Pr
609005	Other Student Scholar/Grants	660004	Interfund Interest Expense	660902	Ot
609007	Scholarships/Grants - Private	660005	Interest Expense-Finance Lease	660910	La
609008	Scholarships/Grants - Institut	660006	Interest on Bonds and Notes	660919	Ta
609009	Fin Aid - CSU Educ Doctorate	660007	Principle on Bonds and Notes	660922	He
609010	DPT Financial Aid-Non SUG	660008	Interest Charges-Others	660923	Cr
609011	DNP Financial Aid Non-SUG	660009	Professional Development	660927	In
609013	Summer Enrollment Grant FA Exp	660010	Insurance Expense	660930	Co
<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACCOUNT</b>	<b>DESCRIPTION</b>	<b>ACCOUNT</b>	<b>DI</b>
609099	Scholarship Allow Tuition Disc	660014	State Service Charges for SRB	660937	Ve
609800	Student Grants Awarded	660016	Property Insurance Premium Exp	660940	Co
610001	Federal Financial Aid	660017	Advertising & Promotion	660942	Pa
610002	Federal Fin Aid Loan Disb	660019	Litigation Cost	660955	Co
612001	State Pro Rata Charges-Admin	660024	Overhead - Other	660981	Im
613001	Contractual Services	660025	Overhead-Chancellor's Office	660982	De
613800	Consulting Contract Services	660027	Pollution Remed Exp (non-cap)	660983	Co
613801	Non-Credit Instructr Pay (001)	660040	Bad Debt Expense	660987	Bi
613802	UCES-Field Trips-Test (001)	660041	Space Rental	660989	Fe
613803	Legal Services	660042	Recruitment	662001	F&
613804	Audit Services	660043	Accreditation Expense	662003	Pr
616001	I/T Communications	660044	Loan Cancellation and Defaults	662004	Pr
616002	I/T Hardware	660045	Student Union Return Surplus	662801	F&
616003	I/T Software	660046	Wells Fargo Bank Charges	662802	F&
				662803	F&

### 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.

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

Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Jrnl 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 CSUBUY:

### 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

#### General Information

#### Invoice Details

Supplier Name Fisher Scientific Company LLC

Supplier No. 0003825401

#### Additional Information

#### Remit To

PO Box 50129  
Los Angeles, California 90074-0129

United States  
Address Id 5

## 4-AMAZON ACCOUNTS AND ACCESS

In order to access Amazon Business and start shopping through CSUBUY, create or convert your Amazon account.

### Amazon Punchout

The CSU has a central Amazon Business account. To shop in CSU's Amazon Business account properly, you must understand how it is set up.

- Every user will have their own unique Amazon Business profile, which is tied to an email address.
- Email addresses can only be used one time across any Amazon account.
- Punching out to the Amazon Business account from CSUBUY lands you into the correct shopping group.
- The email address used for CSUBUY purchases in Amazon will be the one listed in your CSUBUY user profile.

**RECOMMENDATION: BEFORE punching out from CSUBUY to Amazon, check your existing Amazon account to see what email address is used (log in directly to Amazon without punching out from CSUBUY).**

If you did not check beforehand that's OK, it's still possible to shop in Amazon through CSUBUY. The initial setup may be a little different. See below for additional details on each and how to properly get connected.

### Scenarios

1. If you're already using CSU's Amazon Business account with this email address, you're all set! (Scenario 0)
2. Email address is new to Amazon (Scenario 1)
3. Email address is being used for an Amazon retail account
  - A. You want purchase history to merge (Scenario 2)
  - B. You want purchase history kept separate (Scenario 3)
4. Email address is being used for another Amazon Business account (Scenario 4)

If you are having difficulty accessing Amazon, it may be due to the email address and one of the scenarios listed above.

### Scenario 0: Email Address is in the CSU Amazon Business account

You're already using CSU's Amazon Business account with this email address. This is most likely from using the CSU Pro-Card Marketplace. No additional setup is required in this scenario. Just click on the Amazon Business tile from CSUBUY to punchout to Amazon Business account and start shopping.

### Scenario 1: Email Address is New to Amazon

If your email address is not used on any Amazon account, to punchout and start shopping in Amazon Business:

1. Click on the Amazon Business tile in CSUBUY.
2. Amazon may start you with a registration wizard. If prompted, enter your first and last name.
3. Complete the registration process.
4. You will have an Amazon profile set up, and your email address will be tied to CSU's Amazon Business account.
5. Click "Start Shopping" to access Amazon Business.

### Scenario 2: Email Address is Being Used for Retail Account (Want to Merge)

This scenario is for users who purchased items on a regular, individual Amazon retail account, which was not tied to any Amazon Business account. Purchases in this situation were not made through the CSU Pro-Card Marketplace or any other CSU-related account.

If you used Amazon for work purchases and have your work email as the main email address in your Amazon profile, the Amazon account will need to be changed to tie in with the CSU Amazon Business account. There are some options in this conversion process. This scenario lists how to merge your account. Merging will transfer all purchase history.

**IMPORTANT: After merging, your individual retail account will no longer be active, and you'll lose access to any subscriptions or Prime benefits that were tied to that account. You'll use the same email to sign in to CSU's shared Amazon Business account.**

**WARNING: Merging transfers ALL purchase history – personal and work-related. If you made any personal purchases in the Amazon retail account, you may want to choose Scenario 3 below to separate out work vs. personal.**

**To merge an Amazon retail account with the CSU Amazon Business account:**

1. Click on the Amazon Business tile in CSUBUY.
2. Sign into your existing Amazon account when prompted.
3. When asked, select "Yes, add to my organization's shared account".
4. Click "Next"
5. Click "Start Shopping" to access Amazon Business.

**Result:** Your Amazon account is now part the CSU's Amazon Business account.

Purchase history should have migrated over. To shop, always punchout from the tile in CSUBUY.

### **Scenario 3: Email Address is Being Used for Retail Account (Want to Keep Separate)**

This scenario is like Scenario 2 above, but you want to keep it a separate and personal account.

This is for users who purchased items on a regular, individual Amazon retail account, which was not tied to any Amazon Business account. Purchases in this situation were not made through the CSU Pro-Card Marketplace or any other CSU-Related account.

If you used Amazon for work purchases and have your work email as the main email address in your Amazon profile, the Amazon account will need to be changed. This scenario lists how to keep the personal account separate.

**RECOMMENDATION: BEFORE punching out from CSUBUY, log into Amazon and change the account email address.**

**\* Update the email address in your Amazon retail account to a non-CSU email to avoid additional conversion steps.**

**\* If the email address is updated before starting, the CSU email is no longer being used on the personal account. The resulting initial CSUBUY punchout will be an easy setup using Scenario 1 above.**

If the email was not changed beforehand, then follow the steps below.

**To separate an Amazon retail account to a non-CSU email address:**

1. Click on the Amazon Business tile in CSUBUY.
2. Sign in to your existing Amazon account
3. Select "No, I want to keep this account personal"

4. Enter a DIFFERENT email address for your Amazon Business account. Use a personal, non-CSU email address that's not used on any Amazon account. A new email address may need to be created.
5. Verify the new email by entering the OTP (One Time Password) sent to that address.
6. Enter your full name and create a password for your new Amazon Business account
7. Click "Create your Business account"
8. Click "Start Shopping" to access Amazon Business.

**Result:** Your personal Amazon account remains separate with its order history and subscriptions intact. The personal account is tied to a personal email address Your CSU email address is now tied to the CSU Amazon Business account.

#### **Scenario 4: Email Address is Being Used for Another Amazon Business Account**

Having a separate Amazon Business account is the most complex conversion scenario. This is a business account different than the central CSU Amazon Business account. There are several options and variables to consider.

- Is the other business account a single-user or multi-user?
- Is your email address in the other business account profile identified as an admin or non-admin?
- When converting, do you want purchase history in the other business account merged or not merged?

Setup may require deregistering your email from the other business account. You may need an invitation email sent.

**RECOMMENDATION:** Contact Amazon Business help line or account rep for assistance.

Registration Support: (844) 428-3060 or use this [LINK](#) to get a phone call from an agent on a pre-authenticated line.

CSU's account representative: Rachel Kaizoji, [kaizoji@amazon.com](mailto:kaizoji@amazon.com)

Also use [CSU-Amazon Business Resource Hub](#)

#### **Tips, Tricks & FAQ**

1. Pop up blocker – When punching out to Amazon Business the first time, it may appear that it is not connecting. Most likely it is your browser blocking a pop-up window. Since Amazon opens in a new browser window, you will need to set your browser to always allow pop-ups for Amazon.

2. When checking out the first time in Amazon. It may require you to select your campus address. This is a placeholder address only, and it is not the final address where the product will be shipped. The final delivery address is the ship-to address listed on the CSUBUY requisition/purchase order.

3. When ready to checkout in Amazon, the button may say "Submit order for approval". Another place on the checkout page may say "This order requires approval." This is Amazon's way of saying "send the cart back to CSUBUY." Click the button to return the cart to CSUBUY.

Like all punchout suppliers, shopping is 2-step process:

- a. Punchout to the supplier, shop and put items in the cart.
- b. Return the cart to CSUBUY then submit the requisition to place the final order.

4. Punchout agreement – after returning the cart to CSUBUY, Amazon will hold the item inventory quantity and price. After 7 days, it may still go through, but there's no guarantee that the price will be the same or quantity available. There is risk that some or all the order will be cancelled. Process the order timely.
5. After returning the cart to CSUBUY, do not make changes. Do not add or delete lines. There is risk that some or all the order will be cancelled because the final order placed does not match the cart returned from Amazon. If you need to make changes, it's recommended to delete that cart and start over.  
Remember: Before you start, check your cart (in CSUBUY).
6. Passwords set up in Amazon are not tied to SSO campus credentials. It's the password you set up directly with Amazon. Performing an action in the Amazon punchout other than shopping and checking out may require you to enter your password. This includes checking on order status or reviewing past purchases.
7. For Amazon purchases to process correctly, it's important to always punchout from the CSUBUY page. Punching out from CSUBUY to get into the correct Amazon purchasing/punchout group. If you see a warning that says that the order can't be placed and must go through your eprocurement system, it's likely that you went directly to Amazon. Start with CSUBUY and click on the Amazon Business tile to punch out to Amazon. It will get you in the correct Punchout Group "CSUBUY P2P PROD".
8. To meet CSU's strategic sourcing requirements, some items may be restricted or blocked from purchasing.
9. Like all orders in CSUBUY P2P, purchases made through Amazon Business will be processed on a PO and will be billed by invoice, not on your procurement credit card.

## **Help & Resources**

- [CSU-Amazon Business Resource Hub](#)
- Amazon Business help line: (844) 428-3060 or use this [LINK](#) to get a phone call from an agent on a pre-authenticated line.
- CSU's Amazon account representative: Rachel Kaizoji, [kaizoji@amazon.com](mailto:kaizoji@amazon.com)
- Open a ticket using <https://csu.service-now.com/csubuy>