



A Change Request allows you make changes to a requisition/PO that has already completed workflow.

\*Please note - if you need to add a line(s) to your PO, a buyer must do this action. See page 8.

### Change Request – Requestor

A Requestor can initiate a Change Request to make changes to a PO.

Follow these steps to create a Change Request.

1. From the P2P homepage, navigate to **My Purchase Orders** in the Quick Links section.

2. Select the PO you need to make changes to.

PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
2400001835	Granite Data Solutions	6/6/2024 9:01:15 AM	Completed	4039321	Bianca Mae Wohlgemuth	No Shipments	No Matches	162.38 USD
2400001831	ft Plumbing	6/4/2024 4:16:58 PM	Completed	4036553	Bianca Mae Wohlgemuth	No Shipments	No Matches	500.00 USD
2400001830	Taft Plumbing	6/4/2024 4:16:28 PM	Pending	4036554	Bianca Mae Wohlgemuth	No Shipments	No Matches	250.00 USD
2400001829	Taft Plumbing	6/4/2024 4:15:57 PM	Pending	4036571	Bianca Mae Wohlgemuth	No Shipments	No Matches	500.00 USD
2400001828	Taft Plumbing	6/4/2024 4:15:28 PM	Pending	4036592	Bianca Mae Wohlgemuth	No Shipments	No Matches	250.00 USD
2400001739	Amazon.com	4/11/2024 4:31:07 PM	Completed	4001354	Bianca Mae Wohlgemuth	Sent To Supplier	No Matches	354.89 USD
2400001730	Sierra School Equipment Company	4/5/2024 1:47:19 PM	Pending	3998765	Bianca Mae Wohlgemuth	No Shipments	No Matches	2,165.00 USD
2400001727	Amazon.com	3/28/2024 4:28:12 PM	Completed	3918940	Bianca Mae Wohlgemuth	Sent To Supplier	No Matches	229.07 USD

3. Click the ... and select **Create Change Request**.

Purchase Order • Taft Plumbing • 2400001831 Revision 0

Status Summary Revisions (1) Confirmations Shipments Change Requests Receipts Vouchers Comments Attachments History

**General Information**

**Transaction Details**

Supplier Name: Taft Plumbing

Purchase Order No.: 2400001831

Purchase Order Date: 6/4/2024

Revision No.: 0

Revision Date: 6/10/2024

Business Unit: BKXMP-1003873677

Vendor Id: [Redacted]

**PO Owner Information**

Owner Name: Bianca Mae Wohlgemuth

**Address Information**

**Ship To**

Contact: Bianca Mae Wohlgemuth  
9001 Stockdale Hwy  
Bakersfield, CA 93311  
United States

**Delivery To**

Deliver To Location: ADM\_103\_BKCMF  
BUSINESS & ADMIN SERVICES

Ship Via: Best Carrier-Best Way

Due Date: no value

F.O.B.: FOB Destination

Bill To

**PO Information**

Accounting Date: 6/4/2024

FY Processing Options: [Redacted]

Current Fiscal Year: [Redacted]

PO Type: no value

Amount-Only / Blanket PO: X

Multi-Year PO: X

Payment Terms: Net 30 ( 0% 0, Net 30 )

Reference ID: no value

Do Not Distribute: X

**Summary**

**Details**

Total (500.00 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	500.00
Sales Tax	0.00
Use Tax	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>500.00</b>

**Related Documents**

4. The original requestor and approver will appear to receive email notifications. To add additional email recipients, click Add recipient and search by name. (You do not have to select a User with change request permission.)
  - a. Enter why you are completing a Change Request in the text box.
  - b. If you have attachments you want to add, e.g., an approval email or invoice, enter the File Name, click Choose File, and select from your computer.
  - c. Click **Create Change Request**.



### Create Change Request

Email notification(s) **Add recipient** **4**

- ✓ Bianca Mae Wohlgemuth (Prepared by, Prepared for) <fbcfspqrq@calstate.edu>
- ✓ Julie A Jones (Approved, Approved Requisition) <fbcfspqrq@calstate.edu>

Users with change request permission:

- David Gee (Approved) <fbcfspqrq@calstate.edu>
- Jean Hufford (Approved) <nobody@inggaer.com>
- Leona Mack (Approved) <leona.mack@calstate.edu>
- Margot Martin (Approved) <mmartin@calstate.edu>
- Travis Vasceannie (Approved) <travis.Vasceannie@risenow.com>

**a**

Change Request Reason

Increasing dollar amount to \$550. Additional 30 minutes of labor needed.  
Updated and approved invoice is attached.

886 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

**b** File Name **c** Taft Plumbing Invoice 1154

**Create Change Request** **Close**



5. The edit pencils will appear.

**Change Request Reason** 5

Reason: Increasing dollar amount to \$550. Additional 30 minutes of labor needed. Updated and approved invoice is attached.

General Information	Address Information	PO Information
<b>Transaction Details</b> Cart Name: 2024-06-04 35000136145 01 - CR Business Unit: CSUB P2P (BKXMP)	<b>Ship To</b> Contact: Bianca Mae Wohlgemuth 9001 Stockdale Hwy. Bakersfield, CA 93311 United States  <b>Deliver To</b> Deliver To Location: ADM_103_BKCMF BUSINESS & ADMIN SERVICES  Ship Via: Best Carrier-Best Way  Due Date: no value  <b>Bill To</b> Accounts Payable, CSU Bakersfield 9001 Stockdale Hwy. 35 ADM 35 ADM Bakersfield, CA 93311-1022 United States	Accounting Date: 6/4/2024 FY Processing Options: Current Fiscal Year PO Type: no value Amount-Only / Blanket PO: <input checked="" type="checkbox"/> Multi-Year PO: <input checked="" type="checkbox"/> Reference ID: no value Do Not Distribute: <input checked="" type="checkbox"/> Tax Code: no value

**Chartfield**

Values vary by line.

Other Participant Information | Internal Notes and Attachments | External Notes and Attachments

6. If you need to make changes to your chartfield string, stay on this screen, scroll down to the chartfield lines, click the pencil, complete your edits, and hit **Save**.



**Override Line 1: Chartfield**

Business Unit *	Fund *	DeptID	Account *	Account Override	Program	Class	Project
BKCM - CSUB	BK001_BKCM	D21150_BKCM	660003_BKCM	Search	Search	Search	Search

★ Required fields **Save** Close

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Goods and Services Request					
1 Toilet repair		HR	500.00	1	500.00

**ITEM DETAILS**

Performance Start Date	Commodity Code	160001 / General Services	Taxable	×
Performance End Date	Override Receiving Required	×	Asset	×
more info...	Prepayment	no value	Asset Profile ID	no value
	PO Clauses	no clause		

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

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
BKCM Bakersfield P2P	BK001_BKCM CSUB Operating Fund	D21150_BKCM Contract & Procurement Svcs	660003_BKCM Supplies and Services	no value	no value	no value	no value

**Related Documents**

- Purchase Order: 2400001831
- Requisition: 4036553

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

- Next Step: Wait for Validation 1
- Approver: Approver (DO NOT DELETE), Workflow

**Workflow**

- Draft Active: Bianca Mae Wohlgenuth
- Start - Parallel Steps

7. If changes need to be made inside the form, click the form's name to go back inside and make your changes.

**Taft Plumbing · 1 Item · 500.00 USD**

^ SUPPLIER DETAILS CSUB (BKXMP-1) : 1 Taft Way, San Diego, California 92126 United States

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

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Goods and Services Request					
1 Toilet repair		HR	500.00	1	500.00

**ITEM DETAILS**

Performance Start Date	Commodity Code	160001 / General Services	Taxable	×
------------------------	----------------	---------------------------	---------	---

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



Shop > Shopping > View Forms

[Back to Change Request](#)

### Goods and Services Requ...

Form Number **950682**  
Purpose **Procurement Request**  
Status **On Document**

#### Instructions

- Suppliers ✓
- Form Fields ✓
- General Information ✓
- Other Goods & Services ✓
- Cost Details a ✓
- Review and Submit

#### Instructions

Request Actions | History | ?

Use this form to request goods and/or services that are not available via catalog through the search bar. Examples are:

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

This form should not be used if the request:

- Is for Hospitality (non-Travel). See the Hospitality Request Form.
- Is for IT Hardware and/or Software. See the IT Hardware and/or Software 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. See the Direct Payment Request Form.
- 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 request form.**

[Next >](#)

**b. Make your edits and click Save on Change Request. Then click Back to Change Request.**

CSUBUY

All ▾ Search (Alt+Q) 🔍 0.00 USD 🛒 📍 📧 23 👤

Logout

Shop > Shopping > View Forms

[Back to Change Request](#)

#### Goods and Services Requ...

Form Number **950682**  
Purpose **Procurement Request**  
Status **On Document**

Instructions

- Suppliers ✓
- Form Fields ✓
- General Information ✓
- Other Goods & Services ✓
- Cost Details b ✓
- Review and Submit

#### Form Fields - Cost Details

Request Actions | History | ?

**On This Page**

Quotes & Other Attachments (3)  
Services - Other (1)

**Quotes & Other Attachments**

Do you have documentation to attach? \* ⓘ

Yes  No

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

**Services - Other**

Services - Other Cost Details

Unit Price *	550.00	USD	Quantity *	1	Total	500.00 USD
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Unit of Measure \* HR - Hour ▾

Product Description \* Toilet repair

987 characters remaining

Service Start Date mm/dd/yyyy

Service End Date mm/dd/yyyy

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

An increase was made to \$550 on my Change Request.



Change Requests • 4041155

Assign Draft Submit Request

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

1 Item

Taft Plumbing - 1 Item - 550.00 USD

SUPPLIER DETAILS CSUB (BKXMP-1) : 1 Taft Way, San Diego, California 92126 United States

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

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Goods and Services Request					
Contract	no value				
1 Toilet repair		HR	550.00	1	550.00

ITEM DETAILS

Performance Start Date Commodity Code 160001 / General Services Taxable X  
Performance End Date Override Receiving Required X  
more info... Prepayment no value Asset Profile ID no value  
PO Clauses no clause

CHARTFIELD

Values have been overridden for this line

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
BKCMF Bakersfield P2P	BK001_BKCMF CSUB Operating Fund	D21150_BKCMF Contract & Procurement Svcs	660003_BKCMF Supplies and Services	no value	no value	no value	no value

Summary Draft

Total (550.00 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	550.00
Sales Tax	0.00
Use Tax	0.00
Shipping	0.00
Handling	0.00
	550.00

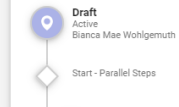
Related Documents

Purchase Order: 2400001831  
Requisition: 4036553

What's next for my order?

Next Step Wait for Validation 1  
Approver Approver (DO NOT DELETE), Workflow

Workflow



8. Click Submit Request. Once the Change Request is submitted, it will be routed through the original workflow again.



Change Requests • 4041155

Assign Draft

Submit Request

8

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

**1 Item**

**Taft Plumbing · 1 Item · 550.00 USD**

**SUPPLIER DETAILS** CSUB (BKXMP-1) · 1 Taft Way, San Diego, California 92126 United States

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

Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
Goods and Services Request					
1 Toilet repair		HR	550.00	1	550.00

**ITEM DETAILS**

Performance Start Date Commodity Code 160001 / General Services Taxable   
Performance End Date Override Receiving Required  Asset   
more info... Prepayment no value Asset Profile ID no value  
PO Clauses no clause

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

Business Unit	Fund	DeptID	Account	Account Override	Program	Class	Project
BKCMF Bakersfield P2P	BK001_BKCMF CSUB Operating Fund	D21150_BKCMF Contract & Procurement Svcs	660003_BKCMF Supplies and Services	no value	no value	no value	no value

**Summary**

Draft  
Active  
Bianca Mae Wohlgenuth

Start - Parallel Steps

Requisition Validation 1  
Future

Wait for Validation 1  
Future

End - Parallel Steps

DOA Approval - DeptID  
Future

Procurement Review  
Future

Start - Parallel Steps

Requisition Validation 2  
Future

Wait for Validation 2  
Future

End - Parallel Steps

PO Update  
Future

Powered by UNIGRAFI, Bakersfield

### Change Request – Add a Line – Buyer Action

\*Please note – Change Requests for adding lines cannot be made for Punchout Suppliers. A new requisition will need to be submitted for items needed.

9. From the P2P homepage, navigate to **My Purchase Orders** in the Quick Links section.

**Organization Message**

**WELCOME TO CSUBUY**

**Welcome CSU Bakersfield to Procure-to-Pay (P2P) in CSUBUY!**

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

Office Hours will be:

- Tuesday 9:00 am – 10:30 am via Zoom
- Thursday 12:30 pm – 2:00 pm via Zoom

For more information, including upcoming live training sessions, pre-recorded training sessions and training materials, please visit: [Procure-to-Pay \(P2P\) | California State University, Bakersfield \(csub.edu\)](#)

**Quick Links**

View Carts

My Requisitions

**My Purchase Orders**

Request New Supplier

CSUBUY Help

10. Select the PO to which you need to add lines.





PO Number	Supplier	Created Date/Time	PO Status	Requisition Number	PO Owner	Shipment Status	Matching Status	Total Amount
2400001835	Granite Data Solutions	6/6/2024 9:01:15 AM	Completed	4039321	Bianca Mae Wohlgemuth	No Shipments	No Matches	162.38 USD
2400001831	10 ft Plumbing	6/4/2024 4:16:58 PM	Completed	4036553	Bianca Mae Wohlgemuth	No Shipments	No Matches	500.00 USD
2400001830	Taft Plumbing	6/4/2024 4:16:28 PM	Pending	4036554	Bianca Mae Wohlgemuth	No Shipments	No Matches	250.00 USD
2400001829	Taft Plumbing	6/4/2024 4:15:57 PM	Pending	4036571	Bianca Mae Wohlgemuth	No Shipments	No Matches	500.00 USD
2400001828	Taft Plumbing	6/4/2024 4:15:28 PM	Pending	4036592	Bianca Mae Wohlgemuth	No Shipments	No Matches	250.00 USD
2400001739	Amazon.com	4/11/2024 4:31:07 PM	Completed	4001354	Bianca Mae Wohlgemuth	Sent To Supplier	No Matches	354.89 USD
2400001730	Sierra School Equipment Company	4/5/2024 1:47:19 PM	Pending	3998765	Bianca Mae Wohlgemuth	No Shipments	No Matches	2,165.00 USD
2400001727	Amazon.com	3/28/2024 4:28:12 PM	Completed	3918940	Bianca Mae Wohlgemuth	Sent To Supplier	No Matches	229.07 USD

11. Click on the **Summary Tab** of the PO and locate the Buyer.

Purchase Order • Walker Lewis Inc • 2400009743 Revision 0

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

**General Information** 11

**Transaction Details**

Supplier Name: Walker Lewis Inc

Purchase Order No: 2400009743

Purchase Order Date: 6/10/2024

Revision No: 0

Revision Date: 6/10/2024

Business Unit: BKXMP-1007750927

Vendor Id

**PO Owner Information**

Owner Name: Kelli Ann Deford

Owner Email: kdeford1@csub.edu

Owner Business Unit: CSUB P2P (BKXMP)

Owner Department: no value

**Buyer** 35000131447  
Stephen Sanchez

**Supplier Information**

Contract: no value

**Address Information**

**Ship To**

Contact: Kelli Ann Deford  
c/o Receiving  
9001 Stockdale Hwy.  
Bakersfield, CA 93311  
United States

**Delivery To**

Deliver To Location: 31-100\_BKMP  
NURSING RM 100

Ship Via: Best Carrier-Best Way

Due Date: no value

F.O.B.: no value

**Bill To**

Accounts Payable, CSU Bakersfield  
9001 Stockdale Hwy  
35 ADM  
Bakersfield, CA 93311-1022  
United States

**PO Information**

Accounting Date: 6/6/2024

FY Processing Options: Current Fiscal Year

PO Type: no value

Amount-Only / Blanket PO: X

Multi-Year PO: X

Payment Terms: Net 30 ( 0% 0, Net 30 )

Reference ID: no value

Do Not Distribute: X

Tax Code: no value

**Summary** Completed

**Details**

Supplier Status

New Order

Supplier: Walker Lewis Inc

**Total (24.00 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: 24.00

Sales Tax: 0.00

Use Tax: 0.00

Shipping: 0.00

Handling: 0.00

**24.00**

**Related Documents**

Requisition: 187723191

Voucher: C0017754

**What's next?**

Workflow Status: Completed

Workflow

**PO Terms & Conditions**

Supplier Terms and Conditions: CSU\_Terms\_and\_Conditions\_(1).docx (66k)

**Notes & Attachments**

Internal Note: no value

12. Click on the **Comments** tab.



Purchase Order • Walker Lewis Inc • 2400009743 Revision 0

Status Summary Revisions **1** Confirmations Shipments Change Requests Receipts Voucher **12** **Comments** Attachments **1** History

Records found: 0 Show comments for Purchase Order +

No comments have been added

Summary **Completed**

Details

Supplier Status

New Order

Supplier  
Walker Lewis Inc

Total (24.00 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.

13. Click **Add Recipient**, search, and add your Buyer. If desired, add your DOA approver and budget analyst. Provide a detailed description of what lines/amounts need to be added to your PO. Please seek approval (if adding additional funds) and attach the email via **File Name** and **Choose File** section. Click the ✓ to complete your comment.

Records found: 1 Show comments for Purchase Order +

REPLY TO Bianca Mae Wohlgemuth **13** ✓ ✕

Please add a line for the \$100 service charge fee. The DOA approval email and invoice reflecting an additional line are attached. Please reach out to me at X3338 if you have any questions. Thank you, Bianca

791 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

Bianca Mae Wohlgemuth <bwohlgemuth1@csub.edu>

Kelli Ann Deford (Prepared by, Prepared for) <kdeford1@csub.edu>

Manzano, Marina <mmanzano@csub.edu>

Sanchez, Stephen B <:ssanchez4@csub.edu>

Attach file (optional)

Attachment Type  File  Link/URL

File Name S2 - WLR Final Invoice

File Choose File S2 - WLR Final Invoice.pdf

Your buyer will complete the changes and you will be notified via P2P.