

Requestor Change Order

Contract and Procurement Management

619-594-5243

Requestor Change Order (RCO)

- Basic functions of RCO for an approved Purchase Order. The Buyer must provide Final Approval of the request.
 - Addition of funds
 - Reduction of funds
 - Cancellation of Lines (future functionality), contact Buyer to cancel
 - Soft Close of lines

Eligible Purchase Order Lines

- Open
- Not cancelled
- Not Finally Closed/Matched

Add

SAN DIEGO STATE UNIVERSITY Procurement McAfee

Navigator Favorites Shopping Cart Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Requisitions Notifications Approvals

Requisitions Search

Views

View All My Requisitions Go

☐ Indicates requisition with a pending change request.

Select Object: Copy To Cart Cancel Requisition Change Complete Previous 1-20 Next 20

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|-----------------------|-------------|--|------------------|----------------------|----------|----------|
| <input type="radio"/> | 30108799 | Test Tubes | 690.00 USD | 14-Jul-2014 10:26:08 | Approved | 40094425 |
| <input type="radio"/> | 30108798 | 14/15 Services on an as needed basis. TEST | 5,000.00 USD | 14-Jul-2014 10:15:04 | Approved | 40094426 |
| <input type="radio"/> | 30095208 | 12/13 RANDOM EMPLOYEE TESTING | 714.00 USD | 06-Jul-2012 10:54:39 | Approved | 40083242 |
| <input type="radio"/> | 30088278 | 10/11 POA to pay final invoice for the fiscal year. | 2,674.00 USD | 14-Jun-2011 11:16:39 | Approved | 40071816 |
| <input type="radio"/> | 30088265 | 10/11 POA FINAL INVOICE - MAY | 3,352.40 USD | 14-Jun-2011 08:38:19 | Approved | 40072357 |
| <input type="radio"/> | 30088257 | 11/12 Lease Space 5121/41 Campanile Dr. Associated Students during Aztec Center Construction 12 X \$4,500/MO | 101,467.74 USD | 13-Jun-2011 09:12:20 | Approved | 40077591 |
| <input type="radio"/> | 30088244 | 10/11 ARCHITECT LICENSE RENEWAL MICHAEL WOONER LICENSE #C 20262 | 400.00 USD | 07-Jun-2011 15:53:10 | Approved | 40077317 |
| <input type="radio"/> | 30084401 | 10/11 Catering services for School of Social Work Poster Session on 12/6/10 at Montezuma Hall | 597.88 USD | 06-Dec-2010 10:44:34 | Approved | 40074657 |
| <input type="radio"/> | 30083211 | COUNTY AGMT - AMERICAN RECOVERY & REINVESTMENT ACT - COMMUNITIES PUTTING PREVENTO TO WORK #532636. SDSU #40072306 8/6/10-3/18/12 FEDERAL FUNDS | 1,150,869.00 USD | 30-Sep-2010 08:55:03 | Approved | 40073571 |
| <input type="radio"/> | 30081172 | 09/10 POA RENTAL OF PRECIOUS BASED ON THE NOVEL | 446.00 USD | 30-Jun-2010 16:05:24 | Approved | 40079267 |
| <input type="radio"/> | 30081176 | 09/10 POA ADD FUNDS SERVICES RELATED TO AZTEC ATHLETIC FOUNDATION AG AUDIT | 9,471.51 USD | 30-Jun-2010 12:09:03 | Approved | 40069383 |
| <input type="radio"/> | 30081173 | 09/10 POA LINE #1 FINAL CLOSED FOR FUND CHANGE. SEE LINE #8 FOR NEW FUND. | 14,860.00 USD | 30-Jun-2010 10:03:10 | Approved | 40061185 |
| <input type="radio"/> | 30081169 | 09/10 POA SALES TAX | 158.90 USD | 29-Jun-2010 11:53:12 | Approved | 40066328 |
| <input type="radio"/> | 30081165 | 09/10 POA POTHOLE SERVICE OAT TICKET OFFICE QUOTE #H1135 | 600.00 USD | 28-Jun-2010 15:34:19 | Approved | 40071329 |
| <input type="radio"/> | 30081161 | 09/10 HOTEL ACCOMMODATIONS 6/28 & 6/29 - 2 ROOMS PER NIGHT - GUEST LECTURER - NO PAYMENT FOR SERVICES. \$119/NIGHT PLUS \$14.88 TAX | 535.52 USD | 25-Jun-2010 14:22:17 | Approved | 40071556 |
| <input type="radio"/> | 30081159 | 09/10 Sales Tax calculated at 9.25% - location of goods delivered to Chancellors Office - line #2 made Non-taxable and this line added. | 12.32 USD | 25-Jun-2010 12:21:41 | Approved | 40071334 |
| <input type="radio"/> | 30081147 | 09/10 SERVICES PROVIDED - RETRO 3RD QUARTER 09/10 | 944.15 USD | 24-Jun-2010 16:26:26 | Approved | 40071528 |
| <input type="radio"/> | 30081139 | 09/10 POA - LEGAL SERVICES - OGC FILE #07-0563 RETENTION LETTER ON FILE | 37,840.98 USD | 24-Jun-2010 10:45:42 | Approved | 40068295 |
| <input type="radio"/> | 30081132 | 10/11 Space Lease SDSU Literacy Center Rent 4283 El Cajon Blvd #200 - COE's portion | 22,987.08 USD | 22-Jun-2010 08:08:33 | Approved | 40060400 |
| <input type="radio"/> | 30081103 | 10/11 FF&E SELECTION SERVICES - AZTEC CENTER | 53,347.00 USD | 16-Jun-2010 16:24:22 | Approved | 40071554 |

d

Order Information

General

Total **5,000.00**
 Supplier **AZTEC SHOPS LTD**
 Supplier Site **CATERING**
 Address **5500 CAMPANILE DRIVE
 SAN DIEGO, CA 92182**
 Buyer [Durante, James P](#)
 Order Date **14-Jul-2014 10:49:37**
 Description **14/15 RCO TEST OSO**
 Status **Approved**
 Note to Supplier
 Operating Unit **SAN DIEGO STATE
 UNIVERSITY**
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **NET 30**
 Carrier **SUPPLIERS TRUCK**
 FOB **Destination**
 Freight Terms **Prepaid and Add**
 Shipping Control

Ship-To Address

Address **5500 Campanile Dr
 Mail Code 1616
 AD116
 San Diego, CA 92182-1616**

Bill-To Address

Address **Accounts Payable
 5500 Campanile Dr
 MAIL CODE 1611 AD116
 San Diego, CA 92182-1611**

Summary

Total **5,000.00**
 Received **0.00**
 Invoiced **0.00**
 Payment Status **Not Paid**

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|--------------|----------|---------------|--|---------|------|-------|----------|--------|-------------|--------|
| Show | 1 | Services Amt | | | 14/15 Services on an as needed basis. TEST | Dollars | 5000 | 1 | 5,000.00 | Open | | |

Shop
Requisitions
Receiving

Requisitions
Notifications
Approvals

Requisitions

Search

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select Object:
Copy To Cart
Cancel Requisition
Change
Complete

Previous 1-20 Next 20

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|----------------------------------|-------------|--|------------------|----------------------|----------|----------|
| <input type="radio"/> | 30108799 | Test Tubes | 690.00 USD | 14-Jul-2014 10:26:08 | Approved | 40094425 |
| <input checked="" type="radio"/> | 30108798 | 14/15 Services on an as needed basis. TEST | 5,000.00 USD | 14-Jul-2014 10:15:04 | Approved | 40094426 |
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| <input type="radio"/> | 30084401 | 10/11 Catering services for School of Socia Work Poster Session on 12/6/10 at Montezuma Hall | 597.88 USD | 06-Dec-2010 10:44:34 | Approved | 40074657 |
| <input type="radio"/> | 30083211 | COUNTY AGMT - AMERICAN RECOVERY & REINVESTMENT ACT - COMMUNITIES PUTTING PREVENTO TO WORK #532636, SDSU #40072306 8/6/10-3/18/12 FEDERAL FUNDS | 1,150,869.00 USD | 30-Sep-2010 08:55:03 | Approved | 40073571 |
| <input type="radio"/> | 30081177 | 09/10 POA RENTAL OF PRECIOUS BASED ON THE NOVEL | 446.00 USD | 30-Jun-2010 16:05:24 | Approved | 40070267 |
| <input type="radio"/> | 30081176 | 09/10 POA ADD FUNDS SERVICES RELATED TO AZTEC ATHLETIC FOUNDATION AG AUDIT | 9,471.51 USD | 30-Jun-2010 12:09:03 | Approved | 40069383 |
| <input type="radio"/> | 30081173 | 09/10 POA LINE #1 FINAL CLOSED FOR FUND CHANGE. SEE LINE #8 FOR NEW FUND. | 14,860.00 USD | 30-Jun-2010 10:03:10 | Approved | 40061185 |
| <input type="radio"/> | 30081169 | 09/10 POA SALES TAX | 158.90 USD | 29-Jun-2010 11:53:12 | Approved | 40066328 |
| <input type="radio"/> | 30081165 | 09/10 POA POTHOLE SERVICE OAT TICKET OFFICE QUOTE #H1135 | 600.00 USD | 28-Jun-2010 15:34:19 | Approved | 40071329 |
| <input type="radio"/> | 30081161 | 09/10 HOTEL ACCOMODATIONS 6/28 & 6/29 - 2 ROOMS PER NIGHT - GUEST LECTURER - NO PAYMENT FOR SERVICES. \$119/NIGHT PLUS \$14.88 TAX | 535.52 USD | 25-Jun-2010 14:22:17 | Approved | 40071556 |
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| <input type="radio"/> | 30081103 | 10/11 FF&E SELECTION SERVICES - AZTEC CENTER | 53,347.00 USD | 16-Jun-2010 16:24:22 | Approved | 40071554 |

Select Object:
Copy To Cart
Cancel Requisition
Change
Complete

Previous 1-20 Next 20

Change Order 30108798 (5,000.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Indicates a line where requisition information differs from order information. Click the icon to view the differences.

| Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Cancel Line | Attachments Reason |
|------|--|------------|----------|-------------|---------|----------|-------|--------------|--------------------------|--------------------|
| 1 | 14/15 Services on an as needed basis. TEST | Purchase | 40094426 | 16-Jul-2014 | Dollars | 5000 | 1 USD | 5,000.00 | <input type="checkbox"/> | |

TIP Note that not all lines may be eligible for changes.

Required Field

Change Order 30108798 (5,000.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Cancel

Step 1 of 3

Next

Indicates a line where requisition information differs from order information. Click the icon to view the differences.

| Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason |
|------|--|------------|----------|-------------|---------|----------|-------|--------------|--------------------------|-------------|---------------------------------------|
| 1 | 14/15 Services on an as needed basis. TEST | Purchase | 40094426 | 16-Jul-2014 | Dollars | 8000 | 1 USD | 8,000.00 | <input type="checkbox"/> | | additional catering services required |

TIP Note that not all lines may be eligible for changes.

Cancel

Step 1 of 3

Next

Enter Changes

View Approvals

Review And Submit

Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

Cancel Back Step 2 of 3 Next

Approvals

Manage Approvals



Note to Approver

Cancel Back Step 2 of 3 Next

Change Order 30108798: Review and Submit

Cancel Back Step 3 of 3 Submit

Change Requisition Details

Indicates new value

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|----------------------|------|--|------------|----------|----------------------|---------|--------------|-------|----------------------|---------------------------|-----------------------|-------------|-------------|---------------------------------------|
| Show | 1 | 14/15 Services on an as needed basis. TEST | Purchase | 40094426 | 16-Jul-2014 00:00:00 | Dollars | 5000 8000 | 1 USD | 5,000.00 8,000.00 | 0.00 | 0.00 | | | additional catering services required |

Cancel Back Step 3 of 3 Submit



Confirmation

Your change request(s) for Requisition 30108798 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30108798: Confirmation Details

Request Created By **Garcia, Catherine M**

Old Non-Recoverable Tax **0.00 USD**

Change Requisition Details

Indicates new value

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|----------------------|------|--|------------|----------|----------------------|---------|--------------|-------|----------------------|---------------------------|-----------------------|-------------|-------------|---------------------------------------|
| Show | 1 | 14/15 Services on an as needed basis. TEST | Purchase | 40094426 | 16-Jul-2014 00:00:00 | Dollars | 5000 8000 | 1 USD | 5,000.00 8,000.00 | 0.00 | 0.00 | | | additional catering services required |

[Return to Requisition Status](#)

Oracle Applications Home Page

Main Menu

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- + Payables Inquiry
- + Receivables Inquiry
- + SDSU Fixed Assets Inquiry
- + SDSU GL Inquiry
- + SDSU PO CPM Super User
- + SDSU PO Create Accounting
- + SDSU PO Inquiry
- SDSU PO Requestor 63051
 - Notifications
 - View Suppliers
 - Requisition Summary
 - Purchase Order Inquiry
 - Internet Procurement
 - Procurement Home
- + Reports

Worklist

Full List (3)

| From | Type | Subject | Sent | Due |
|---|---------------------------------|--|-------------|-----|
| Garcia, Catherine | Requisition | Purchase Requisition 30108799 has been approved | 14-Jul-2014 | |
| Garcia, Catherine | Requester Change Order Approval | Requisition 30108798 Change Request (8,000.00 USD) for Garcia, Catherine | 14-Jul-2014 | |
| ✓ TIP Vacation Rules - Redirect or auto-respond to notifications. ✓ TIP Worklist Access - Specify which users can view and act upon your notifications | | | | |



Oracle Applications Home Page >

Requisition 30108798 Change Request (8,000.00 USD) for Garcia, Catherine

Approve Reject Reassign Request Information

From **Garcia, Catherine**
To **Garcia, Catherine**
Sent **14-Jul-2014 10:56:29**
ID **1672553**

New Requisition Total **8,000.00 USD**
Old Requisition Total **5,000.00 USD**
New Non-Recoverable Tax **0.00 USD**
Old Non-Recoverable Tax **0.00 USD**

Requisition Lines

Indicates new value

| Line | Description | Supplier | Cost Center | Order Type | Order | Need-By | Unit | Quantity | Price (USD) | Amount Cancel (USD) | Line | Attachments | Reason |
|------|--|-----------------|-------------|------------|----------|----------------------|---------|--------------|---------------------------|----------------------|------|-------------|---------------------------------------|
| 1 | 14/15 Services on an as needed basis. TEST | AZTEC SHOPS LTD | 63051 | Purchase | 40094426 | 16-Jul-2014 00:00:00 | Dollars | 5000 8000 | 1 5,000.00 8,000.00 | 5,000.00 8,000.00 | | | additional catering services required |

Approval Sequence

In Process

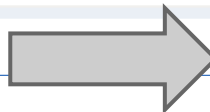
| Num | Name | Action | Action Date | Note |
|-----|---|------------------|----------------------|------|
| 1 | Garcia, Catherine M | Submitted | 14-Jul-2014 10:21:06 | |
| 2 | Garcia, Catherine M | Reserved | 14-Jul-2014 10:22:27 | |
| 3 | Garcia, Catherine M (SDSU Approver Group for Req) | Approved | 14-Jul-2014 10:34:21 | |
| 4 | Garcia, Catherine M | Change Requested | 14-Jul-2014 10:56:19 | |
| 5 | Garcia, Catherine M (SDSU Approver Group For RCO) | Pending | | |

Response

Note

[Return to Worklist](#)

Approve Reject Reassign Request Information



Creation and Cancellation of lines

San Diego State University iProcurement

McAfee

Shop Requisitions Receiving

Requisitions Notifications Approvals

Search

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Requisition Change Complete

Previous 1-20 Next 20

| Select | Requisition | Total | Creation Date | Status | Order |
|-----------------------|-------------|------------------|----------------------|----------|----------|
| <input type="radio"/> | 3010 | 00 USD | 14-Jul-2014 10:26:08 | Approved | 40094425 |
| <input type="radio"/> | 3010 | 00 USD | 14-Jul-2014 10:15:04 | Approved | 40094426 |
| <input type="radio"/> | 3010 | 00 USD | 06-Jul-2012 10:54:39 | Approved | 40083242 |
| <input type="radio"/> | 3010 | 00 USD | 14-Jun-2011 11:16:39 | Approved | 40071816 |
| <input type="radio"/> | 3010 | 40 USD | 14-Jun-2011 08:38:19 | Approved | 40072357 |
| <input type="radio"/> | 3009 | 101,467.74 USD | 13-Jun-2011 09:12:20 | Approved | 40077591 |
| <input type="radio"/> | 30083211 | 1,150,869.00 USD | 30-Sep-2010 08:55:03 | Approved | 40073571 |
| <input type="radio"/> | 30081172 | 446.00 USD | 30-Jun-2010 16:05:24 | Approved | 40070267 |
| <input type="radio"/> | 30081176 | 9,471.51 USD | 30-Jun-2010 12:09:03 | Approved | 40069383 |
| <input type="radio"/> | 30081173 | 14,860.00 USD | 30-Jun-2010 10:03:10 | Approved | 40061185 |
| <input type="radio"/> | 30081169 | 158.90 USD | 29-Jun-2010 11:53:12 | Approved | 40066328 |
| <input type="radio"/> | 30081165 | 600.00 USD | 28-Jun-2010 15:34:19 | Approved | 40071329 |
| <input type="radio"/> | 30081161 | 535.52 USD | 25-Jun-2010 14:22:17 | Approved | 40071556 |
| <input type="radio"/> | 30081159 | 12.32 USD | 25-Jun-2010 12:21:41 | Approved | 40071334 |
| <input type="radio"/> | 30081147 | 944.15 USD | 24-Jun-2010 16:26:26 | Approved | 40071528 |
| <input type="radio"/> | 30081139 | 37,840.98 USD | 24-Jun-2010 10:45:42 | Approved | 40068295 |
| <input type="radio"/> | 30081132 | 22,987.08 USD | 22-Jun-2010 08:08:33 | Approved | 40060400 |
| <input type="radio"/> | 30081103 | 53,347.00 USD | 16-Jun-2010 16:24:22 | Approved | 40071554 |

Select Object: Copy To Cart Cancel Requisition Change Complete

Previous 1-20 Next 20

Order Information

General

Total **690.00**
 Supplier **FISHER SCIENTIFIC**
 Supplier Site **21169 PASADENA**
 Address **ACCOUNT NUMBER
 114304-001
 DEPARTMENT LA 21169
 PASADENA, CA
 91185-1160**
 Buyer [Durante, James P](#)
 Order Date **14-Jul-2014 10:44:16**
 Description **14/15 RCO Test Goods**
 Status **Approved**
 Note to Supplier
 Operating Unit **SAN DIEGO STATE
 UNIVERSITY**
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **NET 30**
 Carrier **UPS**
 FOB **Shipping Point**
 Freight Terms **Prepaid and Add**
 Shipping Control

Ship-To Address

Address **5500 Campanile Dr
 Mail Code 1616
 AD116
 San Diego, CA 92182-1616**

Bill-To Address

Address **Accounts Payable
 5500 Campanile Dr
 MAIL CODE 1611 AD116
 San Diego, CA 92182-1611**

Summary

Total **690.00**
 Received **0.00**
 Invoiced **0.00**
 Payment Status **Not Paid**

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|----------------|----------|---------------|---------------------|------|-----|-------|--------|--------|-------------|--------|
| Show | 1 | Goods Supplies | | | 14/15 Test Tubes | Each | 20 | 25 | 500.00 | Open | | |
| Show | 2 | Goods Supplies | | | 14/15 petri dishes | Each | 10 | 5 | 50.00 | Open | | |
| Show | 3 | Goods Supplies | | | 14/15 rubber gloves | Pair | 20 | 7 | 140.00 | Open | | |

Change Order 30108799 (690.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Cancel

Step 1 of 3

Next

| Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason |
|------|---------------|------------|----------|-------------|------|----------|-------|--------------|--------------------------|-------------|--------|
| 1 | Test Tubes | Purchase | 40094425 | 16-Jul-2014 | Each | 20 | 25 | USD 500.00 | <input type="checkbox"/> | | |
| 2 | petri dishes | Purchase | 40094425 | 16-Jul-2014 | Each | 10 | 5 | USD 50.00 | <input type="checkbox"/> | | |
| 3 | rubber gloves | Purchase | 40094425 | 16-Jul-2014 | Pair | 20 | 7 | USD 140.00 | <input type="checkbox"/> | | |

TIP Note that not all lines may be eligible for changes.

Cancel

Step 1 of 3

Next

Change Order 30108799 (690.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

[Cancel](#)

Step 1 of 3

[Next](#)

| Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason |
|------|---------------|------------|----------|---|------|---|-------|--------------|-------------------------------------|---|--|
| 1 | Test Tubes | Purchase | 40094425 | 16-Jul-2014 () | Each | * <input type="text" value="25"/> * <input type="text" value="25"/> | USD | 625.00 | <input type="checkbox"/> |  | require addtl test tubes |
| 2 | petri dishes | Purchase | 40094425 | 16-Jul-2014 () | Each | * <input type="text" value="10"/> * <input type="text" value="8"/> | USD | 80.00 | <input type="checkbox"/> |  | price change on item |
| 3 | rubber gloves | Purchase | 40094425 | 16-Jul-2014 () | Pair | * <input type="text" value="20"/> * <input type="text" value="7"/> | USD | 140.00 | <input checked="" type="checkbox"/> |  | found gloves in our stockroom no longer needed |

 **TIP** Note that not all lines may be eligible for changes.

[Cancel](#)

Step 1 of 3

[Next](#)

Enter Changes

View Approvals

Review And Submit

Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

[Cancel](#) [Back](#) Step 2 of 3 [Next](#)

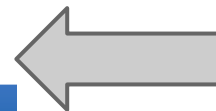
Approvals

[Manage Approvals](#)



Note to Approver

[Cancel](#) [Back](#) Step 2 of 3 [Next](#)



Change Requisition Details



Indicates new value

| Details | Line | Description | Type | Order | need-by | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel | Reason |
|----------------------|------|---------------|----------|----------|----------------------|------|----------|--------|--------------|---------------------------|-----------------------|-------------|--------|--|
| Show | 1 | Test Tubes | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 20 | | 500.00 | 40.00 | | | | |
| Show | 2 | petri dishes | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 25 | 25 USD | 625.00 | 50.00 | 0.00 | | | require addtl test tubes |
| Show | 3 | rubber gloves | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Pair | 10 | 8 USD | 80.00 | 6.40 | 0.00 | | | price change on item |
| | | | | | | | 20 | 7 USD | 140.00 | 11.20 | 0.00 | | Yes | found gloves in our stockroom no longer needed |

 **Confirmation**


Your change request(s) for Requisition 30108799 have been submitted for processing. View status of the change request(s) from the Requisition Status page.





Change Order 30108799: Confirmation Details

Request Created By **Garcia, Catherine M**
Request Creation Date **14-Jul-2014 11:20:29**
Old Requisition Total **690.00 USD**
New Requisition Total **705.00 USD**

Old Non-Recoverable Tax **55.20 USD**
New Non-Recoverable Tax **56.40 USD**
Note to Approver

Change Requisition Details

 Indicates new value

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|----------------------|------|---------------|------------|----------|----------------------|------|--|---|--|---|-----------------------|-------------|-------------|--|
| Show | 1 | Test Tubes | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 20 | | 500.00 | 40.00 | | | | |
| | | | | | | | 25  | 25 USD | 625.00  | 50.00  | 0.00 | | | require addtl test tubes |
| Show | 2 | petri dishes | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 5 | USD | 50.00 | 4.00 | | | | |
| | | | | | | | 10 | 8 USD  | 80.00  | 6.40  | 0.00 | | | price change on item |
| Show | 3 | rubber gloves | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Pair | 20 | 7 USD | 140.00 | 11.20 | 0.00 | | Yes | found gloves in our stockroom no longer needed |

[Return to Requisition Status](#)

Views

View All My Requisitions Go

Indicates requisition with a pending change request.

Select Object: Copy To Cart Cancel Requisition Change Complete

Previous 1-20 Next 20

Previous 1-20 Next 20

Select Object:

Copy To Cart

Cancel Requisition

Change

Complete

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|-----------------------|--------------------------|--|------------------|----------------------|----------|--------------------------|
| <input type="radio"/> | 30108799 | Test Tubes | 690.00 USD | 14-Jul-2014 10:26:08 | Approved | 40094425 |
| <input type="radio"/> | 30108798 | 14/15 Services on an as needed basis. TEST | 8,000.00 USD | 14-Jul-2014 10:15:04 | Approved | 40094426 |
| <input type="radio"/> | 30088265 | 10/11 POA FINAL INVOICE - MAY | 3,352.40 USD | 14-Jun-2011 08:38:19 | Approved | 40072357 |
| <input type="radio"/> | 30088257 | 11/12 Lease Space 5121/41 Campanile Dr. Associated Students during Aztec Center Construction 12 X \$4,500/MO | 101,467.74 USD | 13-Jun-2011 09:12:20 | Approved | 40077591 |
| <input type="radio"/> | 30088244 | 10/11 ARCHITECT LICENSE RENEWAL MICHAEL WOOMER LICENSE #C 20967 | 400.00 USD | 07-Jun-2011 15:53:10 | Approved | 40077317 |
| <input type="radio"/> | 30084401 | 10/11 Catering services for School of Socia Work Poster Session on 12/6/10 at Montezuma Hall | 597.88 USD | 06-Dec-2010 10:44:34 | Approved | 40074657 |
| <input type="radio"/> | 30083211 | COUNTY AGMT - AMERICAN RECOVERY & REINVESTMENT ACT - COMMUNITIES PUTTING PREVENTO TO WORK #532636, SDSU #40072306 8/6/10-3/18/12 FEDERAL FUNDS | 1,150,869.00 USD | 30-Sep-2010 08:55:03 | Approved | 40073571 |
| <input type="radio"/> | 30081177 | 09/10 POA RENTAL OF PRECIOUS BASED ON THE NOVEL | 446.00 USD | 30-Jun-2010 16:05:24 | Approved | 40070267 |
| <input type="radio"/> | 30081176 | 09/10 POA ADD FUNDS SERVICES RELATED TO AZTEC ATHLETIC FOUNDATION AG AUDIT | 9,471.51 USD | 30-Jun-2010 12:09:03 | Approved | 40069383 |
| <input type="radio"/> | 30081173 | 09/10 POA LINE #1 FINAL CLOSED FOR FUND CHANGE. SEE LINE #8 FOR NEW FUND. | 14,860.00 USD | 30-Jun-2010 10:03:10 | Approved | 40061185 |
| <input type="radio"/> | 30081169 | 09/10 POA SALES TAX | 158.90 USD | 29-Jun-2010 11:53:12 | Approved | 40066328 |
| <input type="radio"/> | 30081165 | 09/10 POA POTHOLE SERVICE OAT TICKET OFFICE QUOTE #H1135 | 600.00 USD | 28-Jun-2010 15:34:19 | Approved | 40071329 |
| <input type="radio"/> | 30081161 | 09/10 HOTEL ACCOMODATIONS 6/28 & 6/29 - 2 ROOMS PER NIGHT - GUEST LECTURER - NO PAYMENT FOR SERVICES. \$119/NIGHT PLUS \$14.88 TAX | 535.52 USD | 25-Jun-2010 14:22:17 | Approved | 40071556 |
| <input type="radio"/> | 30081159 | 09/10 Sales Tax calculated at 9.25% - location of goods delivered to Chancellors Office - line #2 made Non-taxable and this line added. | 12.32 USD | 25-Jun-2010 12:21:41 | Approved | 40071334 |
| <input type="radio"/> | 30081147 | 09/10 SERVICES PROVIDED - RETRO 3RD QUARTER 09/10 | 944.15 USD | 24-Jun-2010 16:26:26 | Approved | 40071528 |
| <input type="radio"/> | 30081139 | 09/10 POA - LEGAL SERVICES - OGC FILE #07-0563 RETENTION LETTER ON FILE | 37,840.98 USD | 24-Jun-2010 10:45:42 | Approved | 40068295 |
| <input type="radio"/> | 30081132 | 10/11 Space Lease SDSU Literacy Center Rent 4283 El Cajon Blvd #200 - COE's portion | 22,987.08 USD | 22-Jun-2010 08:08:33 | Approved | 40060400 |
| <input type="radio"/> | 30081103 | 10/11 FF&E SELECTION SERVICES - AZTEC CENTER | 53,347.00 USD | 16-Jun-2010 16:24:22 | Approved | 40071554 |



Oracle Applications Home Page >

Requisition 30108799 Change Request (761.40 USD) for Garcia, Catherine

Approve Reject Reassign Request Information

From Garcia, Catherine
To Garcia, Catherine
Sent 14-Jul-2014 11:21:03
ID 1672558

New Requisition Total 705.00 USD
Old Requisition Total 690.00 USD
New Non-Recoverable Tax 56.40 USD
Old Non-Recoverable Tax 55.20 USD

Requisition Lines

Indicates new value

| Line | Description | Supplier | Cost Center | Order Type | Order | Need-By | Unit | Quantity | Pr (US | Amount Cancel (USD) | Line | Attachments | Reason |
|------|---------------|-------------------|-------------|------------|----------|----------------------|------|----------|--------|---------------------|------|-------------|--|
| 1 | Test Tubes | FISHER SCIENTIFIC | 63051 | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 20 25 | 25 | 00 625.00 | | | require addtl test tubes |
| 2 | petri dishes | FISHER SCIENTIFIC | 63051 | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Each | 10 8 | 5 8 | 50.00 80.00 | | | price change on item |
| 3 | rubber gloves | FISHER SCIENTIFIC | 63051 | Purchase | 40094425 | 16-Jul-2014 00:00:00 | Pair | 20 | 7 | 140.00 | Yes | | found gloves in our stockroom no longer needed |

Approval Sequence








In Process

| Num | Name | Action | Action Date | Note |
|-----|---|------------------|----------------------|------|
| 1 | Garcia, Catherine M | Submitted | 14-Jul-2014 10:32:01 | |
| 2 | Garcia, Catherine M | Reserved | 14-Jul-2014 10:32:35 | |
| 3 | Garcia, Catherine M (SDSU Approver Group for Req) | Approved | 14-Jul-2014 10:33:38 | |
| 4 | Garcia, Catherine M | Change Requested | 14-Jul-2014 11:20:56 | |
| 5 | Garcia, Catherine M (SDSU Approver Group For RCO) | Pending | | |

Response

Note

My Requisitions

| | | | | | Full List |
|--------------------------|---|-------------|--------------------------|---|---|
| Requisition | Description | Total (USD) | Status | Copy | Change |
| 30108799 | Test Tubes | 705.00 | Approved |  |  |
| 30108798 | 14/15 Services on an as needed basis. TEST | 8,000.00 | Approved |  |  |
| 30095208 | 12/13 RANDOM EMPLOYEE TESTING | 714.00 | Approved |  | |
| 30088278 | 10/11 POA to pay final invoice for the fiscal year. | 2,674.00 | Approved |  | |
| 30088265 | 10/11 POA FINAL INVOICE - MAY | 3,352.40 | Approved |  | |

My Notifications

| | | | | Full List |
|----------------------------------|-------------------|---|-------------|-----------|
| Type | From | Subject | Sent | |
| PO Change Approval for Requester | Durante, James | Response to Requisition 30108799 Change Request(761.40 USD) for Garcia, Catherine | 14-Jul-2014 | |
| Requisition | Garcia, Catherine | Purchase Requisition 30108798 has been approved | 14-Jul-2014 | |
| Requisition | Garcia, Catherine | Purchase Requisition 30108799 has been approved | 14-Jul-2014 | |

Shopping Cart

Your cart is empty.


Purchasing News

- ✓ [Check Frequently Asked Questions](#)
- ✓ [Review purchasing policies](#)

This is where the customer puts their own purchasing news items (this is an HTML plugin).

Making a line Eligible for Change

- Line is closed
- Funds need to added
- Contacting the Buyer to open the line

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Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to view the requisitions.

Views

Requisition Created By

☐ Include people from all organizations

Requisition Created

☐ Include people from all organizations

Requisition Number

☐ Include people from all organizations

Order Number

☐ Include people from all organizations

Requester

☐ Include people from all organizations

Requisition Status

☐ Include people from all organizations

Requisition Description

☐ Include people from all organizations

Supplier

☐ Include people from all organizations

Go

Clear

Select Object:

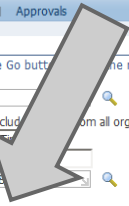
Copy To Cart

Change

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Order Information

General

Total **14,166.00**
 Supplier **AMCOM SOFTWARE INC**
 Supplier Site **10400 EDEN PRAI**
 Address **10400 YELLOW CIRCLE DRIVE STE 100**
EDEN PRAIRE, MN 55343
 Buyer [Durante, James P](#) EECH
 Order Date **24-Jun-2013 13:26:28**
 Description **13/14 TNS MAINTENANCE INTELLISPEECI**
RENEW 40083490
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **NET 30**
 Carrier **UPS**
 FOB **Destination**
 Freight Terms **Prepaid and Add**
 Shipping Control

Ship-To Address

Address **Central Receiving**
5555 Canyon Crest Dr
Mail Code 8540
San Diego, CA 92182

Bill-To Address

Address **Accounts Payable**
5500 Campanile Dr
MAIL CODE 1611 AD116
San Diego, CA 92182-1611

Summary

Total **14,166.00**
 Received **0.00**
 Invoiced [14,166.00](#)
 Payment Status [Paid](#)

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details | Line | Type | Supplier Item/Job Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|--------------|------------------------|--|---------|-------|-------|-----------|--------|-------------|--------|
| Show | 1 | Services Amt | | 13/14 Maintenance Contract IntellSpeech Software Enterprise Directory Import/Export (EDIX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | Dollars | 11373 | 1 | 11,373.00 | Closed | | |
| Show | 2 | Services Amt | | 13/14 Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | Dollars | 2793 | 1 | 2,793.00 | Closed | | |

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Requisitions: Requisitions >

Error

Change request cannot be initiated for this requisition since none of the associated purchase orders are eligible for change.

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

☐ Include people from all organizations

☐ Include people from all organizations

Requisition Created: Any Time

Requisition Number:

Order Number: 40088424

☐ Include people from all organizations

Requisition Status: All Statuses

Requisition Description:

Supplier:

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|----------------------------------|-------------|---|---------------|----------------------|----------|----------|
| <input checked="" type="radio"/> | 30101252 | 13/14FY UCO/TMG (Edgar Hodge) Amcom Software: Annual Maintenance for IntelSpeech from 7/1/13 through 6/30/14. (Frank Gallo) | 14,166.00 USD | 18-Jun-2013 13:41:32 | Approved | 40088424 |

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Contact the Buyer to Make the requested line eligible

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Enter Changes

View Approvals

Review And Submit

Change Order 30101252 (14,166.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

[Cancel](#)
Step 1 of 3
[Next](#)

| Line | Description | Order Type | Order | Need-By | Unit | *Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason |
|------|--|------------|----------|----------------------|---------|-----------|-------|--------------|--------------------------|-------------|--------|
| 1 | 13/14FY Maintenance Contract IntelliSpeech Software Enterprise Directory Import/Export (EDX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 11373 | 1 USD | 11,373.00 | | | |
| 2 | 13/14FY Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | Purchase | 40088424 | 30-Jun-2014 | Dollars | 2793 | 1 USD | 2,793.00 | <input type="checkbox"/> | | |

TIP Note that not all lines may be eligible for changes.

[Cancel](#)
Step 1 of 3
[Next](#)

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[Receiving](#)
[Shopping Cart](#)
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After the Buyer opens the line repeat the previous steps to this point

Change Order 30101252 (14,166.00 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Cancel

Step 1 of 3

Next


| Line | Description | Order Type | Order | Need-By | Unit | *Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason |
|------|---|------------|----------|---|---------|-----------|-------|--------------|--------------------------|---|--------------------------|
| 1 | 13/14FY Maintenance Contract IntelliSpeech Software Enterprise Directory Import/Export (EDIX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 11373 | 1 USD | 11,373.00 | | | |
| 2 | 13/14FY Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | Purchase | 40088424 | 30-Jun-2014  | Dollars | 5793 | 1 USD | 5,793.00 | <input type="checkbox"/> |  | Need add'l funding added |

✔ **TIP** Note that not all lines may be eligible for changes.


Cancel

Step 1 of 3



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Enter Changes

View Approvals

Review And Submit

Change Order: Select Approvers

Your changes will be sent to the following list of approvers.

Cancel

Back

Step 2 of 3

Next

Approvals

SDSU Approver Group For RCO

Manage Approvals

Note to Approver

Cancel

Back


Step 2 of 3


Next

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Enter Changes

View Approvals

Review And Submit

Change Order 30101252: Review and Submit


Cancel




Back

Step 3 of 3

Submit

Change Requisition Details

 Indicates new value

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|----------------------|------|---|------------|----------|----------------------|---------|--|-------|--|--|-----------------------|-------------|-------------|--------------------------|
| Show | 1 | 13/14FY Maintenance Contract IntelliSpeech Software Enterprise Directory Import/Export (EDIX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 11373 | 1 USD | 11,373.00 | 909.83 | 0.00 | | | |
| Show | 2 | 13/14FY Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 2793 5793  | 1 USD | 2,793.00 5,793.00  | 223.45 463.46  | 0.00 | | | Need add'l funding added |

Cancel

Back

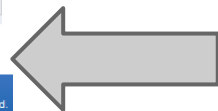
Step 3 of 3

Submit

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Confirmation

Your change request(s) for Requisition 30101252 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30101252 - 06-16-2014

Request Created by **Caramarito, Al M**

Request Creation Date **16-Jul-2014 13:42:16**

Old Requisition Total **14,166.00 USD**

New Requisition Total **17,166.00 USD**

Old Non-Recoverable Tax **1,133.28 USD**

New Non-Recoverable Tax **1,373.29 USD**

Note to Approver

| Change Requisition Details | | | | | | | | | | | | | | |
|----------------------------|------|---|------------|----------|----------------------|---------|----------------|-------|------------------------|---------------------------|-----------------------|-------------|-------------|--------------------------|
| 🌱 Indicates new value | | | | | | | | | | | | | | |
| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
| Show | 1 | 13/14FY Maintenance Contract IntelliSpeech Software Enterprise Directory Import/Export (EDIX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 11373 | 1 USD | 11,373.00 | 909.83 | 0.00 | | | |
| Show | 2 | 13/14FY Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | Purchase | 40088424 | 30-Jun-2014 13:46:35 | Dollars | 2793 5793 🌱 | 1 USD | 2,793.00 5,793.00 🌱 | 223.45 463.46 🌱 | 0.00 | | | Need add'l funding added |

[Return to Requisition Status](#)

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Requisition Created By

☐ Include people from all organizations

Requisition Created

Requisition Number

Order Number

Go
Clear

Requester

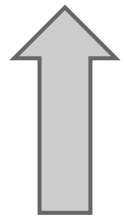
☐ Include people from all organizations


Requisition Status

Requisition Description


Supplier


| Select Object: | | <div>Copy To Cart</div> <div>Change</div> | | | | |
|-----------------------|--------------------------|---|---------------|----------------------|--------------------------|--------------------------|
| Select | Requisition | Description | Total | Creation Date | Status | Order |
| <input type="radio"/> | 30101252 | 13/14FY UCO/TMG (Edgar Hodge) Amcom Software: Annual Maintenance for IntelliSpeech from 7/1/13 through 6/30/14. (Frank Gallo) | 14,166.00 USD | 18-Jun-2013 13:41:32 | Approved | 40088424 |



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Requisitions: Requisitions > Requisitions Search >

Approval History for Requisition 30101252

To view the requisition change history, click **View Change History** button.

View Change History

OK

 →

Approved

| Sequence ▼ | Approver | Organization Name | Action | Action Date | Notes |
|------------|--|----------------------|------------------|----------------------|-------|
| 5 | Ledgerwood, Riny (SDSU Approver Group For RCO) | Setup Business Group | Pending | | |
| 4 | Caramitaro, Al M | Setup Business Group | Change Requested | 16-Jul-2014 13:42:55 | |
| 3 | Ledgerwood, Riny (SDSU Approver Group for Req) | Setup Business Group | Approved | 18-Jun-2013 16:23:08 | |
| 2 | Caramitaro, Al M | Setup Business Group | Reserved | 18-Jun-2013 13:54:41 | |
| 1 | Caramitaro, Al M | Setup Business Group | Submitted | 18-Jun-2013 13:54:41 | |

View Change History

OK

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

[Copy To Cart](#)

[Cancel Requisition](#)

[Change](#)

Description **13/14FY UCO/TMG (Edgar Hodge) Amcom Software: Annual Maintenance for IntellSpeech from 7/1/13 through 6/30/14. (Frank Gallo)**
 Created By **Caramitaro, Al M**
 Creation Date **18-Jun-2013 13:41:32**
 Deliver-To **5500 Campanile Dr Mail Code 7709 BAM006 San Diego, California, CA, 92182-7709**
 Approval Amount **18,539.29**
 Justification

Status [Approved](#)
 Change History [Yes](#)
 Urgent Requisition **No**
 Attachment [View](#)
 Note to Buyer **Renewal for 40083490.**

| Details | | | | | | | | | |
|--------------|--|----------------------|------------|---------|----------|-------|------------------|---|--------------------------|
| Line | Description | Need-By | Deliver-To | Unit | Quantity | Price | Amount (USD) | Details | Order |
| 1 | 13/14FY Maintenance Contract IntellSpeech Software Enterprise Directory Import/Export (EDDX), standard maint. support 24x7 from 7/1/13 - 6/30/14 | 30-Jun-2014 13:46:35 | BAM006 | Dollars | 11373 | 1 USD | 11,373.00 |  | 40088424 |
| 2 | 13/14FY Maintenance Contract Speech Services from 7/1/2013 - 6/30/2014 | 30-Jun-2014 13:46:35 | BAM006 | Dollars | 5793 | 1 USD | 5,793.00 |  | 40088424 |
| Total | | | | | | | 17,166.00 | | |

[Return](#)


[Copy To Cart](#)

[Cancel Requisition](#)


[Change](#)

Soft Close

- Replaces final close

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Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Views

Requisition Created By

Requester

☐ Include people from all organizations

☐ Include people from all organizations

Requisition Created

Any Time

Requisition Status

All Statuses

Requisition Number

Requisition Description

Order Number

40092582

Supplier

Go

Clear

Select Object:

Copy To Cart

Change

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|-----------------------|-------------|--|---------------|----------------------|----------|----------|
| <input type="radio"/> | 30107648 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: POA to add funds to PO 40092582, to pay invoice 5281 | 2,150.72 USD | 22-May-2014 14:32:01 | Approved | 40092582 |
| <input type="radio"/> | 30105844 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: Open Purchase Order for supplies and parts on an AS NEEDED basis for Telecommunication and Network Services Dept. at SDSU through 6/30/14, for general purpose usage. | 15,000.00 USD | 19-Feb-2014 08:12:14 | Approved | 40092582 |

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Order Information

General

Total **17,150.72**
 Supplier **CABLE TECHNIQUES**
 Supplier Site **4891 SAN DIEGO**
 Address **4891 RONSON CT STE C
 SAN DIEGO, CA 92111-1815**
 Buyer [Hartung, Shawn Marie](#)
 Order Date **23-May-2014 08:03:16**
 Description **13/14 OPO TELECOMMUNICATIONS
 SUPPLIES**
 Status **Approved**
 Note to Supplier **5/23/14: ADD'L FUNDS ADDED TO LINE 2
 FOR ADD'L SUPPLIES THRU 6/30/14;
 2/28/14: AUTO EMAIL TRANSMITTAL TO
 SUPPLIER (ESPENCE@CABLETEQ.COM)**
 Operating Unit **SAN DIEGO STATE UNIVERSITY**
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms **NET 30**
 Carrier **BEST WAY**
 FOB **Shipping Point**
 Freight Terms **Prepaid and Add**
 Shipping Control

Ship-To Address

Address **Central Receiving
 5555 Canyon Crest Dr
 Mail Code 8540
 San Diego, CA 92182**

Bill-To Address

Address **Accounts Payable
 5500 Campanile Dr
 MAIL CODE 1611 AD116
 San Diego, CA 92182-1611**

Summary

Total **17,150.72**
 Received [14,239.32](#)
 Invoiced [14,239.32](#)
 Payment Status [Partially Paid](#)

PO Details

[Show All Details](#) | [Hide All Details](#)

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|--------------------|----------|---------------|---|---------|---------|-------|----------|--------|-------------|--------|
| Show | 2 | Goods Supplies Amt | | | 13/14: Additional funds to PO 40092582 for supplies through 6/30/14 | Dollars | 2150.72 | 1 | 2,150.72 | Open | | |

[Return to Requisitions Search](#)

Actions View Receipts Go Ok

Requisitions Search » Requisition 30105044 »

Standard Purchase Order: 40092582, 1 (Total USD 17,150.72)

Currency=USD

Actions View Receipts Go Ok

Order Information

General

Total 17,150.72
 Supplier CABLE TECHNIQUES
 Supplier Site 4891 SAN DIEGO
 Address 4891 RONSON CT STE C
 SAN DIEGO, CA 92111-1815
 Buyer Hartsung, Shawn, Mare
 Order Date 23-May-2014 08:03:16
 Description 13/14 OPO TELECOMMUNICATIONS SUPPLIES
 Status Approved
 Note to Supplier 5/23/14: ADD'L FUNDS ADDED TO LINE 2 FOR ADD'L SUPPLIES
 THRU 6/30/14; 2/28/14: AUTO EMAIL TRANSMITTAL TO
 SUPPLIER (ESPENCE@CABLETEQ.COM)
 Operating Unit SAN DIEGO STATE UNIVERSITY
 Supplier Order Number
 Attachments [View](#)

Terms and Conditions

Payment Terms NET 30
 Carrier BEST WAY
 FOB Shipping Point
 Freight Terms Prepaid and Add
 Shipping Control

Ship-To Address

Address Central Receiving
 5555 Canyon Crest Dr
 Mail Code 8540
 San Diego, CA 92182

Bill-To Address

Address Accounts Payable
 5500 Campanile Dr
 MAIL CODE 1611 AD116
 San Diego, CA 92182-1611

Summary

Total 17,150.72
 Received 14,239.32
 Invoiced 14,239.32
 Payment Status [Paid](#)

PO Details

[Show All Details](#) | [Hide All Details](#)


[Show All Details](#) | [Hide All Details](#)

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|-------|---------------|---------------|--|---------|-------|-------|-----------|--------|-------------|--------|
| Show | 1 | Goods | Supplies Armt | | 13/14: Open purchase order for supplies and parts on an as-needed basis to the Telecommunication and Network Services Dept through 6/30/14 | Dollars | 15000 | 1 | 15,000.00 | Open | | |

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| | | | | | | | | | | | | | | |
|--|---------|-------------------------|----------|-------------|-----|---------|----------|--------------|---------|----------|----------------------|----------------------|----------------------|-------------|
| Requirements & Receipts for : | | New Order Details > | | | | | | | | | | | Export | |
| Receipt | PO Item | Line | Shipment | Description | UOM | Ordered | Returned | Net Received | Defects | Location | Receipt Date | Promised Date | Need-By Date | Performance |
| 5202529400 | | 1 | 1 | 13/30/14 De | | | | 2566.42 | | BAM000 | 25-Mar-2014 12:03:33 | 30-Jun-2014 00:00:00 | 30-Jun-2014 00:00:00 | Early |
| 5203501400 | | 1 | 1 | 13/30/14 De | | | | 239.7 | | BAM000 | 12-May-2014 14:01:12 | 30-Jun-2014 00:00:00 | 30-Jun-2014 00:00:00 | Early |
| 5203502400 | | 1 | 1 | 13/30/14 De | | | | 1046 | | BAM000 | 12-May-2014 14:02:00 | 30-Jun-2014 00:00:00 | 30-Jun-2014 00:00:00 | Early |
| 5203747400 | | 1 | 1 | 13/30/14 De | | | | 1912.7 | | BAM000 | 27-May-2014 12:55:26 | 30-Jun-2014 00:00:00 | 30-Jun-2014 00:00:00 | Early |
| 5204078400 | | 1 | 1 | 13/30/14 De | | | | 7674.5 | | BAM000 | 10-Jun-2014 09:51:02 | 30-Jun-2014 00:00:00 | 30-Jun-2014 00:00:00 | On-Time |
| Return to View | | Export | | | | | | | | | | | | |
| Privacy Statement | | Home Logout Preferences | | | | | | | | | | | | |
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 SAN DIEGO STATE UNIVERSITY

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Requisitions: Requisitions >

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Views

Requisition Created ByCaramitaro, Al M

Requester

Include people from all organizations

Requisition CreatedAny Time

Requisition StatusAll Statuses

Requisition Number

Requisition Description

Order Number40092582

Supplier

Go


Clear

Select Object: Copy To Cart Change

| Select | Requisition | Description | Total | Created |
|-----------------------|--------------------------|-----------------------|---------------|---------|
| <input type="radio"/> | 30107648 | 13/14 | 2,150.72 USD | 22-4 |
| <input type="radio"/> | 30105844 | 13/14 | 15,000.00 USD | 19-F |

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

| | Status | Order |
|------|----------|--------------------------|
| 2:01 | Approved | 40092582 |
| 2:14 | Approved | 40092582 |

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Enter Changes

View Approvals

Review And Submit

Change Order 30107648 (2,150.72 USD): Select Lines

For lines with multiple distributions, click on the Quantity link to change quantities or click on the Amount link to change amount.

Cancel

Step 1 of 3

Next

Indicates a line where requisition information differs from order information. Click the icon to view the differences.

| Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Cancel Line | Attachments | Reason | |
|------|--|------------|----------|-------------|---------|----------|-------|--------------|-------------|-------------|--------|--|
| 1 | 13/14FY 13/14FY POA to add funds to PO 40092582, to pay invoice 5281 | Purchase | 40092582 | 05-Jun-2014 | Dollars | 2150.72 | 1 | USD | 2,150.72 | | | |

TIP Note that not all lines may be eligible for changes.

Cancel

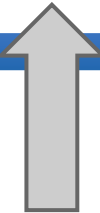
Step 1 of 3


Next

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Confirmation

Your change request(s) for Requisition 30107648 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30107648: Confirmation Details

Request Created By

Ciaramitaro, Al M

Request Creation Date

16-Jul-2014 14:48:21

Old Requisition Total

2,150.72 USD

New Requisition Total

0.00 USD

Old Non-Recoverable Tax


172.05 USD

New Non-Recoverable Tax

0.00 USD

Note to Approver

Change Requisition Details

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|--|------|--|------------|----------|----------------------|---------|----------|-------|--------------|---------------------------|-----------------------|-------------|-------------|----------------------------------|
|  Show | 1 | 13/14FY 13/14FY POA to add funds to PO 40092582, to pay invoice 5281 | Purchase | 40092582 | 05-Jun-2014 00:00:00 | Dollars | 2150.72 | 1 | USD | 2,150.72 | 172.05 | 0.00 | | Yes line was not paid against |

[Return to Requisition Status](#)

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Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Error

Change request cannot be initiated for this requisition since none of the associated purchase orders are eligible for change.

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Views

Requisition Created By Caramitaro, Al M

Requester

☐ Include people from all organizations

☐ Include people from all organizations

Requisition Created Any Time

Requisition Status All Statuses

Requisition Number

Requisition Description

Order Number 40092582

Supplier

Go Clear

Select Object: Copy To Cart Change

| Select | Requisition | Description | Total | Creation Date | Status | Order |
|-----------------------|-------------|--|---------------|----------------------|----------|----------|
| <input type="radio"/> | 30107648 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: POA to add funds to PO 40092582, to pay invoice 5281 | 2,150.72 USD | 22-May-2014 14:32:01 | Approved | 40092582 |
| <input type="radio"/> | 30105844 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: Open Purchase Order for supplies and parts on an AS NEEDED basis for Telecommunication and Network Services Dept. at SDSU through 6/30/14, for general purpose usage. | 15,000.00 USD | 19-Feb-2014 08:12:14 | Approved | 40092582 |

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Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help

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Multiple Requisitions CAN ONLY be acted on ONE AT A TIME

Confirmation

Your change request(s) for Requisition 30105844 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

Change Order 30105844: Confirmation Details

Request Created By **Ciaramitaro, Al M**
Request Creation Date **16-Jul-2014 14:53:33**
Old Requisition Total **15,000.00 USD**
New Requisition Total **14,239.32 USD**

Old Non-Recoverable Tax **1,200.00 USD**
New Non-Recoverable Tax **1,139.15 USD**
Note to Approver

Change Requisition Details

Indicates new value

Indicates new value

| Details | Line | Description | Order Type | Order | Need-By | Unit | Quantity | Price | Amount (USD) | Non Recoverable Tax (USD) | Recoverable Tax (USD) | Attachments | Cancel Line | Reason |
|----------------------|------|--|------------|----------|----------------------|---------|----------|-------|--------------|---------------------------|-----------------------|-------------|-------------|-----------------------|
| Show | 1 | 13/14FY Open Purchase Order for supplies and parts on an AS NEEDED basis to Telecommunication and Network Services Dept. at SDSU through 6/30/14, for general purpose usage. | Purchase | 40092582 | 05-Mar-2014 00:00:00 | Dollars | 15000 | | 15,000.00 | 1,200.00 | | | | |
| | | | | | | | 14239.32 | 1 USD | 14,239.32 | 1,139.15 | 0.00 | | | reduced line to close |

Requisitions Search

Enter search criteria and press the Go button to find the requisitions.

Views

Requisition Created By

☐ Include people from all organizations

Requisition Created

Requisition Number

Order Number

Go

Clear

Requester

☐ Include people from all organizations

Requisition Status

Requisition Description

Supplier

Select Object: **Copy To Cart** **Change**

| Select | Requisition | Description | Total | Creation Date ▼ | Status | Order |
|-----------------------|-------------|--|---------------|----------------------|-----------|--------------------------|
| <input type="radio"/> | 30107648 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: POA to add funds to PO 40092582, to pay invoice 5281 | 0.00 USD | 22-May-2014 14:32:01 | Cancelled | 40092582 |
| <input type="radio"/> | 30105844 | 13/14FY TNS Telcom (Kent McKelvey) Cable Techniques: Open Purchase Order for supplies and parts on an AS NEEDED basis for Telecommunication and Network Services Dept. at SDSU through 6/30/14, for general purpose usage. | 14,239.32 USD | 19-Feb-2014 08:12:14 | Approved | 40092582 |

Order Information

General

Total **14,239.32**

Supplier **CABLE TECHNIQUES**

Supplier Site **4891 SAN DIEGO**

Address **4891 RONSON CT STE C
SAN DIEGO, CA 92111-1815**

Buyer [Hartung, Shawn Marie](#)

Order Date **16-Jul-2014 14:54:49**

Description **13/14 OPO TELECOMMUNICATIONS
SUPPLIES**

Status **Approved**

Note to Supplier **5/23/14: ADD'L FUNDS ADDED TO LINE 2
FOR ADD'L SUPPLIES THRU 6/30/14;
2/28/14: AUTO EMAIL TRANSMITTAL TO
SUPPLIER (ESPENCE@CABLETEQ.COM)**

Operating Unit **SAN DIEGO STATE UNIVERSITY**

Supplier Order Number

Attachments [View](#)

Terms and Conditions

Payment Terms **NET 30**

Carrier **BEST WAY**

FOB **Shipping Point**

Freight Terms **Prepaid and Add**

Shipping Control

Ship-To Address

Address **Central Receiving
5555 Canyon Crest Dr
Mail Code 8540
San Diego, CA 92182**

Bill-To Address

Address **Accounts Payable
5500 Campanile Dr
MAIL CODE 1611 AD116
San Diego, CA 92182-1611**

Summary

Total **14,239.32**

Received [14,239.32](#)

Invoiced [14,239.32](#)

Payment Status [Partially Paid](#)

PO Details

[Show All Details](#) | [Hide All Details](#)

[Show All Details](#)

[Hide All Details](#)

| Details | Line | Type | Item/Job | Supplier Item | Description | UOM | Qty | Price | Amount | Status | Attachments | Reason |
|----------------------|------|-----------------------|----------|---------------|--|---------|----------|-------|-----------|--------|-------------|--------|
| Show | 1 | Goods Supplies Amt | | | 13/14: Open purchase order for supplies and parts on an as-needed basis to the Telecommunication and Network Services Dept through 6/30/14 | Dollars | 14239.32 | 1 | 14,239.32 | Closed | | |

For Review

- Requestor can request to:
 - Add funds
 - Reduce funds
 - Cancel lines (future functionality), contact Buyer to cancel
 - Soft close via reduction to invoiced amounts
- Benefits:
 - Less Purchase Order Alterations
 - No more Final Close request
 - A more accurate encumbrance
 - A more secure system with Check and Balances through AME