



Corporate Financial Services

BruinBuy PO Change Request



Corporate Financial Services

BruinBuy PO Change Request

Order Classes

PO Change Request



Corporate Financial Services

BruinBuy PO Change Request

BruinBuy PO Change Requests can be submitted for

<u>Order Class</u>	<u>Description</u>
B	Restricted [Departmental] Blanket Agreements
C	Consultant Agreements
H	Long Term Leases / Rentals
P	Purchase Orders



Corporate Financial Services

BruinBuy PO Change Request

The procedure for remainder of the Purchasing generated POs will remain the same

Order Class

Description

G

Sub Grants

Sub Awards

S

Sub Contracts



Corporate Financial Services BruinBuy PO Change Request

Accessing the PO Change Request from the Home Page

Commerce One Procurement x +
 https://lab.bruinbuy.ucla.edu/procurement/WebDriver?EID=1&ACT=Home
 training Log Off | December 6, 2011

Account Status Logon ID: FSMCF Name: FITZSIMONS, MEAGAN Organization: BruinBuy Open Shopping Carts 17 Suspended Transactions 5 Open Queue Items 3 Open H & I 0 Workflow Approve S:N/A BruinBuy How To Documents BruinBuy User Guide	Orders Create <ul style="list-style-type: none"> Catalog Orders Supplier Site Orders Special Request / Non-Catalog PCard Single-line Order Entry Housing FoodPro Maximo Maximo-PreReceiving Change Order From Favorite Items From Templates Quick Quotes Pending <ul style="list-style-type: none"> Open Shopping Carts Suspended Transactions Queue Process Workflow Approve / Review My PO Change Requests PCard Transactions Actions Status, Fax, Change Order, Receiving and Cancel Order <ul style="list-style-type: none"> All Orders My Orders BruinBuy Orders Existing Shopping Carts
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Suppliers Status <ul style="list-style-type: none"> Catalogs updated since 11/6/2011: 0 Catalog supplier count: 27 SKU count: 2,302,920 Supplier Site Count: 4 	Suppliers & Catalogs <ul style="list-style-type: none"> New Vendor Setup Request Vendor Lookup Catalog Update Info. Catalog Summary Catalog Suppliers Supplier News 	Queries & Reports <ul style="list-style-type: none"> Queries Web reports Orders Vendors/Invoices 	My Account <ul style="list-style-type: none"> Profile / Ship To Default Values Favorite FAUs Favorite Items My Orders Expedited Mail Shipping Address Book ShipTo Request / Change 	System Administration <ul style="list-style-type: none"> General Unit of Measure Base Agreement UNSPSC / Object Code Control Entity Admin News Custom Form Editor Cup Review
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Corporate Financial Services

BruinBuy PO Change Request

Select the PO you want changed and click the Chg Order icon

The screenshot shows the BruinBuy web application interface. At the top, there is a navigation bar with links for Home, Orders, Suppliers & Catalogs, Queries & Reports, My Account, and Log Off. Below this is the 'Order Summary / Change Order' section. It includes search filters for order number (4100), vendor number, and create dates. A table lists 10 orders, with the second row (4100PHD14602) highlighted. A red circle highlights the 'Chg Order' icon in the 'Actions' column of this row. A red arrow points to the first column of the table, indicating the selection of a PO.

Order Num	PAN Subject	VCK - Vendor Name	Posted	Requester	Status	Order Amount	Create Date	Auth Date
4100PHD13702	TEST	007813001 - APPLE CLEANERS	FSMCF	FSHT0	Y	0.00	11/18/2011	11/18/2011
4100PHD14602	TEST PO CHANGE REQUEST WITH BI	000579002 - ASUCLA EVENT SERVICES	MMWPO	SUNSHINE	Y	21.75	11/17/2011	11/17/2011
4100PHD14601	TEST PO CHANGE REQUEST WITH BI	000579002 - ASUCLA EVENT SERVICES	MMWPO	SUNSHINE	Y	5.44	11/17/2011	11/17/2011
4100PHD14600	TEST PO CHANGE REQUEST WITH BI	000579002 - ASUCLA EVENT SERVICES	MMWPO	SUNSHINE	Y	135.94	11/17/2011	11/17/2011
4100PHD14400	POCR #3	051146001 - WEST COAST BACTERIAL PHYSIOLOGISTS	FSTW0	T. NISHIMOTO	Y	225.76	11/17/2011	11/17/2011
4100PHD14300	POCR #2	001218002 - THE CASTLE PRESS	FSTW0	T. NISHIMOTO	Y	21.49	11/17/2011	11/17/2011
4100PHD14200	POCR #1	167472501 - KST DATA INC	FSTW0	T. NISHIMOTO	Y	15.44	11/17/2011	11/17/2011
4100PHD13701	TEST	007813001 - APPLE CLEANERS	FSMCF	FSHT0	Y	0.00	11/17/2011	11/17/2011
4100PHD13700	TEST	007813001 - APPLE CLEANERS	FSHT0	FSHT0	Y	1.00	11/15/2011	11/15/2011
4100PHC89902	STAGE TESTING	007813001 - APPLE CLEANERS	FSHT0	SHAWN IFILL	Y	0.00	11/15/2011	11/15/2011



Corporate Financial Services

BruinBuy PO Change Request

There are 4 PO Change Request options:

Change FAU Only

Request for an FAU change only

Change Scope

Request for other changes

Add Attachments Only

Request to add Attachment

Close PO

Request to close the PO

There is also a Notes/Comments section to include any details



Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d946j1&KIU=77712416e257570d7cc1d087bd7d9a1d

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

staging

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

Submit PO Change Request

PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 19-00; Status: CI(IN PROGRESS)

CHANGE FAU ONLY
 CHANGE SCOPE
 ADD ATTACHMENTS ONLY
 CLOSE PO

Detailed Description of Changes
CHANGE FAU ONLY

Notes/Comments

Version	Date	Name	Role	Notes/Comments
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Corporate Financial Services

BruinBuy PO Change Request

Change FAU Only

Click the Details Tab

Click the Change Header/Line FAU icon



Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d946j1&KIU=77712416e257570d7cc1d087bd7d9a1d

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

staging

Home | Orders | Suppliers & Catalogs | Queries & Reports | My Account | Log Off

Submit PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 19-00; Status: CI(IN PROGRESS)

Detailed Description of Changes
CHANGE FAU ONLY

CHANGE FAU ONLY
 CHANGE SCOPE
 ADD ATTACHMENTS ONLY
 CLOSE PO

Notes/Comments

Version	Date	Name	Role	Notes/Comments
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Corporate Financial Services BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d9461&KIU=c7e0addc2fb206d02b3472ff17d4d226

Submit PO Change Request PO Change Request

Submit Save Request Done

Summary **Details** Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 19-00; Status: CI(IN PROGRESS)

Order Number: 4100PHD146	Requester Name: SUNSHINE	<input type="text"/>
Vendor Number: 000579002	Requester Phone: 310-206-4251	<input type="text"/>
Required Date: <input type="text"/>	Department Contact: SUN, SUNSHINE FSSSO	<input type="text"/>
Ship To: 327501 <input type="text"/>	Department Contact Phone: 310-206-4251	<input type="text"/>
Deliver To: PROPST, WILLIAM S. 310-794-6027 <input type="text"/>	PAN Subject: TEST PO CHANGE REQUEST WITH BI	<input type="text"/>
Ship Via: BST <input type="text"/>	Income Reportable: N <input type="radio"/> Y <input checked="" type="radio"/> N	
FOB: 00 <input type="text"/>	Income Reportable Code: <input type="text"/>	
Attention Name: <input type="text"/>	Receiving: N <input type="radio"/> Y <input checked="" type="radio"/> N	

Change Header FAU:

Change Request		PO Desc	Inv. / Rec. Info
Line Number:		1	
Quantity:	<input type="text"/>	105	0 / 0
Unit of Measure:	<input type="text"/>	EA	
Unit Price:	<input type="text"/>	\$1	
Line Amount:	<input type="text"/>	\$105	0 / 0
Catalog Number:	<input type="text"/>		
Discount Percent:	<input type="text"/>	100	
Sales Tax Code:	<input type="text"/>	T	
Sales Tax Rate:	<input type="text"/>	M - 8.75	
Tax Exempt Reason:	<input type="text"/>		

Comments/Description: TEST PO CHANGE REQUEST WITH BILL

Clear PO Line **Change Line FAU:**



Corporate Financial Services

BruinBuy PO Change Request

Change FAU Only

On the **Change Line FAU** web page

Make Changes

Click Save and Close



Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d9461&KIU=9475fa0a4dbec358496053000073d965

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

Change Request - Change Line FAU Change Line FAU

Save Close

PO #: 4100PHD146; Change Request #: 19-00; Status: CI(IN PROGRESS)

Quantity	Unit	Item Description	Manufacturer	Supplier	Supplier Part Number	Unit Price	Line Amount						
105	EA					\$1	\$105						
Line FAU - Original													
Line	Seq	Loc	Acct	CC	Fund	Project	Sub	Object	Source	Effective Date	Split Quantity	Split Amount	Split Percent
1	1	4	727601	AP	19900		03	4700		2011-11-17	0	114.19	100

Distribution Totals

Distribution Method	Line Total	Distributed	Remaining
Percent	100	100	0

Distribution Preferences

Seq	Pct	Loc	Acct	CC	Fund	Project	Sub	Object	Source	Reference	Acct Eff Date	Actions
1	100	4	727601	AP	19900		03	3310			2011-11-27	✓, ♥, 📄, 📧, 🗑️
2												✓, ♥, 📄, 📧, 🗑️
3												✓, ♥, 📄, 📧, 🗑️
4												✓, ♥, 📄, 📧, 🗑️
5												✓, ♥, 📄, 📧, 🗑️
6												✓, ♥, 📄, 📧, 🗑️
7												✓, ♥, 📄, 📧, 🗑️
8												✓, ♥, 📄, 📧, 🗑️
9												✓, ♥, 📄, 📧, 🗑️
10												✓, ♥, 📄, 📧, 🗑️
11												✓, ♥, 📄, 📧, 🗑️



Corporate Financial Services

BruinBuy PO Change Request

The Requested FAU Change is shown highlighted in light blue

Commerce One Procurement

https://bbjstg1.lais.ucla.edu/procurement/WebDriver?ACT=UC_POCUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d9461&KIU=ab963117f6b0e206cb7d23ae30f33c2b

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 19-00; Status: CI(IN PROGRESS)

Order Number: 4100PHD146 Requester Name: SUNSHINE
Vendor Number: 000579002 Requester Phone: 310-206-4251
Required Date: Department Contact: SUN, SUNSHINE FSSSO
Ship To: 327501 Department Contact Phone: 310-206-4251
Deliver To: PROPST, WILLIAM S. 310-794-6027 PAN Subject: TEST PO CHANGE REQUEST WITH BI
Ship Via: BST Income Reportable: N
FOB: 00 Income Reportable Code:
Attention Name: Receiving: N

Change Header FAU:

Change Request	PO Data	Inv. / Rec. Info
Line Number:	1	
Quantity:	105	0 / 0
Unit of Measure:	EA	
Unit Price:	\$1	
Line Amount:	\$105	0 / 0
Catalog Number:		
Discount Percent:	100	
Sales Tax Code:	T	
Sales Tax Rate:	M - 8.75	
Tax Exempt Reason:		
Comments/Description:	TEST PO CHANGE REQUEST WITH BILL	

Clear PO Line Change Line FAU:

Line	Seq	Loc	Acct	CC	Fund	Project	Sub	Object	Source	Effective Date	Split Quantity	Split Amount	Split Percent	Delete FAU Line
1	1	4	727501	AP	19900		03	3310		2011-11-27	0	0	100	No





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Change Scope

Click the Details Tab

Add a PO Line

Delete a PO Line

Change Quantity

Change Pricing



Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=d436da0486ddd65579d2008457c66d73|1&KIU=17d6a263d32cc604bd8

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

staging

Home | Orders | Suppliers & Catalogs | Queries & Reports | My Account | Log Off

Submit PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 20-00; Status: CI(IN PROGRESS)

Detailed Description of Changes
CHANGE SCOPE

- CHANGE FAU ONLY
- CHANGE SCOPE
- ADD ATTACHMENTS ONLY
- CLOSE PO

Notes/Comments

Version	Date	Name	Role	Notes/Comments
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Corporate Financial Services BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=d436da0486ddd65579d2008457c66d73|1&KIU=17d6a263d32cc604bd8!

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

Submit PO Change Request PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 20-00; Status: CI(IN PROGRESS)

Order Number: 4100PHD146 Requester Name: SUNSHINE
Vendor Number: 000579002 Requester Phone: 310-206-4251
Required Date: Department Contact: SUN, SUNSHINE FSSSO
Ship To: 327501 Department Contact Phone: 310-206-4251
Deliver To: PROPST, WILLIAM S. 310-794-6027 PAN Subject: TEST PO CHANGE REQUEST WITH BI
Ship Via: BST Income Reportable: N
FOB: 00 Income Reportable Code:
Attention Name: Receiving: N

Change Header FAU:

Change Request	PO Data	Inv. / Rec. Info
Line Number:	1	
Quantity:	105	0 / 0
Unit of Measure:	EA	
Unit Price:	\$1	
Line Amount:	\$105	0 / 0
Catalog Number:		
Discount Percent:	100	
Sales Tax Code:	T	
Sales Tax Rate:	M - 8.75	
Tax Exempt Reason:		
Comments/Description:	TEST PO CHANGE REQUEST WITH BILL	

Clear PO Line Change Line FAU:



Corporate Financial Services

BruinBuy PO Change Request

Add Attachments Only

Click the Attachments Tab

Choose File

Document Notes



Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=d436da0486ddd65579d2008457c66d73|1&KIU=3ea2faf269bc41f33475c

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

BBJSTG1

Submit PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 21-00; Status: CI(IN PROGRESS)

Detailed Description of Changes
ADD ATTACHMENTS ONLY

- CHANGE FAU ONLY
- CHANGE SCOPE
- ADD ATTACHMENTS ONLY
- CLOSE PO

Notes/Comments

Version	Date	Name	Role	Notes/Comments
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Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=d436da0486ddd65579d2008457c66d73|1&KIU=b5694c22394d9dd6fadf

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

Attachments > New

Save Cancel

File Name
Choose File 4100PHD146.docx

Supporting documentation for typical purchase of:

Goods

- Quote
- Bid Specification
- Sole Source Justification
- Other Quotes for price reasonableness
- Other
- CapEquip Loan Request Form

Services

- Scope of Work **(required)**
- Bid Specification
- Quote **(required)**
- IRS Pre-hire Worksheet (for individuals)
- Sole Source Justification
- Independent Contractor / Consultant Form (for individuals)
- Resume/CV (for individuals)
- Other
- Foreign Source Income Form (for individuals)

Other

- Vendor Documents
- Budget
- Insurance Certificate
- Conflict of Interest
- Special Approvals
- Small Business Solicitation Form
- Other

Document Notes
These are some notes regarding the document I've attached.





Corporate Financial Services

BruinBuy PO Change Request

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d946j1&KIU=949419e79fde406122c927a5a41cf40e

home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

staging

Home | Orders | Suppliers & Catalogs | Queries & Reports | My Account | Log Off

Submit PO Change Request

Submit Save Cancel Request Done

Summary Details Attachments

PO #: 4100PHD146; PO Status: Y; Change Request #: 19-00; Status: CI(IN PROGRESS)

CHANGE FAU ONLY
 CHANGE SCOPE
 ADD ATTACHMENTS ONLY
 CLOSE PO

Detailed Description of Changes
CHANGE FAU ONLY

Notes/Comments

Please change the Object Code on PO line 1 to 3310.

Version	Date	Name	Role	Notes/Comments
0	2011-11-27 05:04 PM PST	FITZSIMONS, MEAGAN	Submitter	Please change the Object Code on PO line 1 to 3310.





Corporate Financial Services

BruinBuy PO Change Request

Once the request has been submitted the status can be reviewed in **My PO Change Requests**

Commerce One Procurement x

https://bbjstg1.ais.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&EID=1&SID=22d54a569a86234504fd66db3ba3d9461&KIU=4603f5ef8aa4a341d26d62f55ac1c4fa

staging home help log off
User: FITZSIMONS, MEAGAN
Organization: BruinBuy

Home Orders Suppliers & Catalogs Queries & Reports My Account Log Off

My PO Change Requests

PO Num Change Request Submitter Status Submit date (yyyy-mm-dd)

Selected PO #	Selected Change Request #	Actions	Information
		Edit/View Print	OPS

PO Num	Change Request	VCK	Status	Submitter	Submit Date	Buyer Name	Instructions
4100PHD146	19	000579002	SUBMITTED	FITZSIMONS, MEAGAN	2011-11-28	PROPST, WILLIAM S.	CHANGE FAU ONLY
4100PHD146	18	000579002	CANCELLED	FITZSIMONS, MEAGAN	2011-11-28		
4100PHD137	17	007813001	CANCELLED	FITZSIMONS, MEAGAN	2011-11-25		
4100PHD137	9	007813001	CLOSED	FITZSIMONS, MEAGAN	2011-11-17	FITZSIMONS, MEAGAN	CHANGE FAU ONLY
4100PHD137	8	007813001	CANCELLED	FITZSIMONS, MEAGAN	2011-11-17		
4100PHD137	7	007813001	CANCELLED	FITZSIMONS, MEAGAN	2011-11-17		
4100PHD137	6	007813001	CANCELLED	FITZSIMONS, MEAGAN	2011-11-17		
4100PHD137	5	007813001	CANCELLED	FITZSIMONS, MEAGAN	2011-11-17		

Displaying: 1-8 / 8



Corporate Financial Services

BruinBuy PO Change Request

Close PO

Close the entire PO

Close the remainder of the PO



Corporate Financial Services

BruinBuy PO Change Request

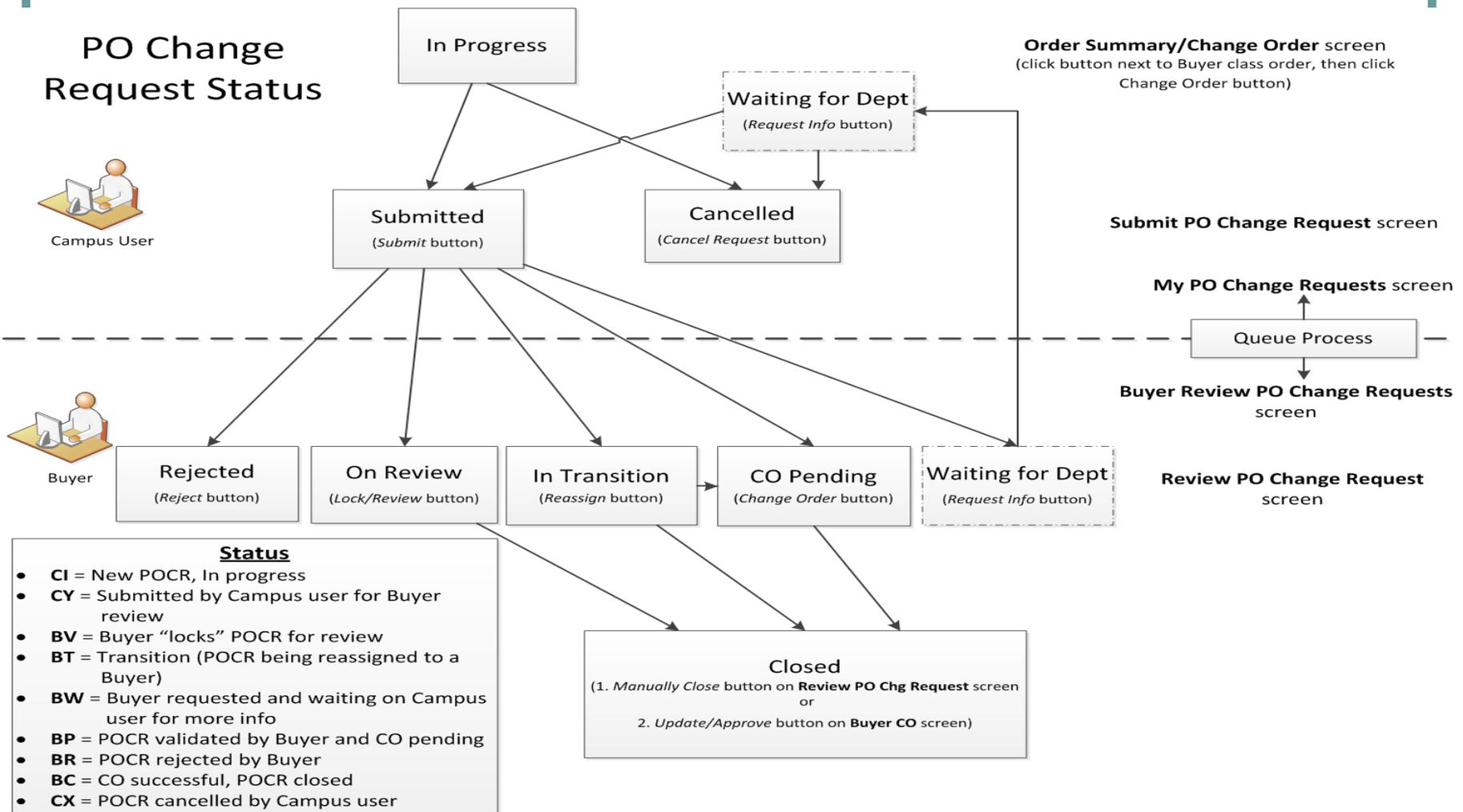
The screenshot shows a web browser window displaying the BruinBuy PO Change Request interface. The browser address bar shows the URL: https://lab.bruinbuy.ucla.edu/procurement/WebDriver?ACT=UC_POCRUserAct&E. The page header includes the BruinBuy logo and navigation links: Home, Orders, Suppliers & Catalogs, Queries & Reports, My Account, and Log Off. The user is identified as NISHIMOTO, TAMARA, with the organization BruinBuy. The main content area is titled "Submit PO Change Request" and includes buttons for Submit, Save, Cancel Request, and Done. Below this, there are tabs for Summary, Details, and Attachments. The Summary tab is active, showing the PO #: 4100PPA036, PO Status: Y, Change Request #: 114-00, and Status: CI(IN PROGRESS). A "Detailed Description of Changes" section contains a text area with the text "Close PO instructs the Buyer to close the entire PO." To the left of this section are four checkboxes: CHANGE FAU ONLY, CHANGE SCOPE, ADD ATTACHMENTS ONLY, and CLOSE PO (which is checked). A modal dialog box titled "Please enter your notes to the buyer" is open in the foreground, containing a text area with the text "The department has the option of entering detailed notes here." and buttons for OK and Cancel. At the bottom of the page, there is a table with columns for Version and Date.



Corporate Financial Services

BruinBuy PO Change Request

PO Change Request Status



- Status**
- **CI** = New PO CR, In progress
 - **CY** = Submitted by Campus user for Buyer review
 - **BV** = Buyer “locks” PO CR for review
 - **BT** = Transition (PO CR being reassigned to a Buyer)
 - **BW** = Buyer requested and waiting on Campus user for more info
 - **BP** = PO CR validated by Buyer and CO pending
 - **BR** = PO CR rejected by Buyer
 - **BC** = CO successful, PO CR closed
 - **CX** = PO CR cancelled by Campus user



Corporate Financial Services

References

- BruinBuy Help Desk - contact bruinbuy@finance.ucla.edu or 310-794-6013
- Purchasing inquiries - Email purchasing@finance.ucla.edu
- UCLA Purchasing Portal www.purchasing.ucla.edu
- For complete overview of BruinBuy training, please go to www.chr.ucla.edu to sign up for training classes through the UC Learning Center