

Contract Services & Procurement
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Contract Name and Supporting Document (File) Naming Convention

- CONTRACT NAME (in CalUsource) Note: The actual contract document file name should follow the standard naming convention described in section 2.**

Example Supplier Name / Widget Provider (See Table 1)

“Supplier Name”<Space><Forward Slash><Space>”Brief Description”

2. CONTRACTS AND SUPPORTING DOCUMENTS NAME

File Naming Elements for Historical Contracts Migrated into CalUsource

- Location Acronym (See Table 1)
- Historical Contract Number
- Supplier Name
- Descriptive Name
- Date of Execution or Creation (YYYYMMDD example: 20170721) **OPTIONAL**
- Document Type (example: .pdf, .xls, docx, etc...)

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

File Naming Elements for Contracts Created in CalUsource

- Location Acronym (See Table 1)
- CalUsource System Generated Contract Number (See Table 2)
- Supplier Name
- Descriptive Name
- Date of Execution or Creation (YYYYMMDD example: 20170721) **OPTIONAL**
- Document Type (example: .pdf, .xls, docx, etc...)

Basic Rules

- 1) Use the underscore (_) as element delimiter. Do not use spaces or other characters such as: ! # \$ % & ' @ ^ ` ~ + , . ; =) (*
2) Use the hyphen (-) to delimit words within an element or capitalize the first letter of each word within an element.
- 3) DO NOT use spaces to delimit elements or words

Example Document Names for Historical Contract Attachments

CSUCO_140442_Oracle_Cloud-Services-MEA_20180425.pdf
CSUCO_140442_Oracle_Cloud-Services-MEA_Exhibit-A.pdf
CSUCO_140442_Oracle_ATI-Information.pdf
CSUCO_140442_Oracle_HECVAT.xls
CSUCO_140442_Oracle_Price-File.xls
CSUCO_140442_Oracle_Blank-Service-Request-Form.docx
CSUCO_140442_Oracle_Cloud-Services-MEA_Ammendment-1_20180725.pdf

Example Document Names for CalUsource Created Contract Attachments

CSUCO_2018.000349_Oracle_Cloud-Services-MEA_20180425.pdf
CSUCO_2018.000349_Oracle_Cloud-Services-MEA_Exhibit-A.pdf
CSUCO_2018.000349_Oracle_ATI-Information.pdf
CSUCO_2018.000349_Oracle_HECVAT.xls
CSUCO_2018.000349_Oracle_Price-File.xls
CSUCO_2018.000349_Oracle_Blank-Service-Request-Form.docx
CSUCO_2018.000349_Oracle_Cloud-Services-MEA_Ammendment-1_20180725.pdf

Table 1-

CONTRACT NAME (“Supplier Name”<Space><Forward Slash><Space>”Brief Description”)

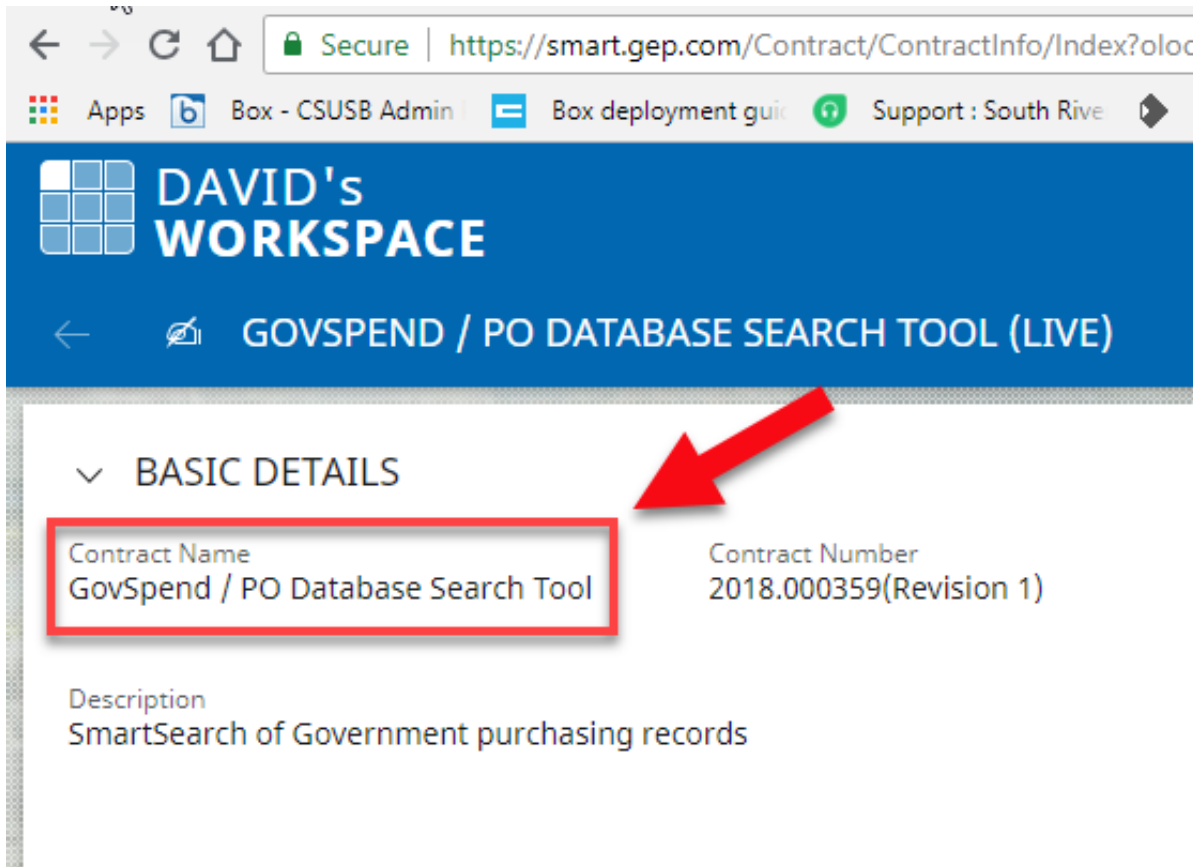


Table 2-

CSU LOCATION	SHORT FORM	CALUSOURCE ACRONYM
Bakersfield	CSU Bakersfield	CSUB
Channel Islands	CSU Channel Islands	CSUCI
Chico	CSU Chico	CSUCH
Dominguez Hills	CSU Dominguez Hills	CSUDH
East Bay	CSU East Bay	CSUEB
Fresno	Fresno State	CSUFR
Fullerton	CSU Fullerton	CSUF
Humboldt	Humboldt State	HSU

Long Beach	CSU Long Beach	CSULB
Los Angeles	Cal State LA	CSULA
Cal Maritime	Cal Maritime	CSUMA
Monterey Bay	CSU Monterey Bay	CSUMB
Northridge	CSU Northridge	CSUN
Pomona	Cal Poly Pomona	CPP
Sacramento	Sacramento State	CSUS
San Bernardino	CSU San Bernardino	CSUSB
San Diego	San Diego State	SDSU
San Francisco	San Francisco State	SFSU
San José	San José State	SJSU
San Luis Obispo	Cal Poly San Luis Obispo	CPSLO
San Marcos	CSU San Marcos	CSUSM
Sonoma	Sonoma State	SSU
Stanislaus	Stanislaus State	CSUSTAN
CSU Office of the Chancellor	CSU Bakersfield	CSUCO

Table 3-

AUTO SYSTEM GENERATED CONTRACT NUMBER (CANNOT BE CHANGED)

DAVID's WORKSPACE

← ✎ DG TEST 1 (DRAFT)

∨ BASIC DETAILS

Contract Name
DG Test 1

Contract Number
2018.000347

Description
DG Test 1