



# OMNI - Auxiliary AR / Billing - Copier Services

## Placing an Order

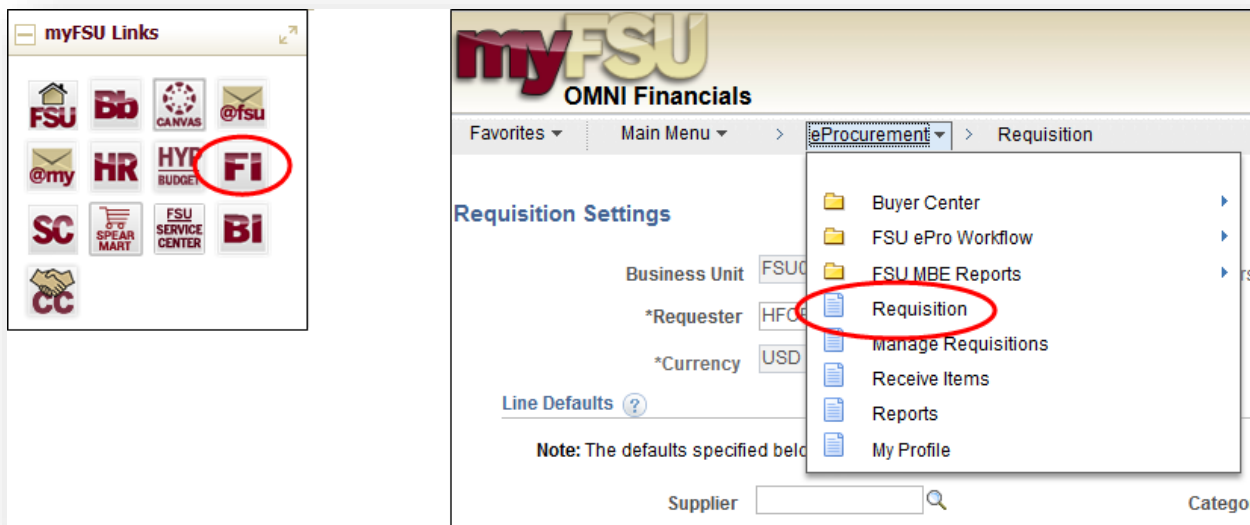
To place an order with Copier Services, complete the applicable order form on the [Departmental Copier Services](#) website. All new rental and purchase agreements require the buying department to include Purchase Order and Line information on the order form.

**Please note:** *All OBS copier charges, new and existing, require a requisition/PO.*

## Creating a Requisition

This requisition is very much like other internal auxiliary open-ended purchase orders departments are accustomed to. Review the below step-by-step guide to ensure the appropriate vendor and categories are selected.

1. Determine your requisition amount as described separately. Your department’s Budget Account Manager may have already performed this task for you.
2. Using the Copy Program order forms, estimate additional costs or savings for product additions/cancellations that might apply throughout the year.
3. Navigate to page: <https://my.fsu.edu> > “FI” > Main Menu > eProcurement > Requisitions as shown below.





- You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the “Supplier” field to look up your supplier.

**Requisition Settings**

Business Unit: FSU01 Florida State University Requisition Name: \_\_\_\_\_

\*Requester: HFORLONG Heather Forlong Priority: Medium

\*Currency: USD

**Line Defaults**

Note: The defaults specified below will be applied to requisition lines.

Supplier: \_\_\_\_\_ Category: \_\_\_\_\_

Supplier Location: \_\_\_\_\_ Unit of Measure: \_\_\_\_\_

**Shipping Defaults**

Ship To: SWJB1032 Add One Time Address

Due Date: \_\_\_\_\_ Attention: \_\_\_\_\_

**Accounting Defaults**

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
	SWJB1032	FSU01						

OK Cancel Refresh

- Search for your supplier. All internal suppliers will begin with “AUX.” Type “AUX” in the Supplier ID field and select “Find.” The search results will show a list of internal suppliers. Select the appropriate supplier.
  - You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is:
    - AUX0000002 OBS Copy Program

**Supplier Search**

Supplier ID: AUX Find Reset

Name: \_\_\_\_\_

Short Supplier Name: \_\_\_\_\_

Alternate Supp Name: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_



Search Results Personalize | Find | View All | First 1-8 of 8 Last

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1	AUX0000001	FSU Office of Business Services	001	Main	104 N. Woodward Ave	Tallahassee	FL	
2	AUX0000002	OBS Copy Program	001	OBS Copy Program	Florida State University	Tallahassee	FL	
3	AUX0000003	OBS Postal Services	001	OBS Postal Services	Florida State University	Tallahassee	FL	
4	AUX0000004	FSU Event Parking	001	FSU Event Parking	Florida State University	Tallahassee	FL	
5	AUX0000005	FSU Parking Permits	001	FSU Parking Permits	Florida State University	Tallahassee	FL	
6	AUX0000006	FSU Card	001	FSU Card	Florida State University	Tallahassee	FL	
7	AUX0000007	Parking and Transportation	001	Parking and Transportation	Florida State University	Tallahassee	FL	
8	AUX0000008	Warehouse	001	Warehouse	Florida State University	Tallahassee	FL	

OK Cancel Refresh

6. The system will bring you back to the **Requisition Settings** page with the supplier information included.

Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

### Requisition Settings

Business Unit  Florida State University Requisition Name

\*Requester  Heather Forlong Priority

\*Currency

---

Line Defaults ?

Supplier  Category

Supplier Location  Unit of Measure

---

Shipping Defaults

Ship To  Add One Time Address

Due Date  Attention

---

Accounting Defaults Personalize | Find | View All | First 1 of 1 Last

Chartfields1 Details Asset Information ⋮

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
<input type="text"/>	<input type="text" value="SWJB1032"/>	<input type="text" value="FSU01"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh



7. Choose a Unit of Measure. For internal requisitions, always choose “EA”.

**Requisition Settings**

Business Unit: FSU01 Florida State University Requisition Name: \_\_\_\_\_  
\*Requester: HFORLONG Heather Forlong Priority: Medium  
\*Currency: USD

**Line Defaults**

Supplier: AUX0000002 Category: \_\_\_\_\_  
Supplier Location: 001 Unit of Measure: EA

**Shipping Defaults**

Ship To: SWJB1032 Add One Time Address  
Due Date: \_\_\_\_\_ Attention: \_\_\_\_\_

**Accounting Defaults** Personalize | Find | First 1 of 1 Last

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source
	SWJB1032	FSU01						

OK Cancel Refresh

8. Enter a due date. For year-long, open ended PO’s such as what would be typical for this line of business, use 6/30 of the appropriate fiscal year.

**Requisition Settings**

Business Unit: FSU01 Florida State University Requisition Name: \_\_\_\_\_  
\*Requester: HFORLONG Heather Forlong Priority: Medium  
\*Currency: USD

**Line Defaults**

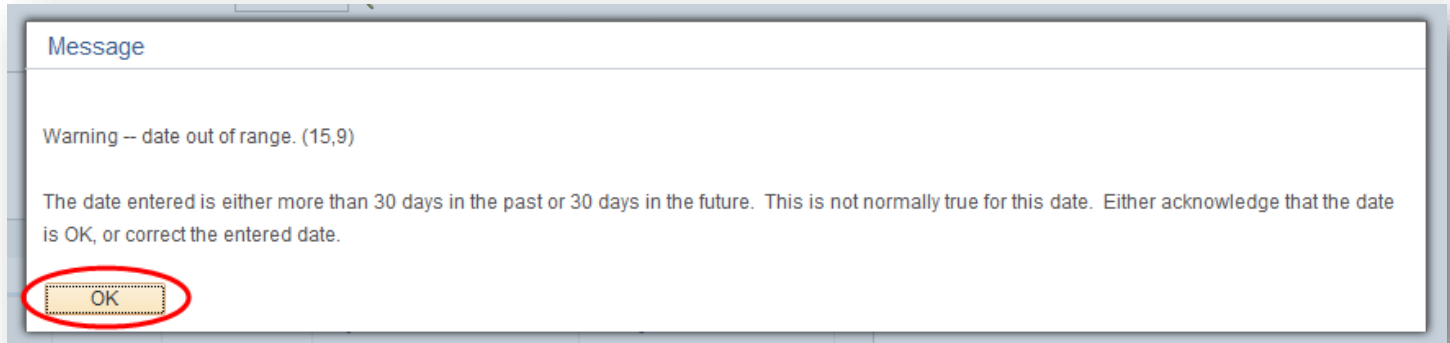
Supplier: AUX0000002 Category: \_\_\_\_\_  
Supplier Location: 001 Unit of Measure: EA

**Shipping Defaults**

Ship To: SWJB1032 Add One Time Address  
Due Date: 06/30/2017 Attention: \_\_\_\_\_

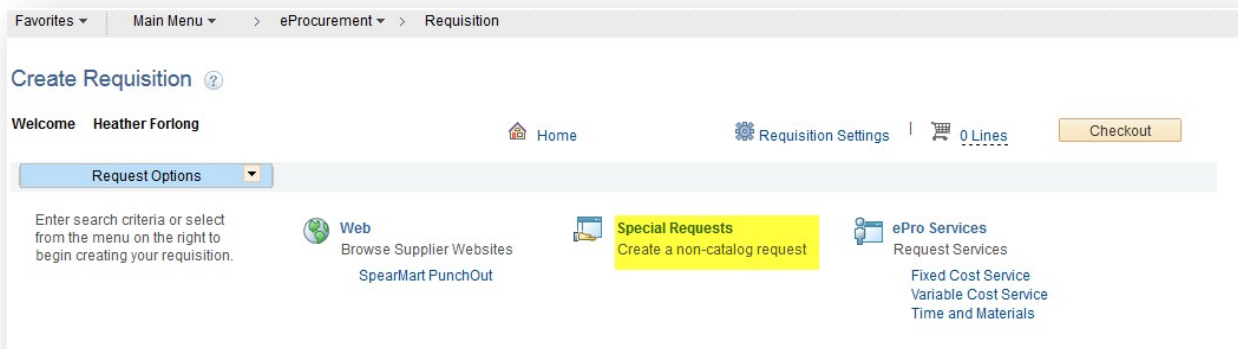


9. If you receive the following warning message after entering the date, click “OK”:



10. When finished, select “OK” at the bottom of the page.

11. You will be returned to the **Create Requisition** Page. Select “Special Requests” to begin adding the individual lines for your requisition (if you are directed to the Requisition Settings page again after selecting Special Requests, click “OK” to proceed).





12. Create a line for your copier rental (base rental and cost per copy should be combined):

- a. Enter the item description.
- b. Enter Price & Quantity:
  - i. Price: equal to the amount you plan to spend for the PO duration
  - ii. Quantity: 1 – **Note: quantity should always equal 1**
  - iii. Category Code: select category code AUX\_COPY000001 for base rental.
  - iv. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.

**Create Requisition** ?

Welcome [Home](#) | [Requisition Settings](#) | [0 Lines](#) | [Checkout](#)

**Request Options** ▾

All Request Options

**Special Requests**

ePro Services

- Fixed Cost Service
- Variable Cost Service
- Time and Materials

**Special Requests** ?

Enter information about the non-catalog item you would like to order.

**Item Details**

\*Item Description

\*Price  Currency

\*Quantity  \*Unit of Measure

\*Category  Due Date

**Supplier**

Supplier ID  [Suggest New Supplier](#)

Supplier Name

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

[Add to Cart](#)



13. When ready, select “Add to Cart” at the bottom of the page.



14. You will see a new, blank line. Create additional lines as needed for other copier category codes. For example, add a line for your paper purchases from the Office of Business Services Copier Services department. Repeat the above steps, but choose category code OBS\_COPY00000002 for paper.

15. Departments that are charged fees are rare; this is a special case. Contact [obs@fsu.edu](mailto:obs@fsu.edu) if you are unsure whether you should encumber for copier fees. Use category code OBS\_COPY00000003 for this activity.

16. If you are purchasing a copier at the end of your lease, create a line for OBS\_COPY00000004 for this activity. Consult with OBS staff if you have questions.

17. When you are ready to check out, select “Checkout” at the top of the page:



18. You will be taken to the **Checkout – Review and Submit** page.



19. Flag all of the requisition lines as “Amount Only” as shown below. **This is important: without this step, your PO encumbrance will not be correct after your PO is expended.**

a. Select the icon in the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ 1	Copier Rentals		OBS Copy Program	1.0000	Each	1950.0000	1950.00		Add	
▶ 2	Paper		OBS Copy Program	1.0000	Each	200.0000	200.00		Add	

b. On the “Line Details” page, select the checkbox for “Amount Only.”

### Line Details

Line Details ?

No Image    Line    1 Copier Rentals    Line Status    Open

▼ Item Details ?

Merchandise Amount	1950.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_COPY0000001	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input type="checkbox"/> Stockless Item
Physical Nature	Services	<input checked="" type="checkbox"/> Amount Only
Buyer	CRAYNE	<input type="checkbox"/> Inspection Required

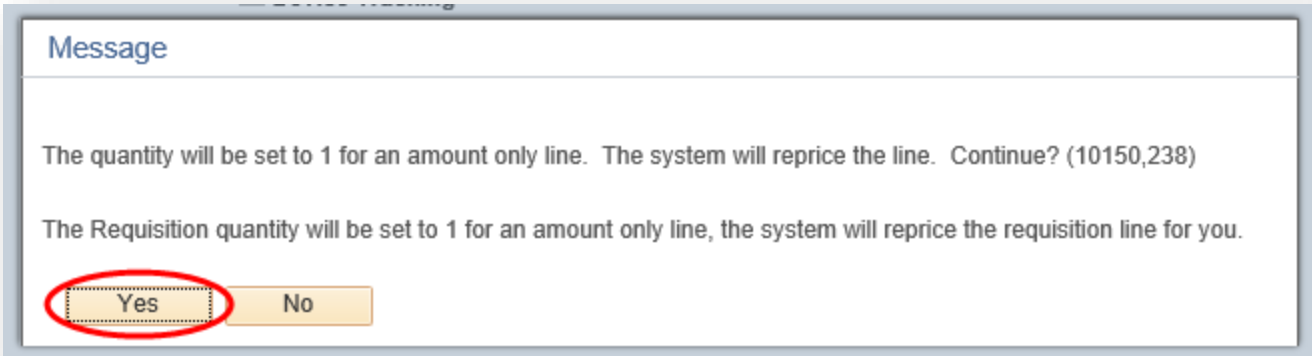
[Buyer Information](#)

[Configuration Info](#)





- c. Scroll to the bottom of the page and select "OK."
- d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select "Yes."



- e. Repeat steps a – d for all lines.

20. Enter your accounting information (department ID, fund, project) as shown below:

- a. Expand the lines using the small grey arrows and then select the "Chartfields 2" tab:

Expand lines to review shipping and accounting details + Add More Items

**Requisition Lines** (?)

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Copier Rentals		OBS Copy Program	1.0000	Each	1,950.00000	1950.00		Add	
Shipping Line 1		*Ship To SWJJB1032 Address WILLIAM JOHNSTON BLDG RM 1032 143 HONORS WAY TALLAHASSEE, FL 32306-1232		Add Shipto Comments Add One Time Address		Quantity 1.0000 Price 1950.0000				
		Attention To Heather Forlong Due Date 06/30/2018								
Accounting Lines		*Distribute By Amt		SpeedChart						
<b>Accounting Lines</b>										
Chartfields1   <b>Chartfields2</b>   Details   Details 2   Asset Information   Asset Information 2   Budget Information										
Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			



- b. Enter the appropriate department ID, fund and project combination in the Chartfields 2 tab.
  - i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects or a project and multiple non-project funds.**
  - ii. A requisition can include multiple non-project combinations (including optional chart fields).

Expand lines to review shipping and accounting details + Add More Items

**Requisition Lines** ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total												
1	Copier Rentals		OBS Copy Program	1.0000	Each	1,950.00000	1950.00												
<p><b>Shipping Line 1</b></p> <p>*Ship To: SWJB1032</p> <p>Address: WILLIAM JOHNSTON BLDG RM 1032, 143 HONORS WAY, TALLAHASSEE, FL 32306-1232</p> <p>Attention To: Heather Forlong</p> <p>Due Date: 06/30/2018</p>																			
<p><b>Accounting Lines</b></p> <p>*Distribute By: Ami</p> <p>SpeedChart: [ ]</p>																			
<p><b>Accounting Lines</b></p> <p>Chartfields1   <b>Chartfields2</b>   Details   Details 2   Asset Information   Asset Information 2   Budget Information</p> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>197000</td> <td>110</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Dept	Fund	PC Bus Unit	Project	Activity	Source Type	197000	110				
Dept	Fund	PC Bus Unit	Project	Activity	Source Type														
197000	110																		

c. Repeat steps a and b for all lines.

21. Review your requisition.

22. When reviewed and ready to submit for approval, click **Save and Submit** at the bottom of the page:

Check Budget

**Save & submit** | Save for Later | + Add More Items | Preview Approvals

23. The standard approval workflow will be initiated. Once the requisition is fully approved, it will become a purchase order and will be dispatched to the vendor when the applicable system processes run throughout the day.