



OMNI Auxiliary AR/Billing: ITS

Placing an Order

All new orders are placed through the [ITS Service Desk website](#). Please be aware that a Purchase Order serves to encumber funds and enable internal charges. **A Purchase Order does not serve to place an order with ITS.**

Creating a Requisition

This requisition is very much like other blanket 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. 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 Personalize | Find | First 1 of 1 Last

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

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:
 - AUX0000009 FSU Information Technology Services

Supplier Search

Supplier ID: AUX Find

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:

Reset



Search Results Personalize | Find | View All | [Print] [Grid] First 1-6 of 6 Last

Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
1 AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	
2 AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	
3 AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	
4 AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	
5 AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	
6 AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	

OK Cancel Refresh

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

Requisition Settings

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

Line Defaults

Supplier: AUX0000009 Category:
 Supplier Location: 001 Unit of Measure:

Shipping Defaults

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

Accounting Defaults Personalize | Find | [Print] [Grid] First 1 of 1 Last

Chartfields1	Details	Asset Information						
Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source
	SWJB1032 <input type="text"/>	FSU01 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh



6. 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: AUX0000009 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
<input type="text"/>	SWJB1032	FSU01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

7. 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: AUX0000009 Category:

Supplier Location: 001 Unit of Measure: EA

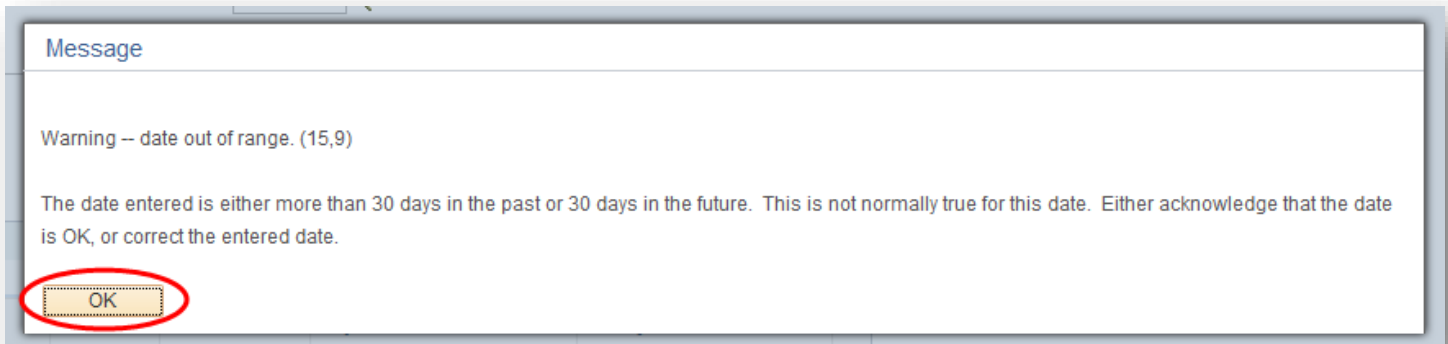
Shipping Defaults

Ship To: SWJB1032 Add One Time Address

Due Date: 06/30/2017 Attention:

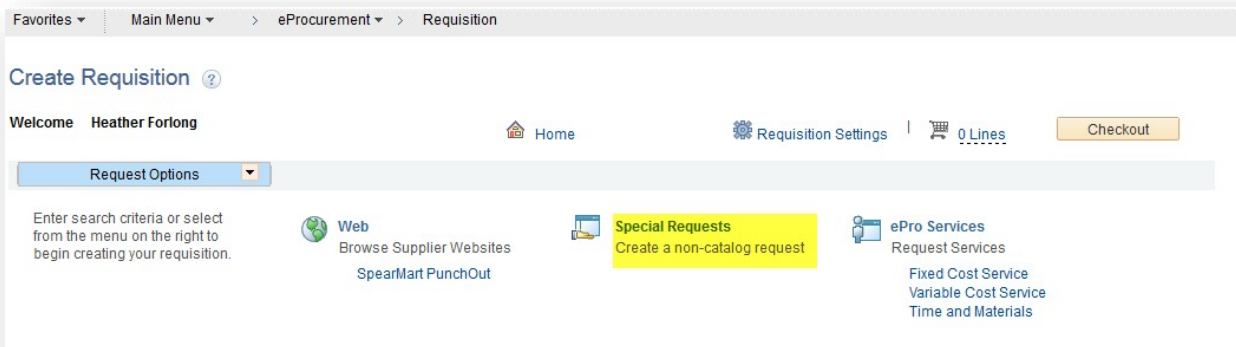


8. If you receive the following warning message after entering the date, click “OK”.



9. When finished, select “OK” at the bottom of the screen.

10. 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).





11. Create line(s) for your services as appropriate.

- a. Enter the item description as desired.
- 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**
- c. **Search for your Category Code(s).** Type “AUX_ITS” into the Category field, and then select the magnifying glass to search for ITS category codes. It is very important that you select the appropriate internal category code.
 - i. For ITS PO’s, choose from the following Category Codes as shown below:

Category Code	Description	Detail	Expense Account
AUX_ITS0000001	Prof IT Services	Desktop support and ITS Assessments	740252
AUX_ITS0000002	File Storage / Virtual Computing		740252
AUX_ITS0000003	Local Service – Phone & Cable	Local Phone (Centrex & VoIP) and cable	740703
AUX_ITS0000005	Campus Access and Security Services	CASS	740703
AUX_ITS0000006	Data Circuits		740704
AUX_ITS0000007	Telecom Non-Recurring	Work orders, repairs, 1x charges, material & labor	740710
AUX_ITS0000008	Research Computing		740713
AUX_ITS0000009	Cellular Services		740730
AUX_ITS0000010	Managed Port Fees		740741
AUX_ITS0000011	Software Licensing		741145
AUX_ITS0000012	Admin Allocation	For ITS internal use only	740211
*AUX_FAC000001	CIP Facilities – Facilities use only	<i>For Facilities Use only. Departments not within Facilities must not use this code.</i>	780001

- d. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.



Create Requisition ?

Welcome Heather Forlong 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 USD

*Quantity *Unit of Measure

*Category Due Date

Supplier

Supplier ID

Supplier Name FSU Information Technology Service [Suggest New Supplier](#)

Additional Information

Send to Supplier Show at Receipt Show at Voucher

[Add to Cart](#)

12. When ready, select "Add to Cart" at the bottom of the page.



13. You will see a screen for a new, blank line. Create additional lines as needed for other ITS category codes. For example, add a line for cellular services or add lines for additional budgets under your area of responsibility (note: projects must be on their own requisitions).



14. When lines for all applicable ITS services have been added and you are ready to check out, select “Checkout” at the top of the page:



15. You will be returned to the **Checkout – Review and Submit** page.

16. 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 under the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ <input type="checkbox"/> 1	Telecom Non-Recurring		FSU Information Technology Service	1.0000	Each	300.0000	300.00		Add	
▶ <input type="checkbox"/> 2	Cellular Services		FSU Information Technology Service	1.0000	Each	1200.0000	1200.00		Edit	

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

Line Details

Line Details ?

No Image Line 1 Telecom Non-Recurring Line Status Open

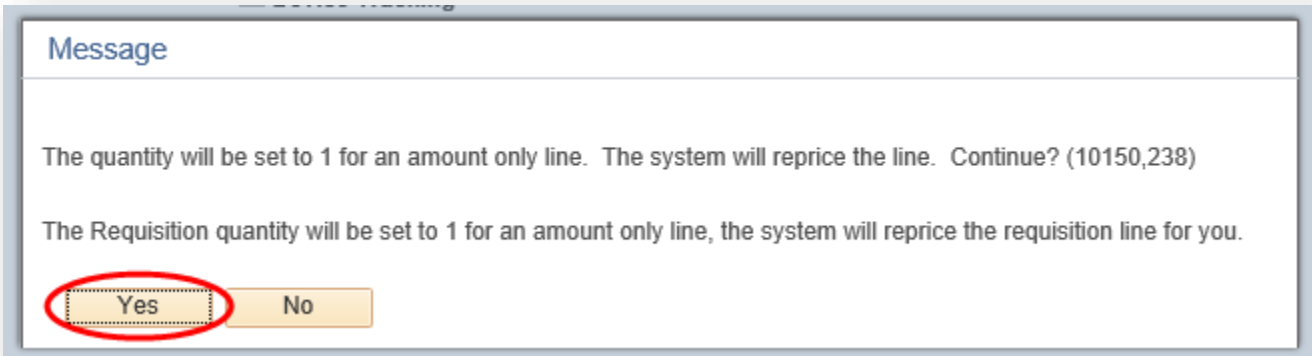
▼ Item Details ?

Merchandise Amount	300.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category	AUX_ITS0000007	<input type="checkbox"/> Zero Price Indicator
Original Substituted Item Description		<input type="checkbox"/> Stockless Item
Physical Nature	Goods	<input checked="" type="checkbox"/> Amount Only
Buyer	CRAYNE	<input type="checkbox"/> Inspection Required

[Buyer Information](#)
[Configuration Info](#)



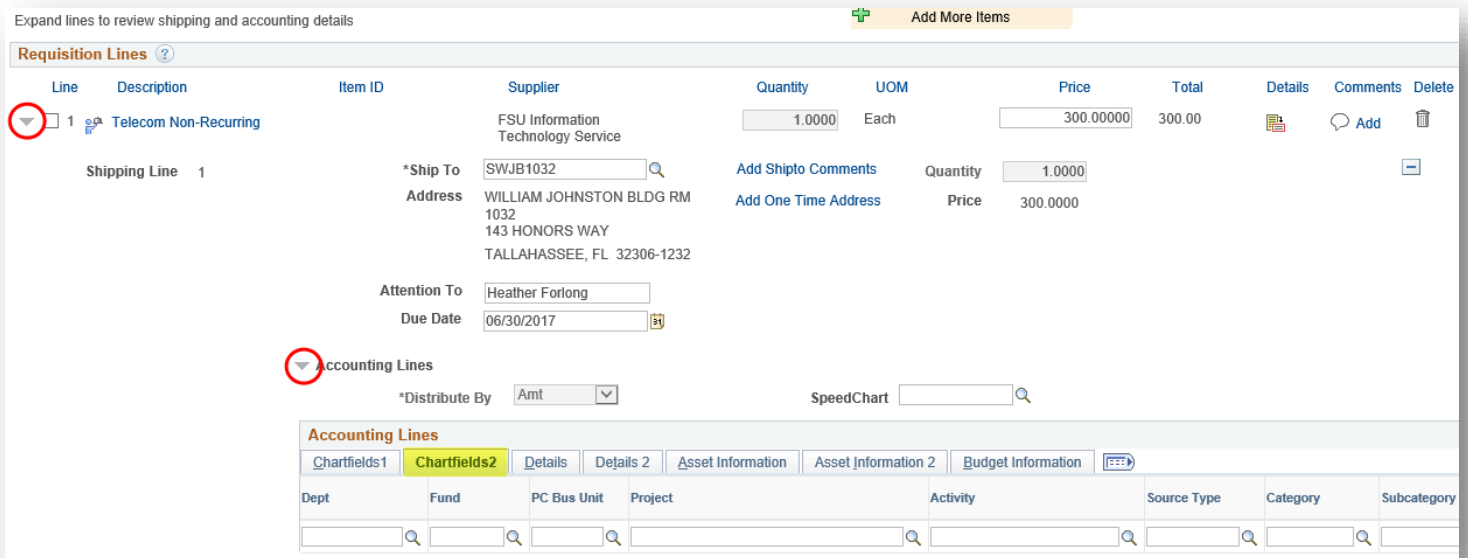
- c. Scroll to the bottom of the page and select “OK”.
- d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



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

17. 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:





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 chartfields).

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	Telecom Non-Recurring		FSU Information Technology Service	1.0000	Each	300.00000	300.00		Add	
Shipping Line 1		*Ship To	SWJB1032	Add Shipto Comments		Quantity	1.0000			
		Address	WILLIAM JOHNSTON BLDG RM 1032 143 HONORS WAY TALLAHASSEE, FL 32306-1232	Add One Time Address		Price	300.00000			
		Attention To	Heather Forlong							
		Due Date	06/30/2017							
▼ Accounting Lines										
		*Distribute By	Amt	SpeedChart						
Accounting Lines										
Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information										
Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory			
197000	110									

c. Repeat steps a and b for all lines.

18. 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

19. 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.