OMNI - Auxiliary AR / Billing - Postal Services

Placing an Order

Purchase orders must be established prior to using the Postal Services Charge Slip App or the UPS iShip system. In general, it will take 24 hours for a Purchase Order to become available in the Charge Slip App. Please be sure to plan ahead by creating your requisitions for Postal Services during the pre-entry window or at the start of the Fiscal Year (i.e. before you plan on needing UPS or postal services).

Creating a Requisition: Overview

The following notes should be considered when creating your Postal Services requisition.

- When creating requisitions for mass mailings of any type it is important to encumber funds for returned mail. Departments are charged for all mail returned to the University. For additional information, including estimating returned mail expenses for a mailing, please contact Postal Services at postal@fsu.edu.

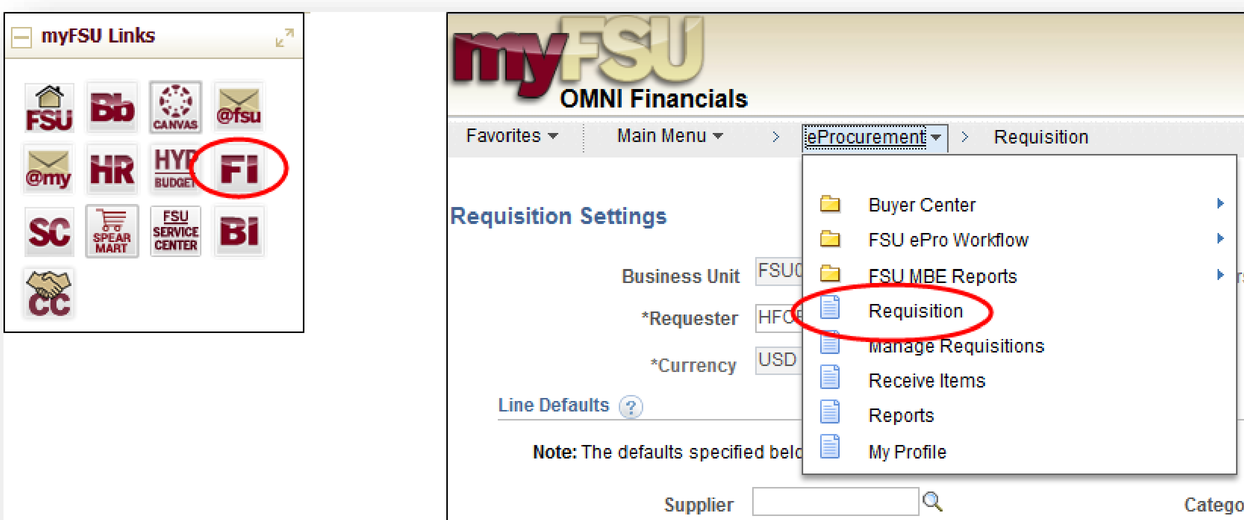
- If your mail order includes any type of Business Reply request, you must encumber funds to pay returned postage which utilizes the University's Business Reply permit.

- Items paid at the UPS Store on campus are not an internal purchase; those are paid to the operator of the UPS Store location and not to Business Services. Typically, those items are paid for with a University Purchasing Card or an external PO using a non-AUX vendor.

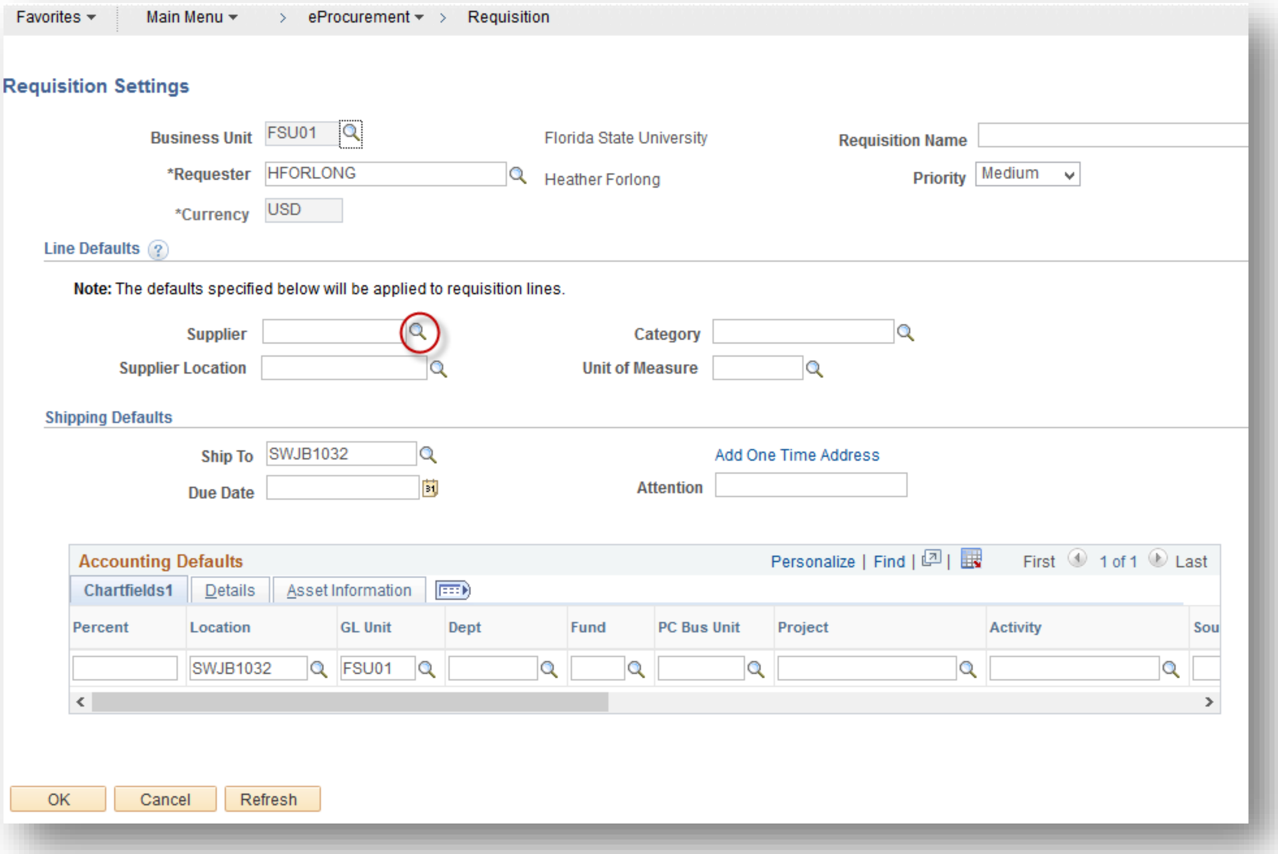
Creating a Requisition: Detailed Steps

1. Determine your requisition amount as described separately. Your department's Budget Account Manager may have already performed this task for you.

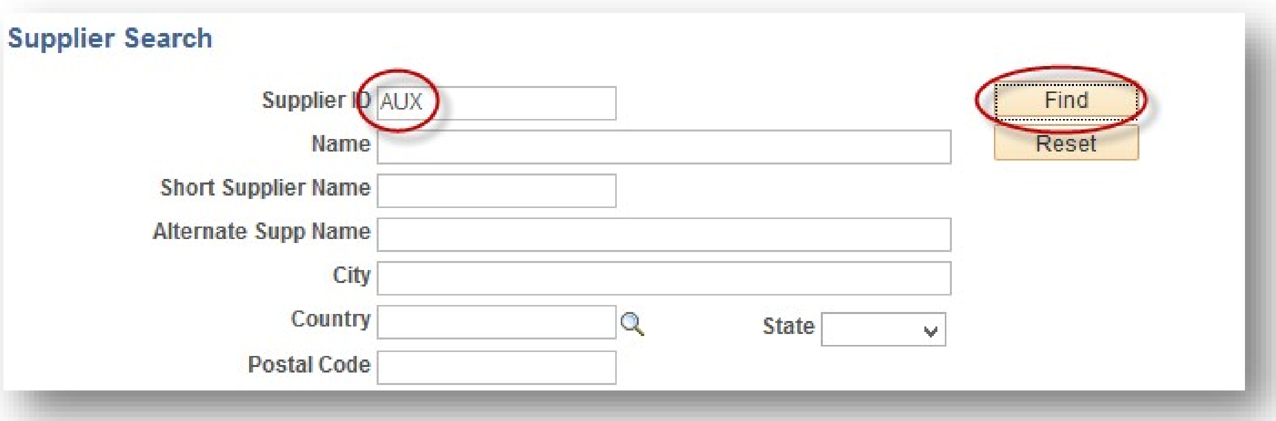
2. Navigate to page: https://my.fsu.edu > *"FI"* > *Main Menu* > *eProcurement* > *Requisitions* as shown below.

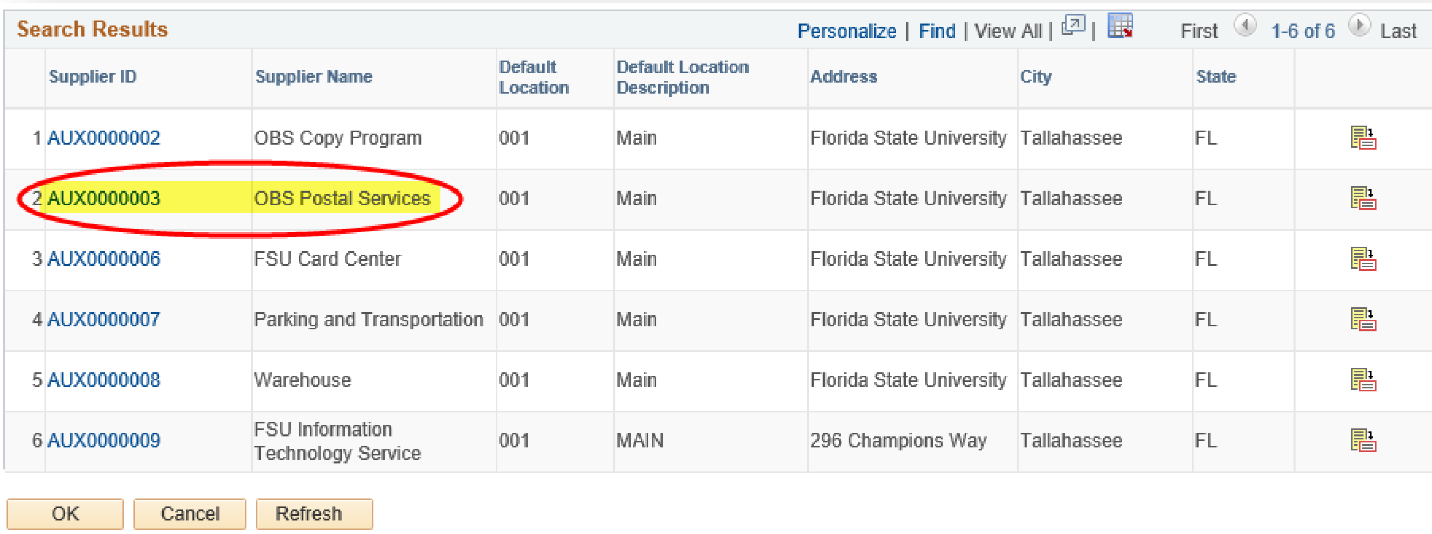


3. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the "Supplier" field to look up your supplier.



4. 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.
    a. You must enter a supplier that begins with AUX. For this requisition, the appropriate supplier is:
        i. AUX0000003 OBS Postal Services



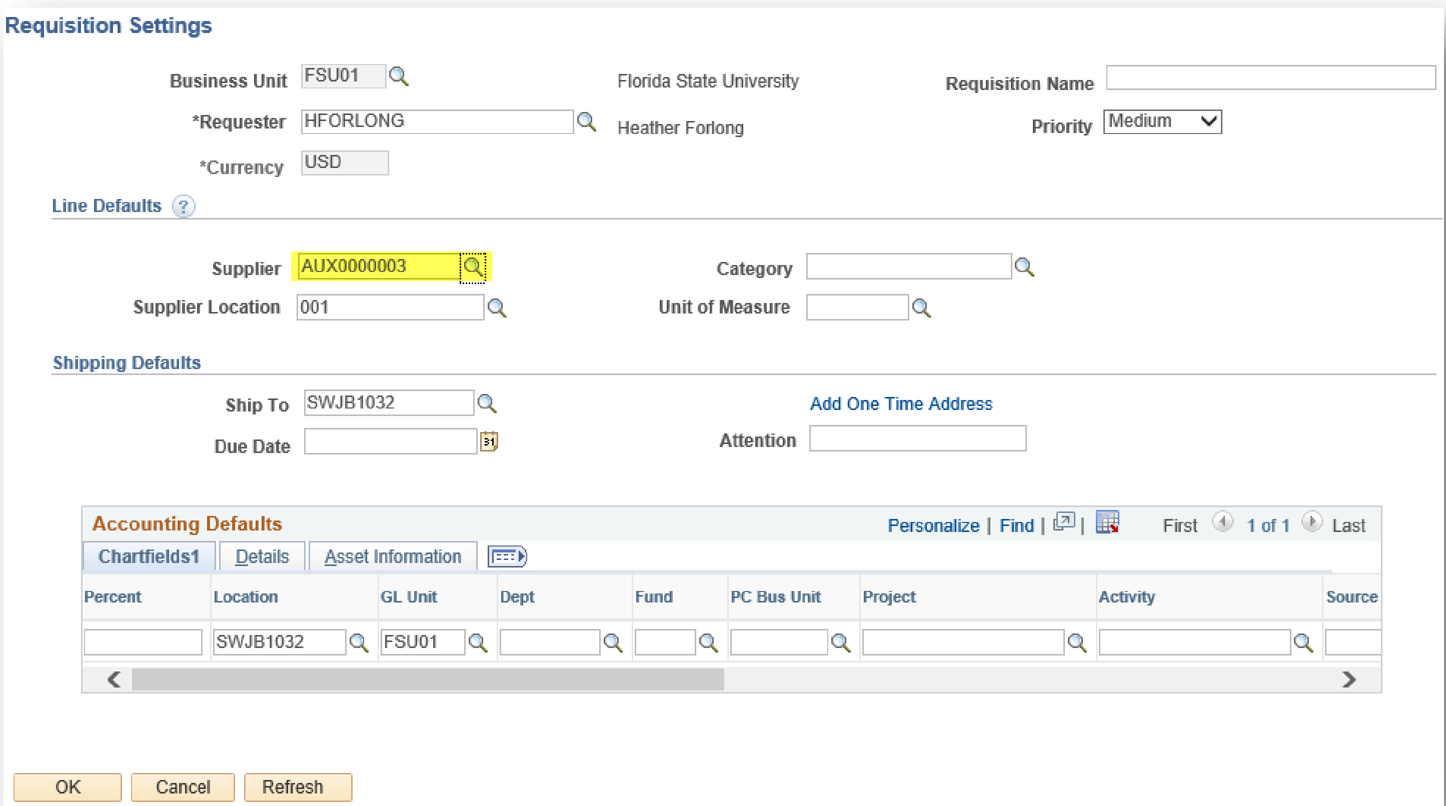


Search Results — Personalize | Find | View All | First 1-6 of 6 Last

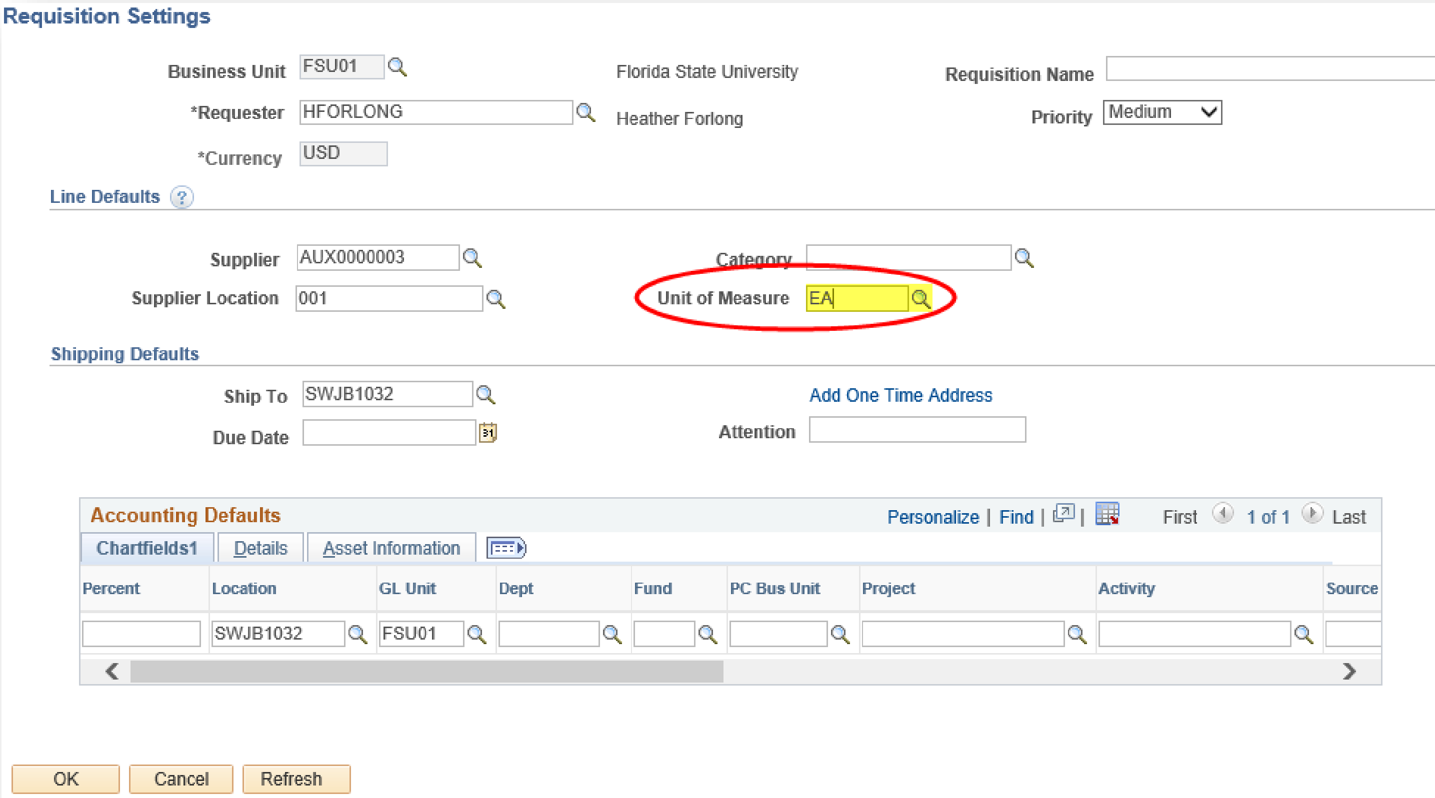
	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State
1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL
2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL
3	AUX0000006	FSU Card Center	001	Main	Florida State 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

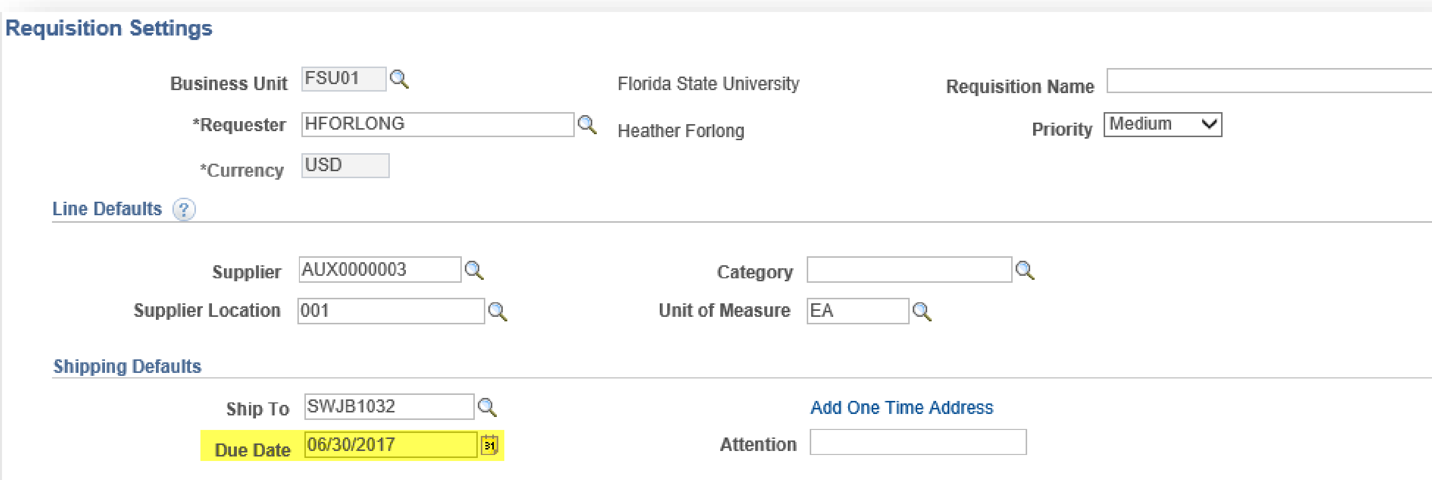
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.



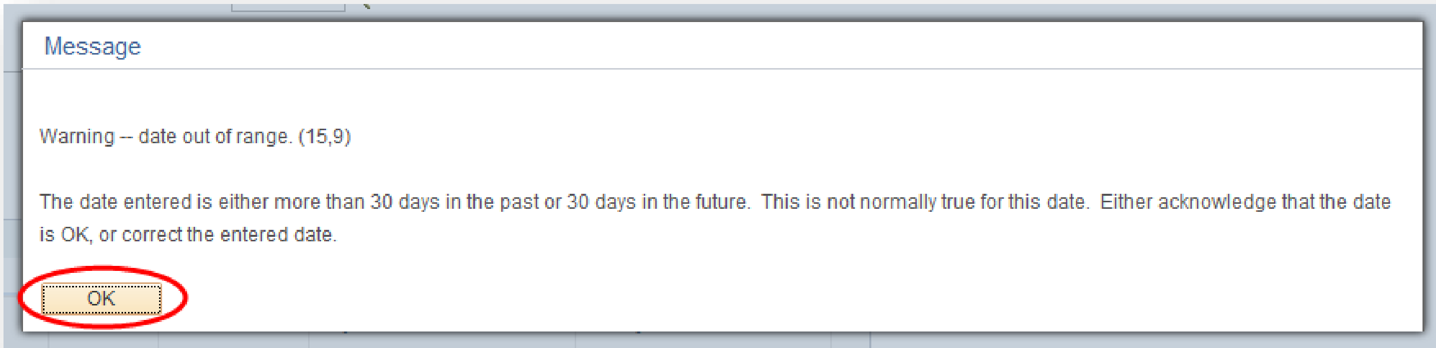
6. Choose a Unit of Measure. **For internal requisitions, always choose "EA."**



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.**

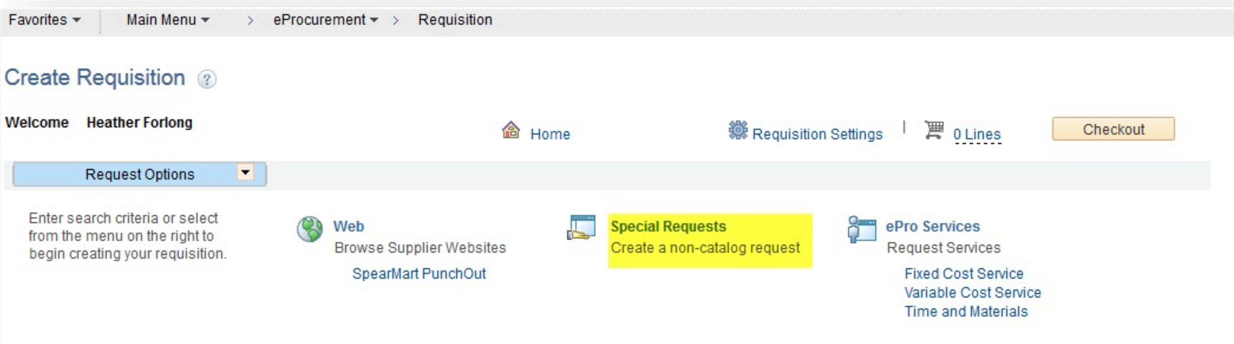


8. If you receive the following warning message after entering the date, click “OK”:



9. Select “OK” at the bottom of the page.

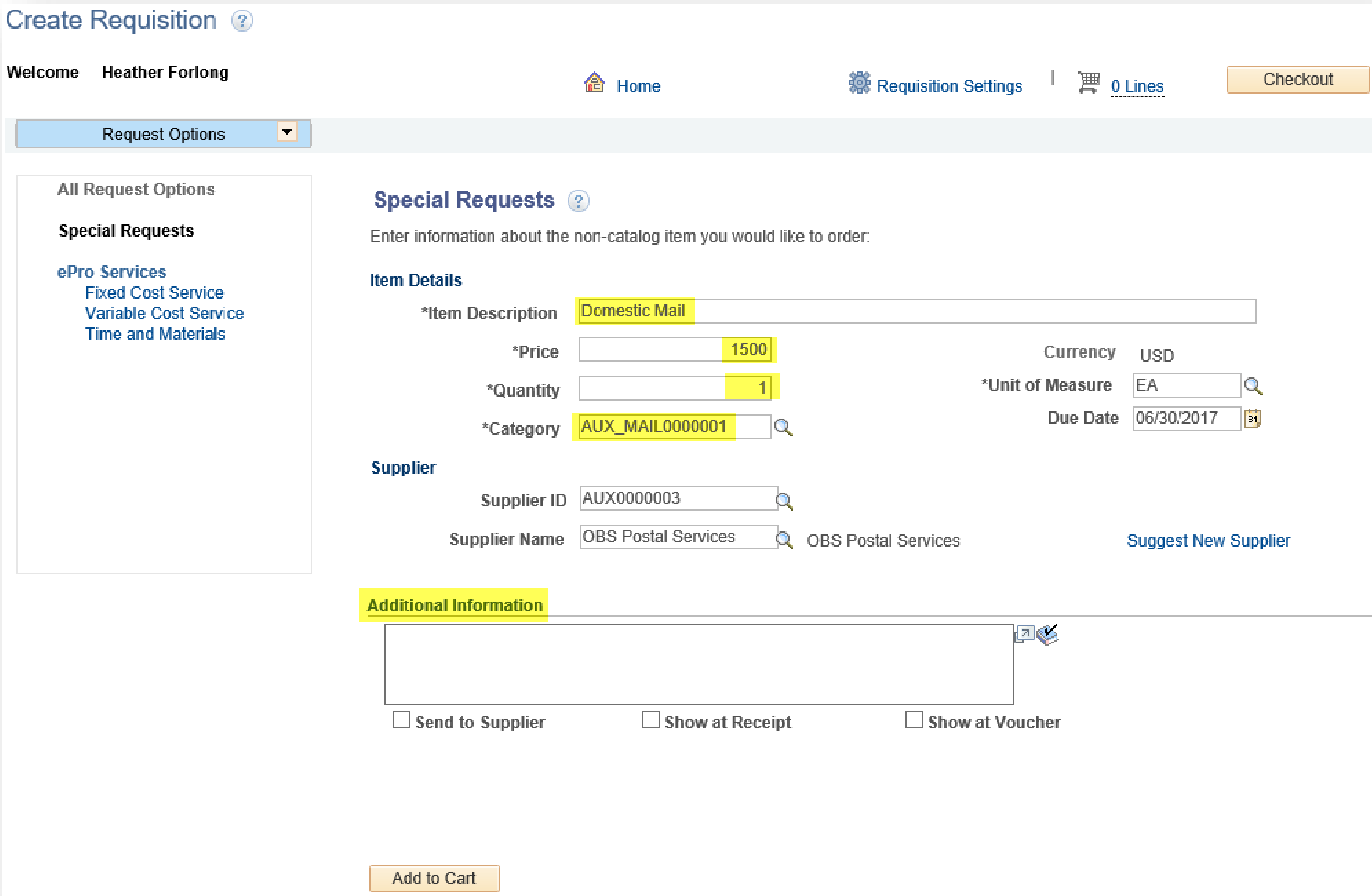
10. You will be returned to the **Create Requisition** Page. Select “Special Request” to begin adding the individual lines for your requisition (if you are directed to the Requisition Settings page again after selecting Special Requests, click “OK” to proceed).



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 expect to spend in the category for the PO duration
        ii. Quantity: 1 – ***Note:* quantity should always equal 1**
    c. Category Codes: select from the category codes listed below.
        i. *Contact Postal Services (postal@fsu.edu) with questions about what each category code is for.*
        ii. *Contrary to instructions given in June 2016, you do not need to populate all lines using $0 amounts when not using, nor are you required to put the lines in any specific order (updated October 2016).*

Category Code	Description
AUX_MAIL0000001	Domestic Mail (Charge slip mail, domestic)
AUX_MAIL0000002	International Mail (Charge-slip mail, international)
AUX_MAIL0000003	UPS (UPS mail through iShip or charge-slip, not UPS store)
AUX_MAIL0000004	Standard Mail Prep (for special batch mailings)
AUX_MAIL0000005	Business Reply (when you request that recipients return items to you at your cost)
AUX_MAIL0000006	Return Mail (items returned to you due to incorrect address/undeliverable)
AUX_MAIL0000007	Standard Postage (used with batch mailings; postage for batch mail jobs)

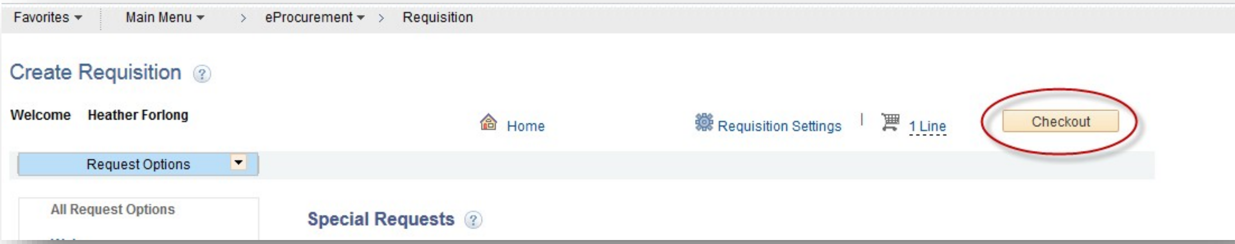
    d. Add notes as needed in the "Additional Information" field. This information is for your research purposes only.



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 Postal Services category codes. For example, add a line for returned mail or add lines for additional budgets under your area of responsibility *(note: projects must be on their own requisitions)*.

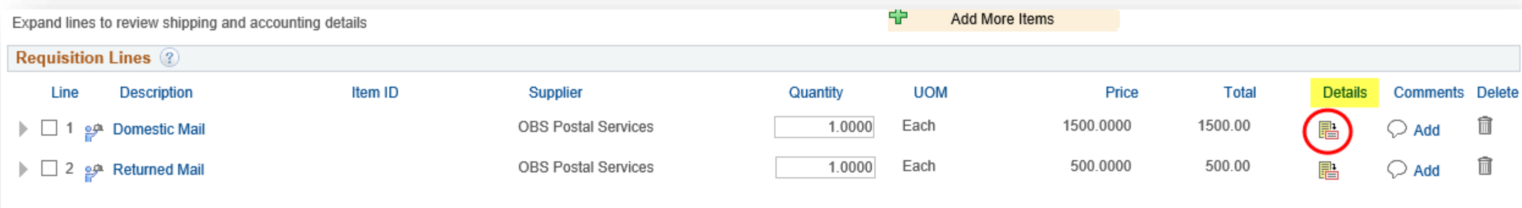
14. When lines for all applicable postal services have been added and you are ready to check out, select “Checkout” at the top of the page:



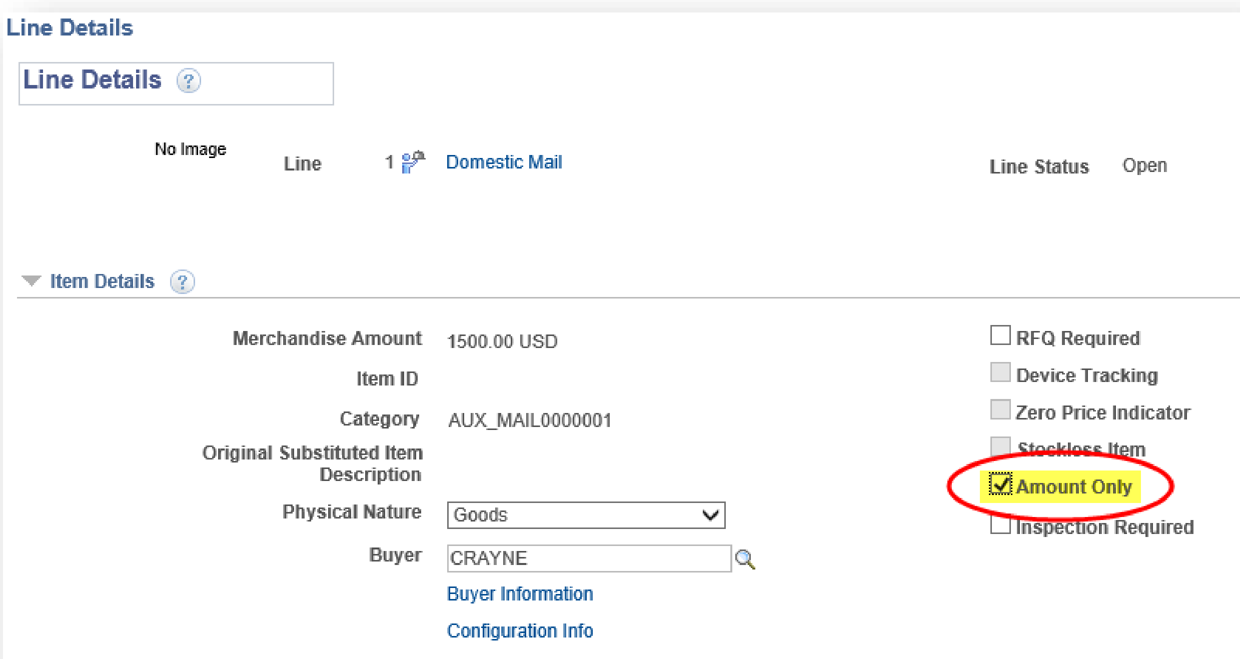
15. You will be returned to the **Checkout – Review and Submit** page.

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 in the “Details” column for the line:

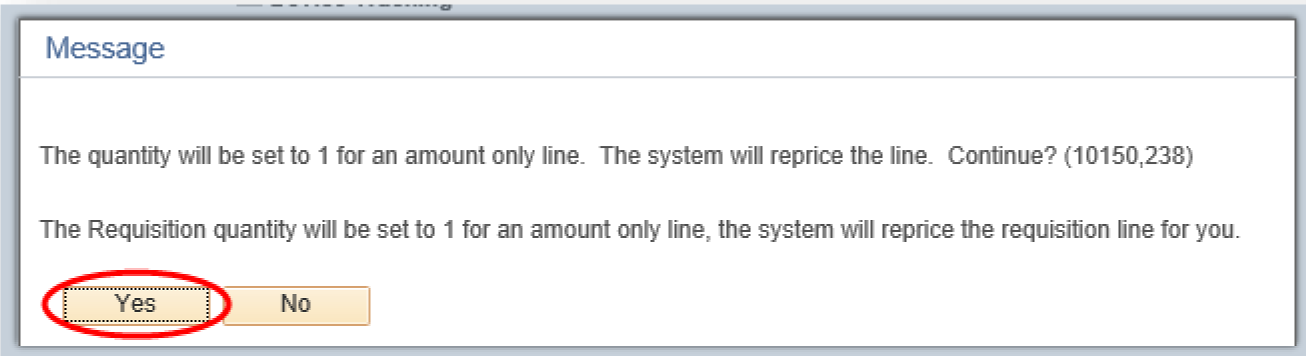


    b. On the “Line Details” page, select the checkbox for “Amount Only.”



c. Scroll to the bottom of the page and select "OK."

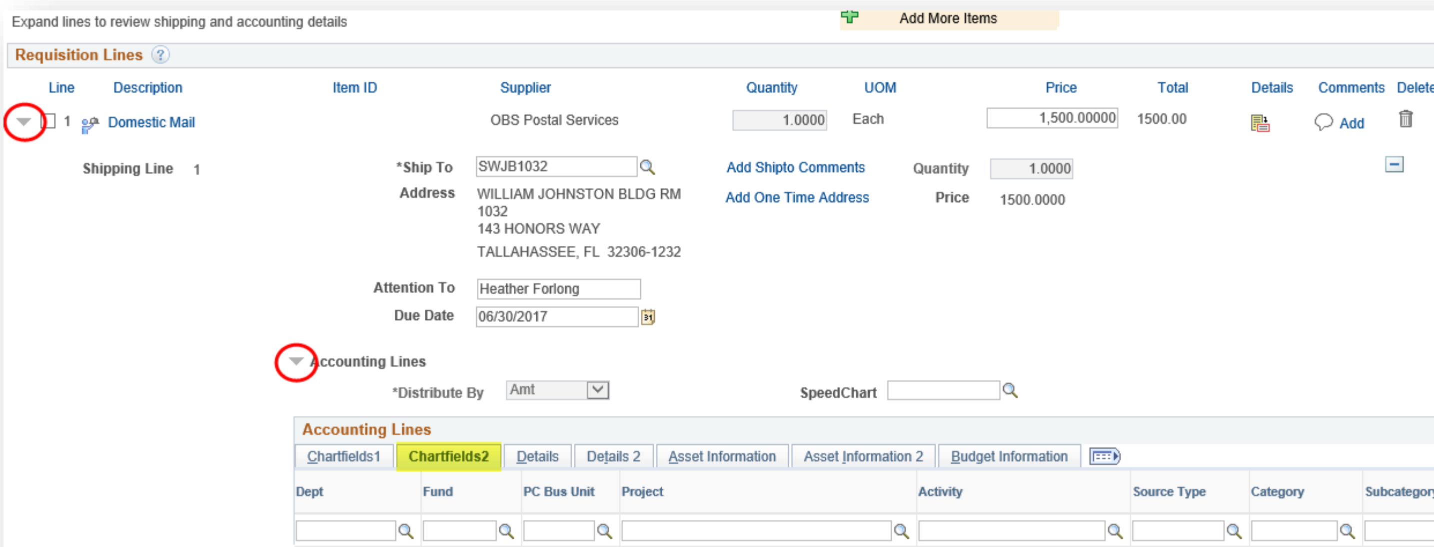
d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select "Yes."



e. Repeat steps a – d for all lines.

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

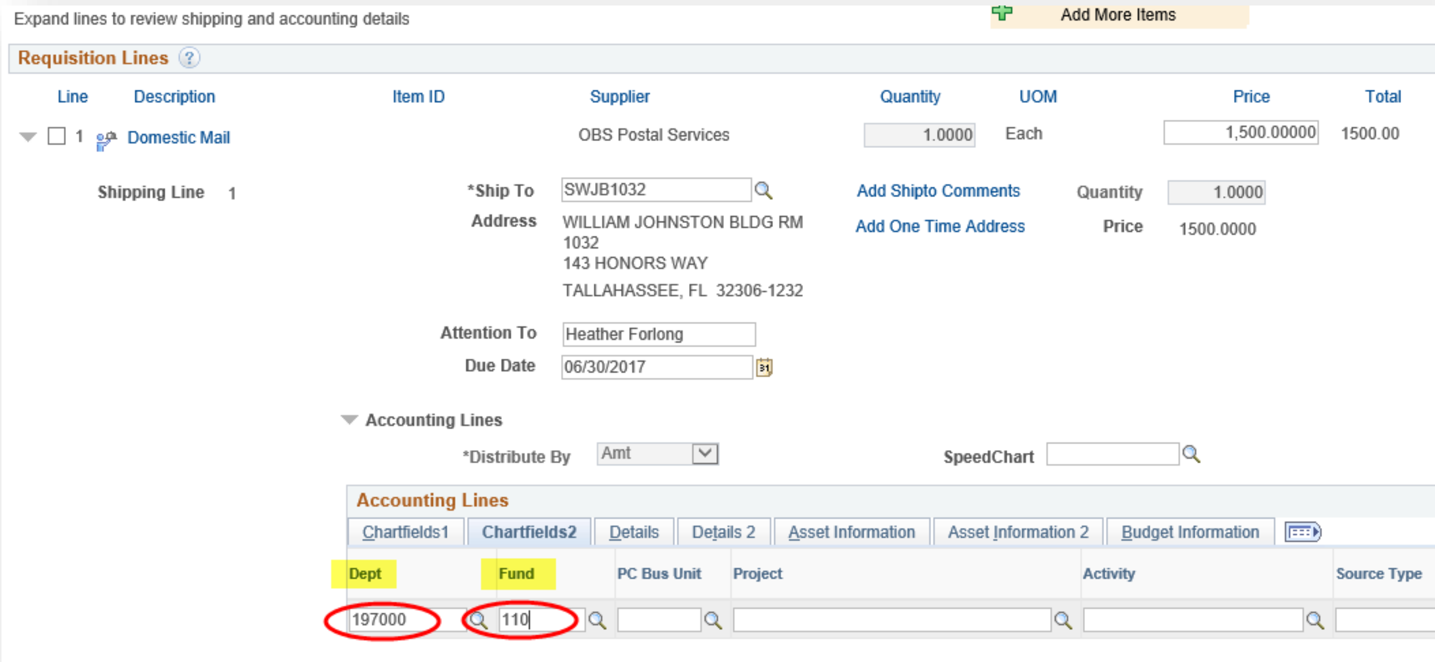
a. Expand all lines using the small grey arrows and then select the "Chartfields 2" tab:



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.***

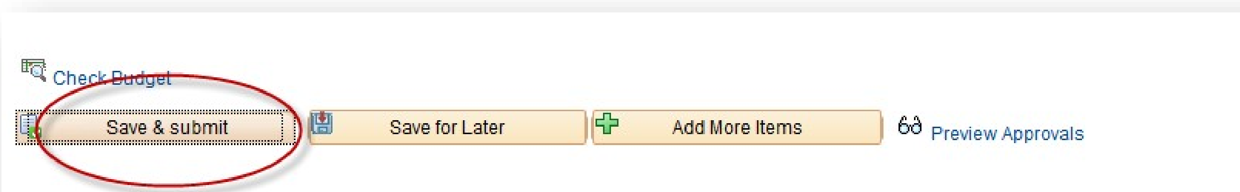
   ii. A requisition can include multiple non-project combinations (including optional chartfields).



c. Repeat steps a and b for all lines.

18. Review your requisition.

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



20. 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.