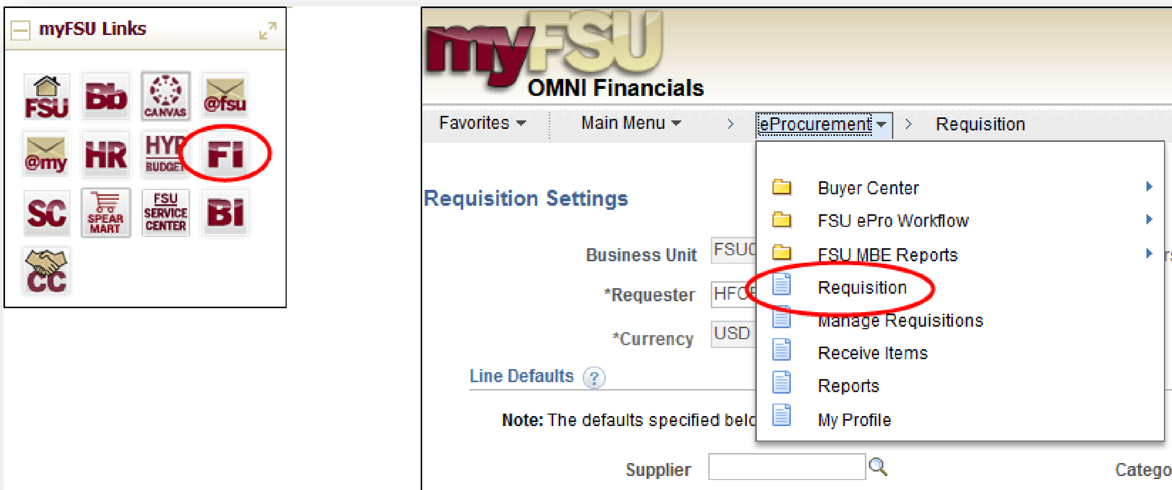
OMNI - Auxiliary AR / Billing - Warehouse Rental

Creating a Requisition

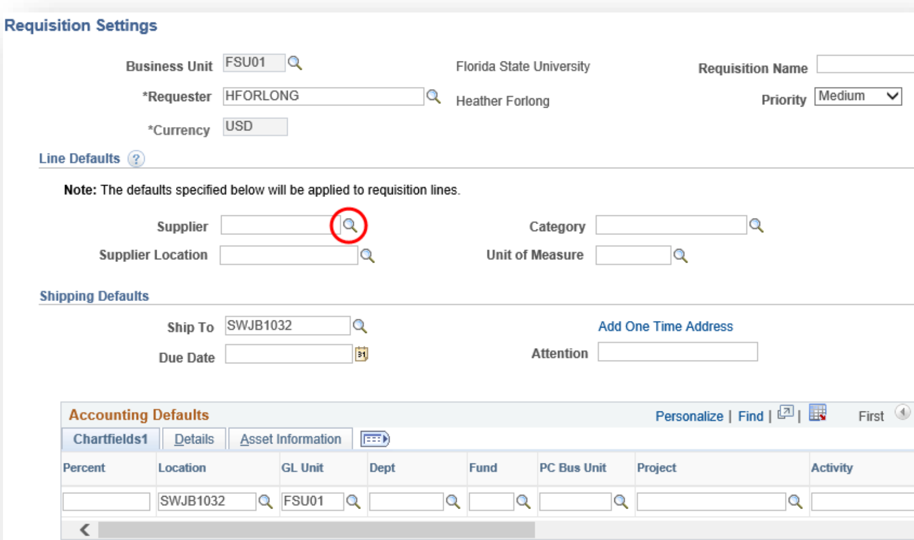
This requisition is very much like other internal auxiliary open-ended purchase orders departments are accustomed to. Review the below step-by-step guide to ensure the appropriate vendor and categories are selected.

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

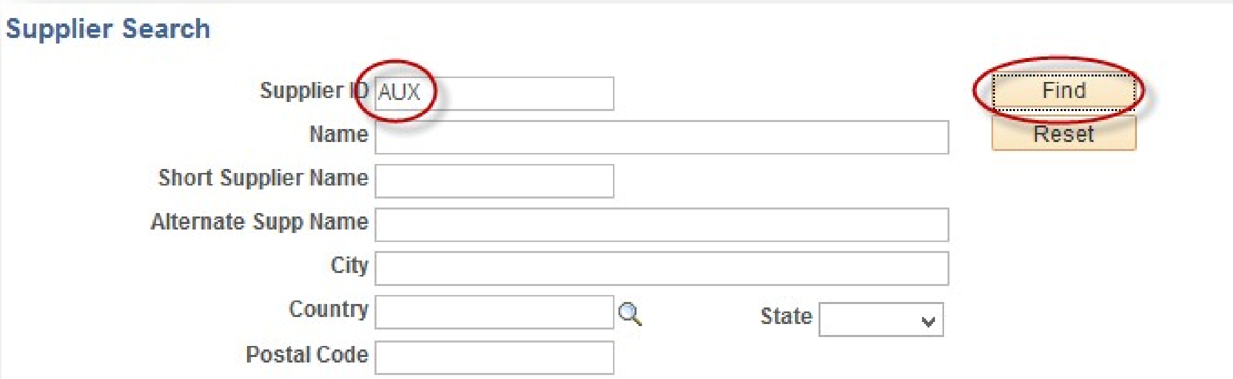
2. Navigate to page: https://my.fsu.edu > *"FI"* > *Main Menu* > *eProcurement* > *Requisitions* as shown below.

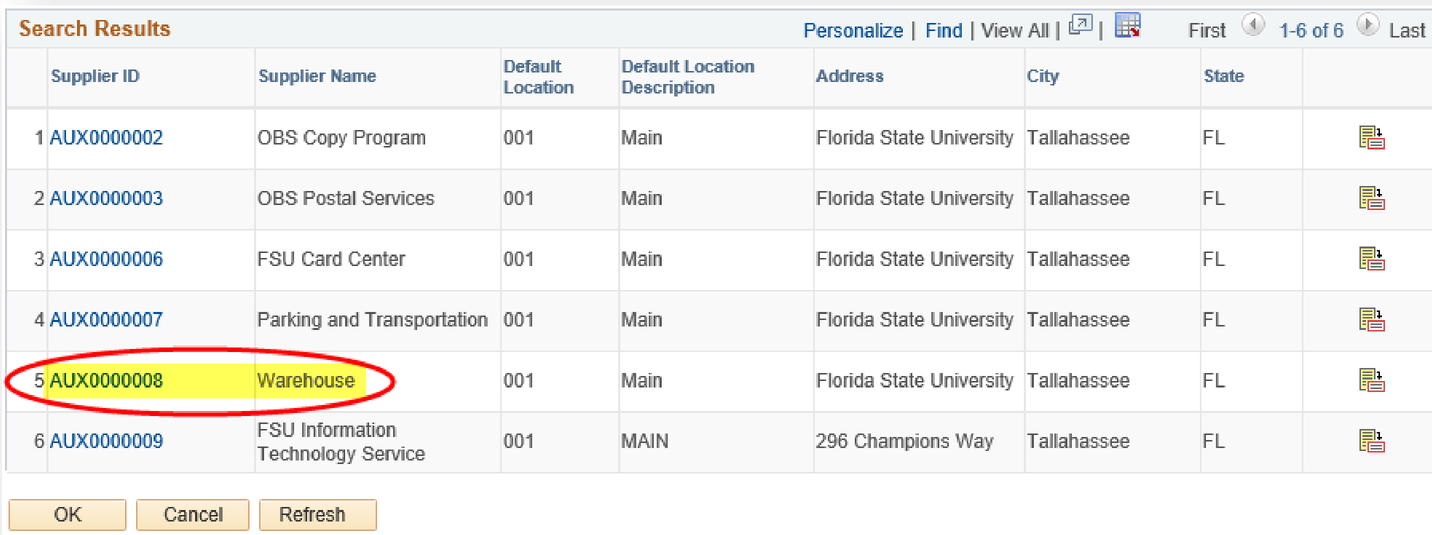


3. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the "Supplier" field to look up your supplier.



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. AUX0000008 Warehouse





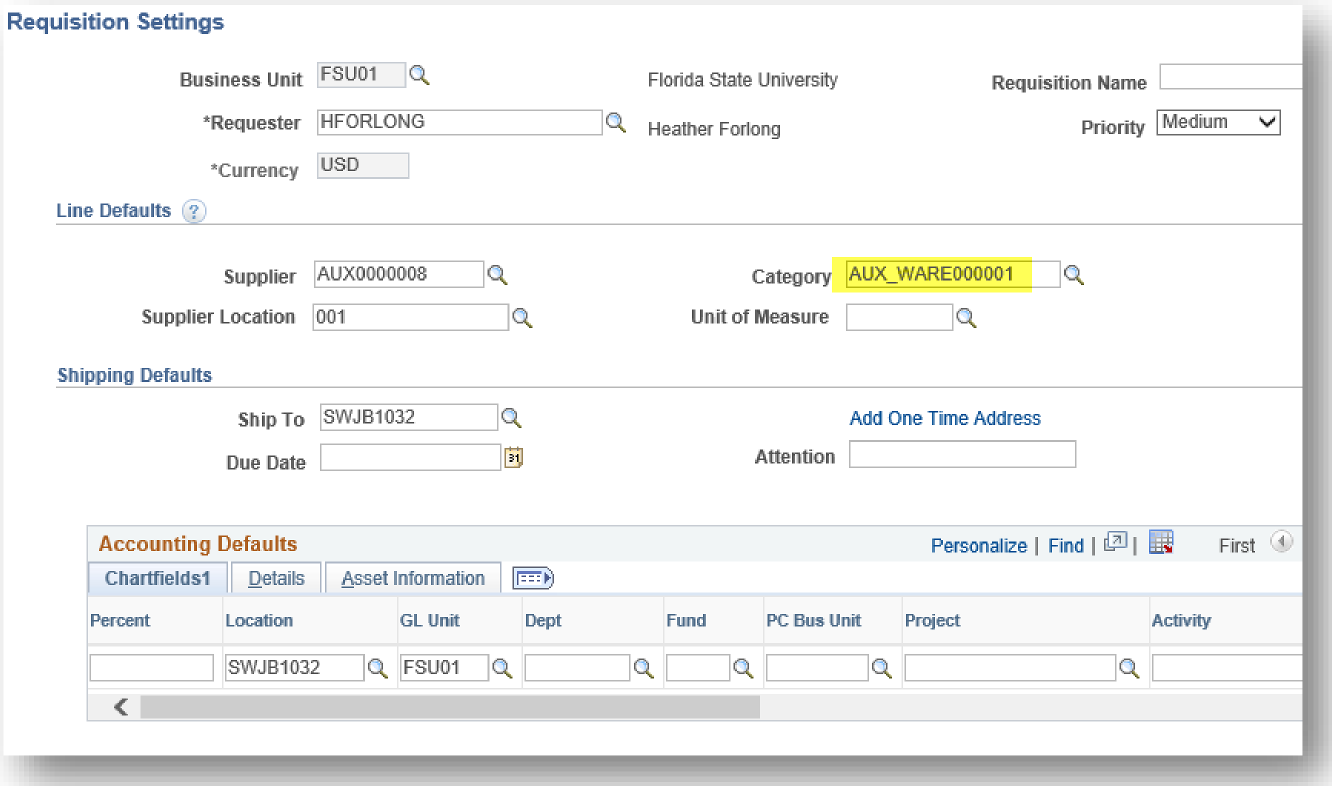
Search Results — Personalize | Find | View All | First 1-6 of 6 Last

	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

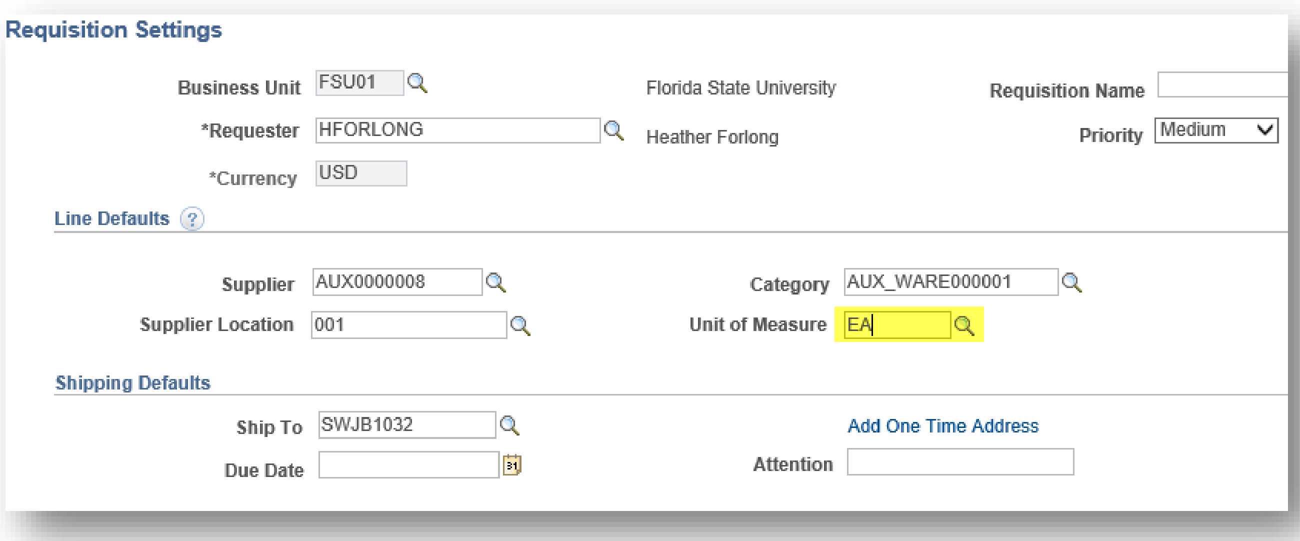
OK | Cancel | Refresh

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

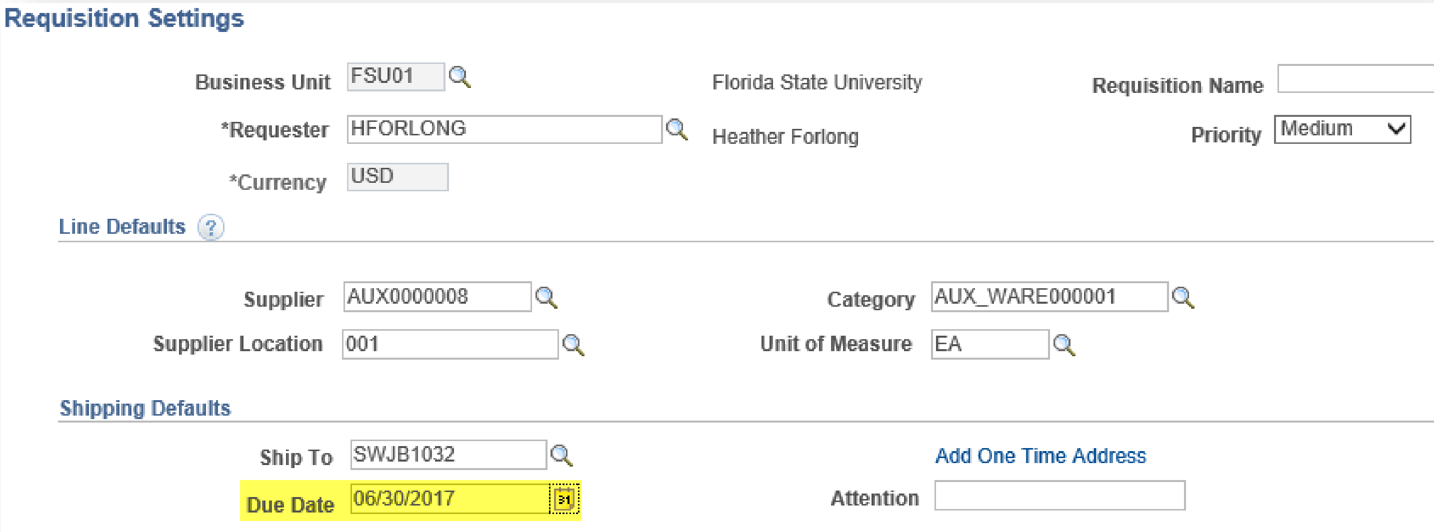
6. Search for the Category Code. Select the magnifying glass next to the “Category” field. It is very important that you select the appropriate internal category code. All internal category codes are prefixed with “AUX.” Type “AUX” into the Category field, and select the appropriate code.
    a. For this line of business, select the following Category Code:
        i. AUX_WARE000001



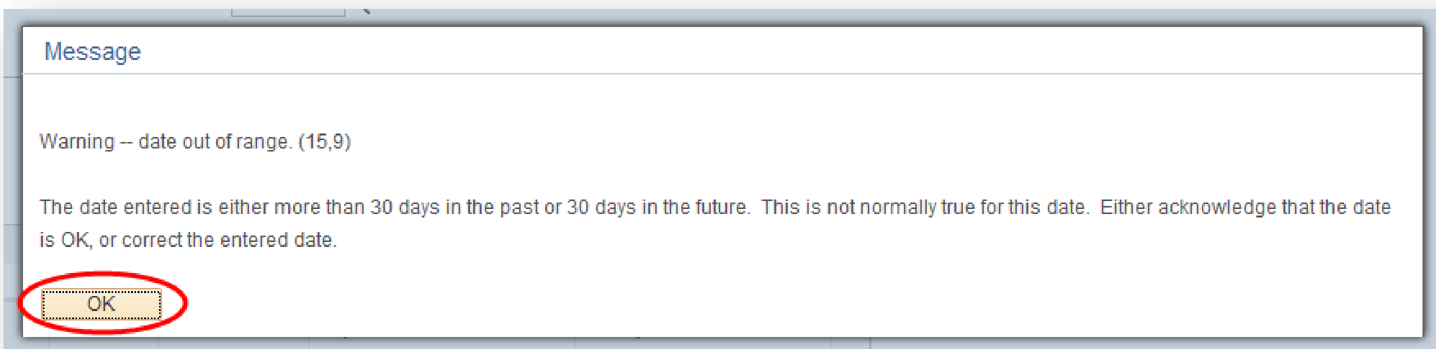
7. Choose a Unit of Measure. **For internal requisitions, always choose “EA.”**



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.**

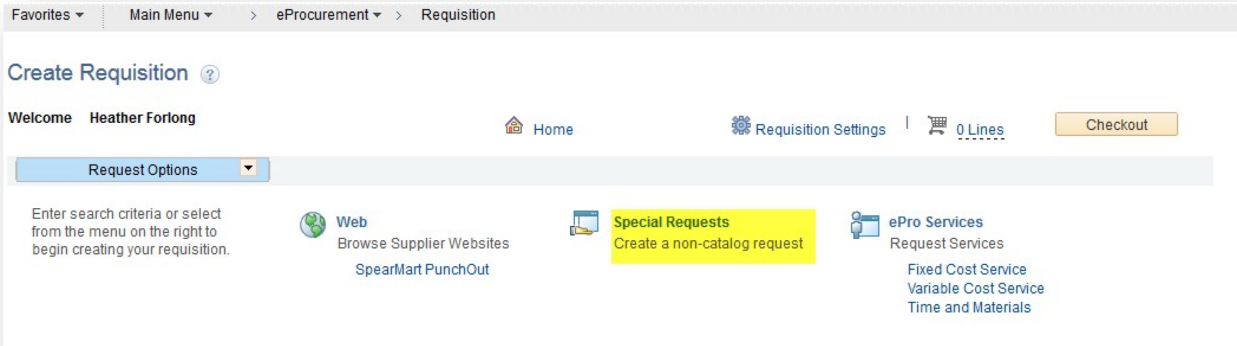


9. If you receive the following warning message after entering the date, click "OK".

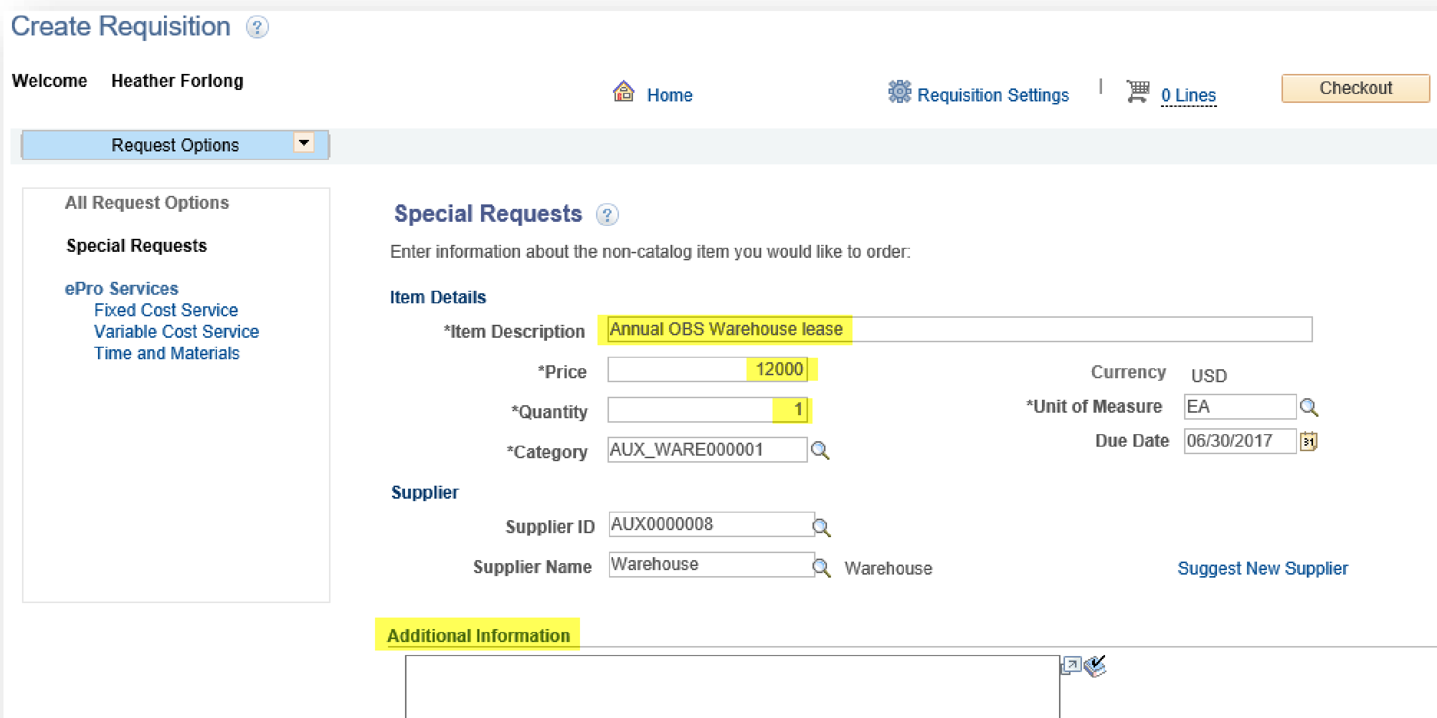


10. Select "OK" at the bottom of the page.

11. 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).



12. Create the line(s) for your service:
    a. Enter the item description.
    b. Enter Price & Quantity:
        i. Price: equal to the amount you plan to spend for the PO duration for that line
        ii. Quantity: 1 – ***Note:* quantity should always equal 1**
        iii. Add notes as needed in the “Additional Information” field. This information is for your research purposes only.



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

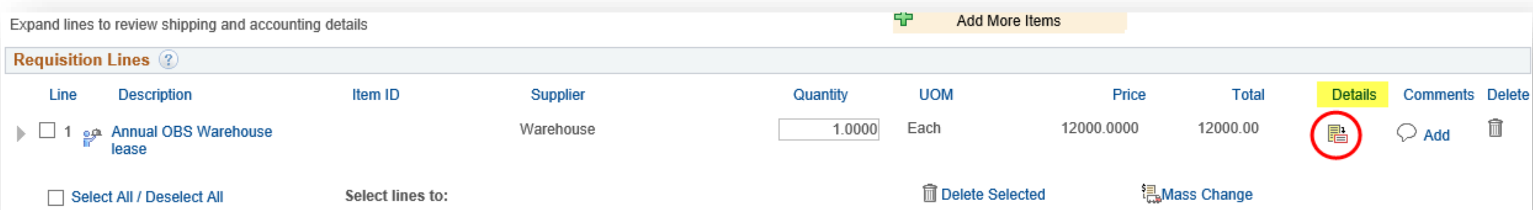
14. You will see a new, blank line. Create additional lines as needed.

15. When all lines have been added and you are ready to check out, select "Checkout" at the top of the page:

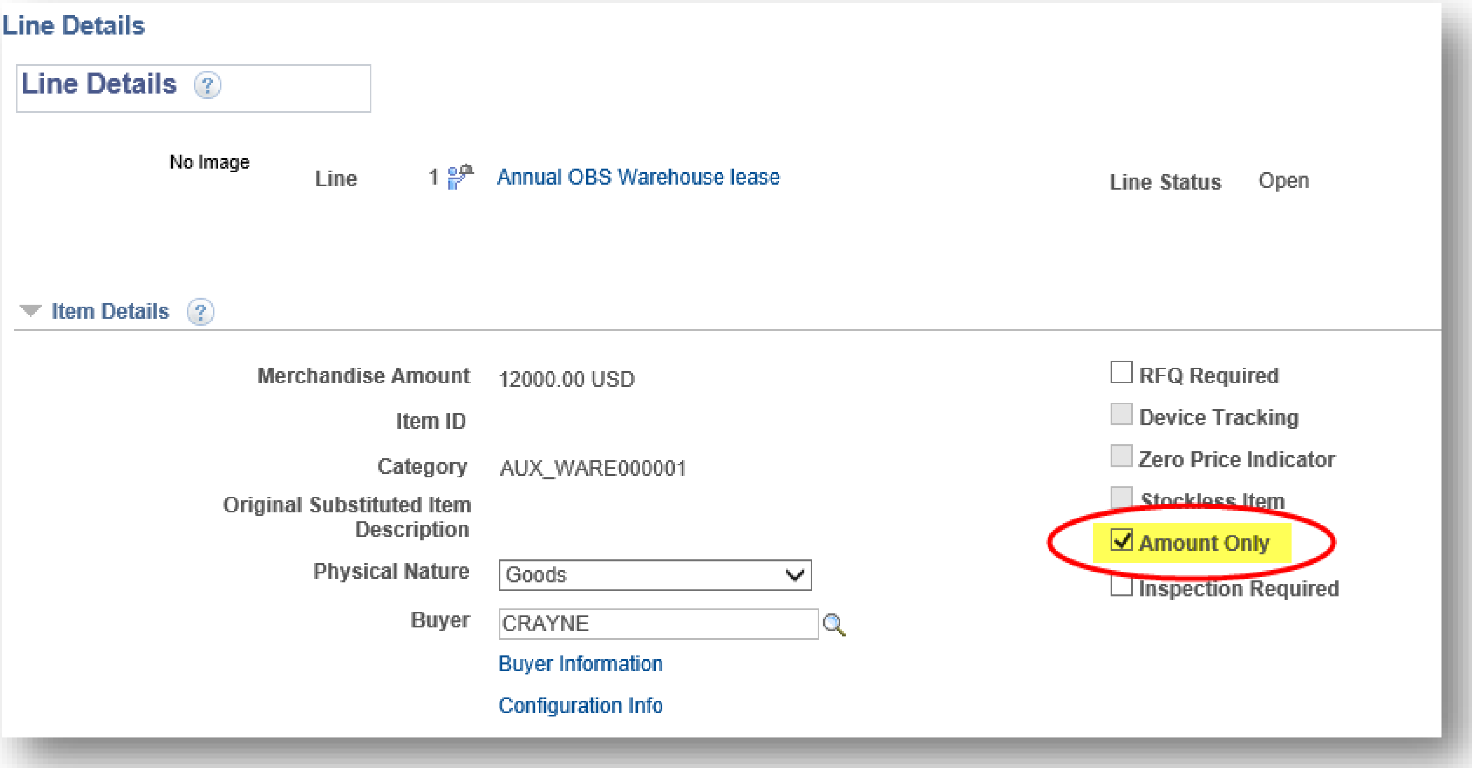
16. You will be returned to the **Checkout – Review and Submit** page.

17. 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:

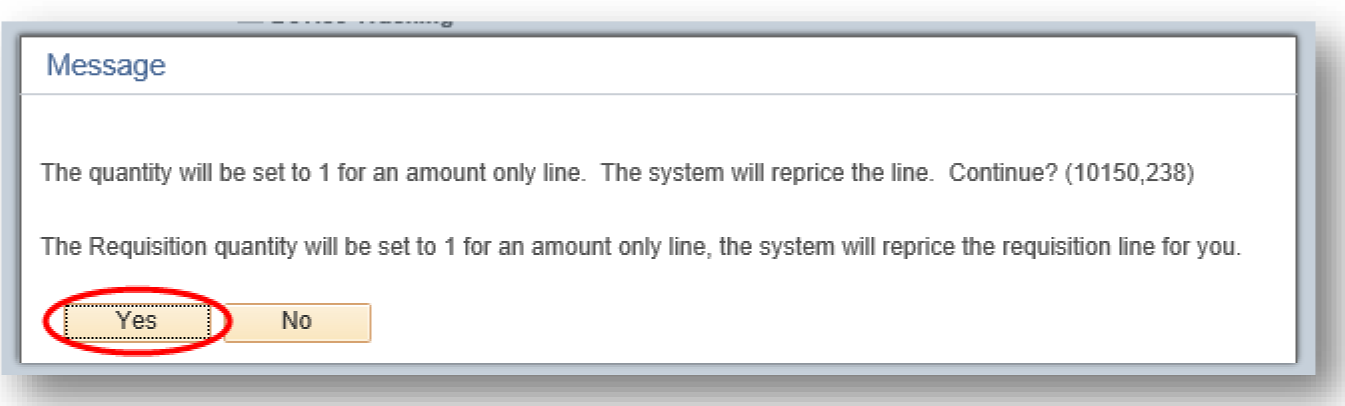


b. On the “Line Details” page, select the checkbox for “Amount Only.”



c. Scroll to the bottom of the page and select “OK.”

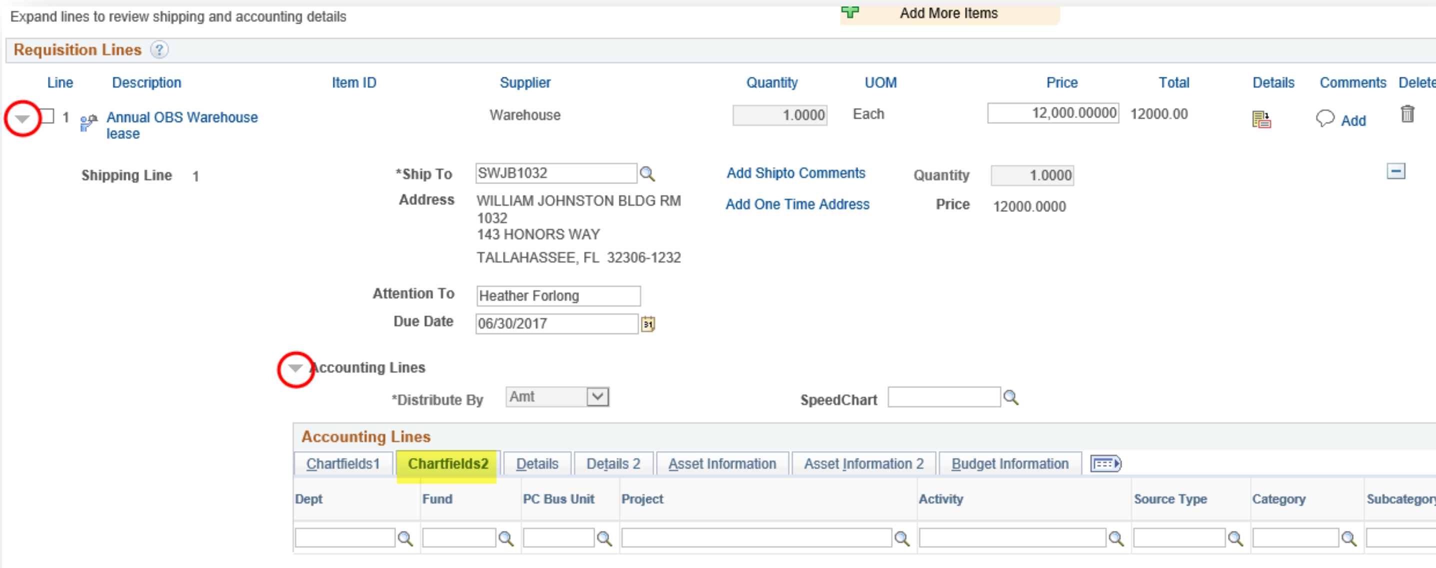
d. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes.”



e. Repeat steps a – d for all lines.

18. Enter your accounting information (department ID, fund, project):

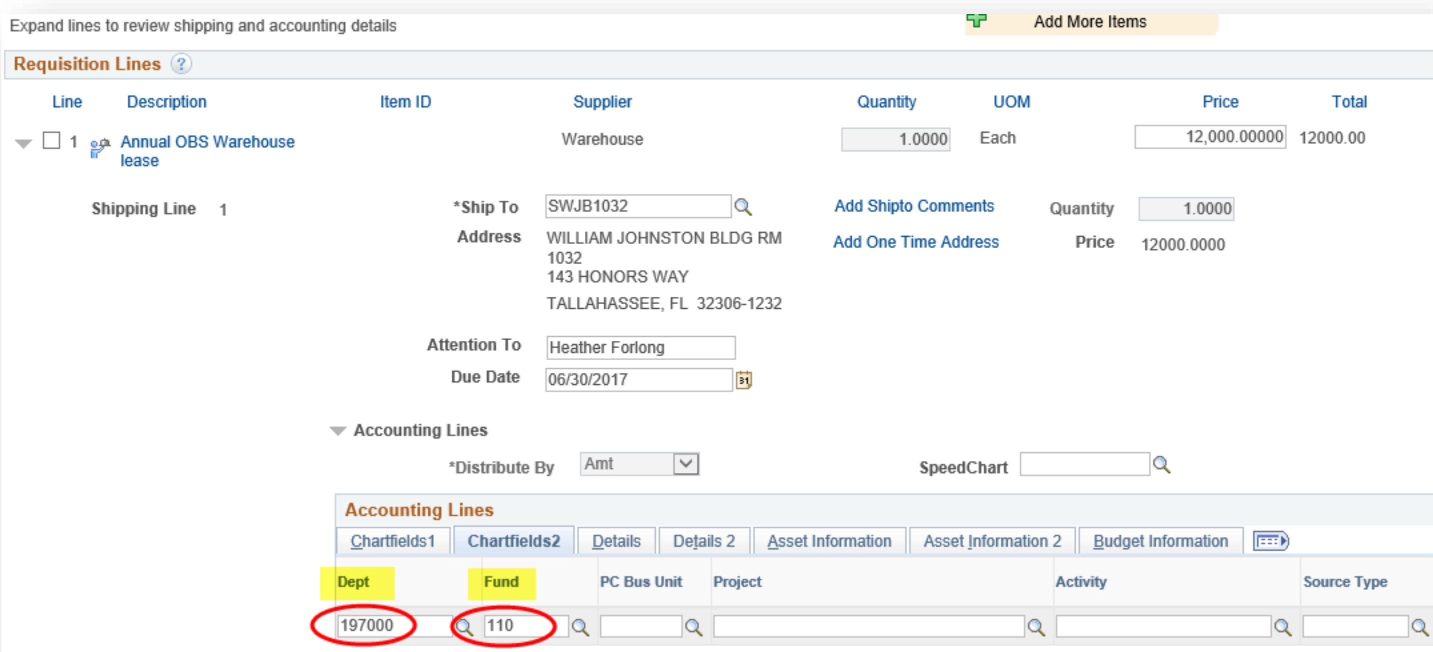
    a. Expand the lines using the small grey arrows as shown below and then select the “Chartfields 2” tab



    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.***

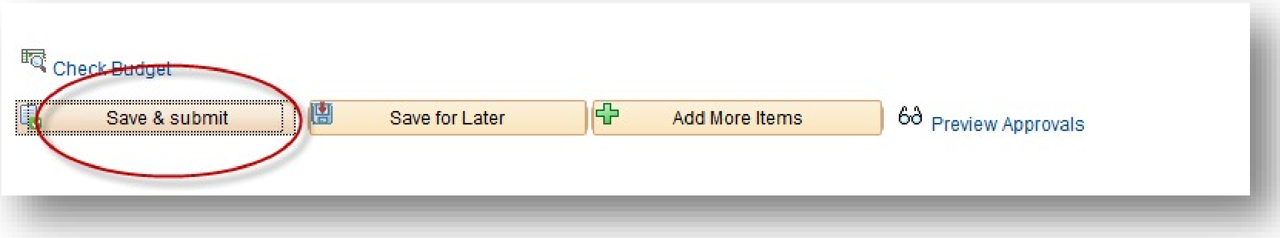
        ii. A requisition can include multiple non-project department/fund combinations (including optional chartfields).



c. **Repeat steps a and b for all lines.**

19. Review your requisition for accuracy.

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



21. 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.