



OMNI Auxiliary AR/Billing: Chemistry & Biochemistry

Chemistry Stockroom & Chemistry Labs

Placing an Order

All orders are placed with the Stockroom Manager or appropriate Facility Director. For more information, please visit the [Chemistry Research & Support Facilities webpage](#) or contact the Stockroom Manager or Facility Director. 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 this or any selling auxiliary.**

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.

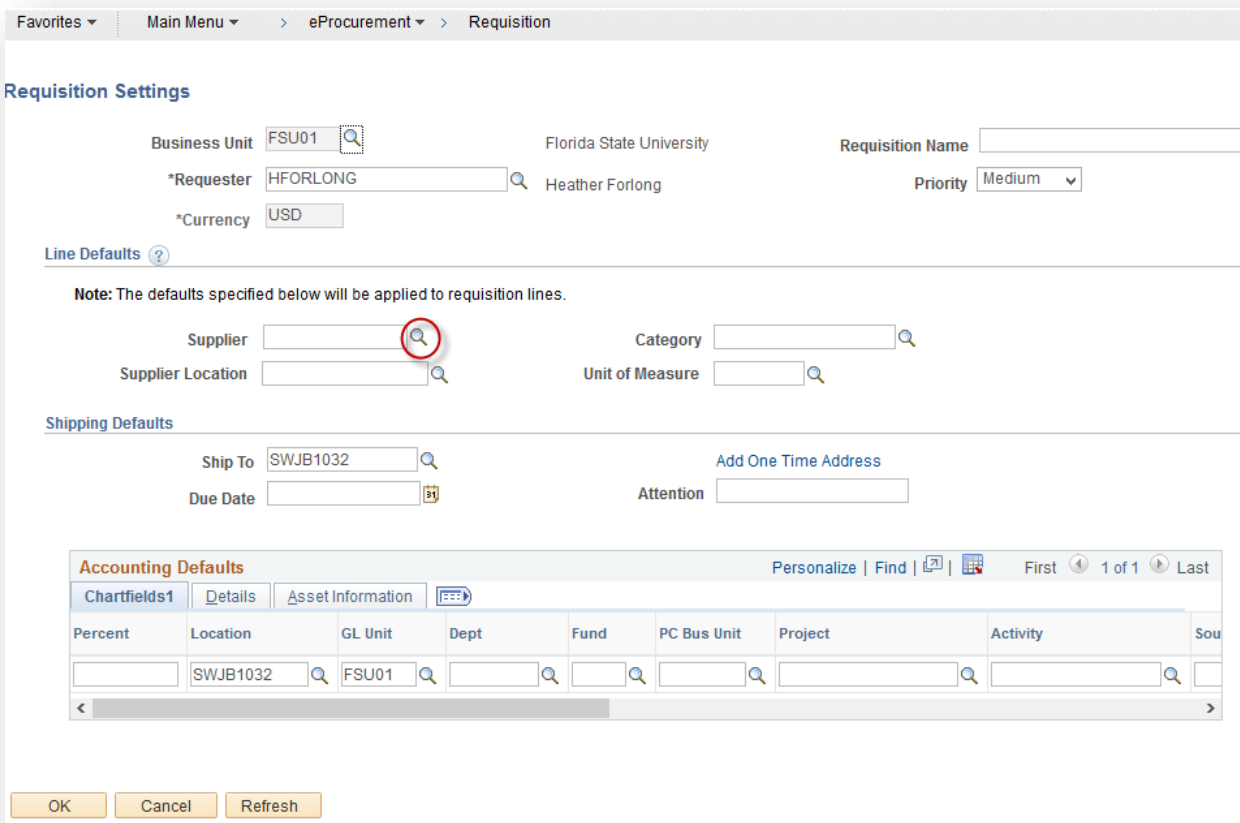
1. Determine your requisition amount as described separately on the [Controller's Office Auxiliary Accounting training materials page](#). Your department's Budget Account Manager may have already performed this task for you.
2. First, decide which vendor and category code(s) you will use. Chemistry has several vendors and category codes to accommodate the variety of purchases that departments make from this selling auxiliary area. They are listed here:

Supplier ID	Supplier Name	Category Code	Category Code Description
AUX0000013	Chemistry Stockroom	AUX_CHEM0000001	Chemistry Stockroom Items- Non Consumable, including beakers, test tubes, vials, etc. Does not include gas or chemicals
AUX0000013	Chemistry Stockroom	AUX_CHEM0000002	Chemistry Stockroom Supplies - Gas and Chemicals
AUX0000013	Chemistry Stockroom	AUX_CHEM0000003	Chemistry Stockroom consumable supplies, such as paper towels, cotton balls, centrifuge tubes, pipettes, etc. Does not include gas or chemicals or non-consumable supplies.
AUX0000014	Chemistry Labs	AUX_CHEM0000004	Chemistry Lab Charges for scientific research and analysis services, including MASS, MAC, and NMR.

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



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





5. 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 one of the below:

Supplier ID	Supplier Name
AUX0000013	Chemistry Stockroom
AUX0000014	Chemistry Labs

Supplier Search

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country State

Postal Code

5	AUX0000008	Warehouse	001	Main	Florida State University	Tallahassee	FL	
6	AUX0000009	FSU Information Technology Service	001	MAIN	296 Champions Way	Tallahassee	FL	
7	AUX0000010	College of Music Performance Halls	MAIN		PO Box 3061180	Tallahassee	FL	
8	AUX0000011	College of Medicine Stockroom	MAIN		1115 W. Call St	Tallahassee	FL	
9	AUX0000012	College of Medicine Labs	001	Main	1115 W. Call St.	Tallahassee	FL	
10	AUX0000013	Chemistry Stockroom	001	Main	118 Dittmer Building	Tallahassee	FL	
11	AUX0000014	Chemistry Labs	001	Main	118 Dittmer Building	Tallahassee	FL	



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

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

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

Supplier: AUX0000014 Category:

Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: 06/30/2018 Attention:

Accounting Defaults

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
	SFAB220	FSU01	196000					

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

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority: Medium

*Currency: USD

Line Defaults

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

Supplier: AUX0000014 Category:

Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: 06/30/2018 Attention:

Accounting Defaults

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Sou
	SFAB220	FSU01	196000					



8. Enter a due date. For year-long, open ended PO's, use 6/30 of the appropriate fiscal year. You should use the project end date if the project ends before the end of this fiscal year.

Shipping Defaults

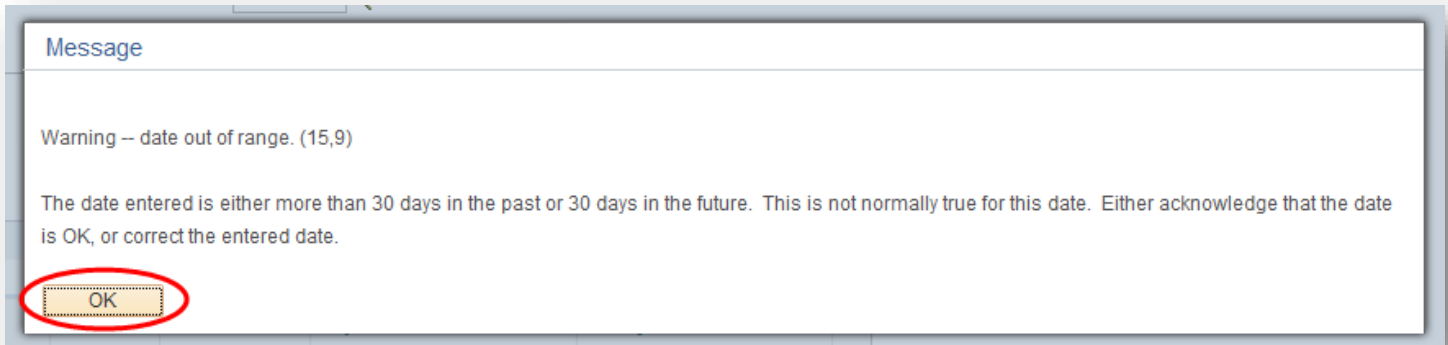
Ship To: SFAB220

Due Date: 06/30/2018

Accounting Defaults

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source
	SFAB220	FSU01	196000					

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



10. When finished, select "OK" at the bottom of the screen.
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).



Favorites ▾ Main Menu ▾ > eProcurement ▾ > Requisition

Create Requisition ?

Welcome Heather Forlong

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

Request Options ▾

Enter search criteria or select from the menu on the right to begin creating your requisition.

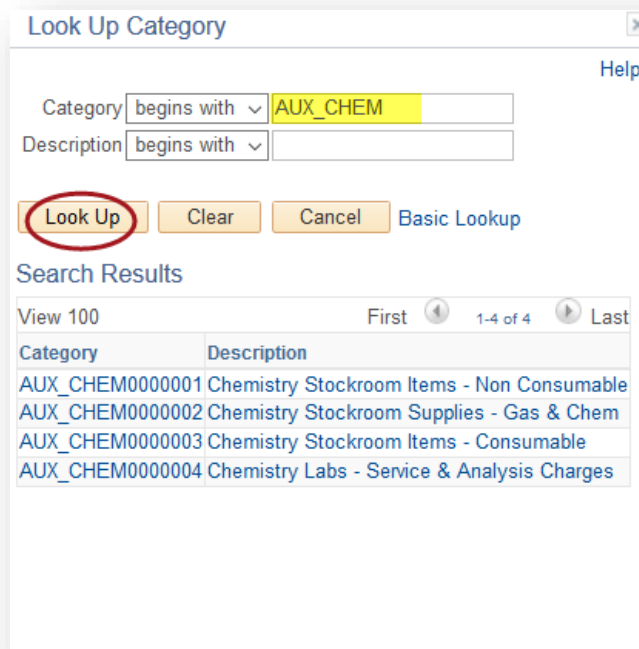
- Web**
 - Browse Supplier Websites
 - SpearMart PunchOut
- Special Requests**
 - Create a non-catalog request
- ePro Services**
 - Request Services
 - Fixed Cost Service
 - Variable Cost Service
 - Time and Materials



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

- b. Enter the item description as desired.
- c. 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**
- d. **Search for your Category Code(s).** Type “AUX_CHEM” into the Category field, and then select the magnifying glass to search for this auxiliary’ category codes. It is very important that you select the appropriate internal category code.
 - i. For this requisition, choose from the following Category Codes as shown below based upon the vendor you entered above.

Category Code	Category Code Description	Use only with this Supplier	Supplier Name
AUX_CHEM0000001	Chemistry Stockroom Items- Non Consumable, including beakers, test tubes, vials, etc. Does not include gas or chemicals	AUX0000013	Chemistry Stockroom
AUX_CHEM0000002	Chemistry Stockroom Supplies - Gas and Chemicals	AUX0000013	Chemistry Stockroom
AUX_CHEM0000003	Chemistry Stockroom consumable supplies, such as paper towels, cotton balls, centrifuge tubes, pipettes, etc. Does not include gas or chemicals or non-consumable supplies.	AUX0000013	Chemistry Stockroom
AUX_CHEM0000004	Chemistry Lab Charges for scientific research and analysis services, including MASS, MAC, and NMR.	AUX0000014	Chemistry Labs





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

Special Requests ?

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

Item Details

*Item Description	Anticipated Chemistry NMR, MASS, and MAC fees for this project	
*Price	2500	Currency USD
*Quantity	1	*Unit of Measure EA
*Category	AUX_CHEM0000004	Due Date 06/30/2018

Supplier

Supplier ID: AUX0000014

Supplier Name: Chemistry Labs Chemistry Labs [Suggest New Supplier](#)

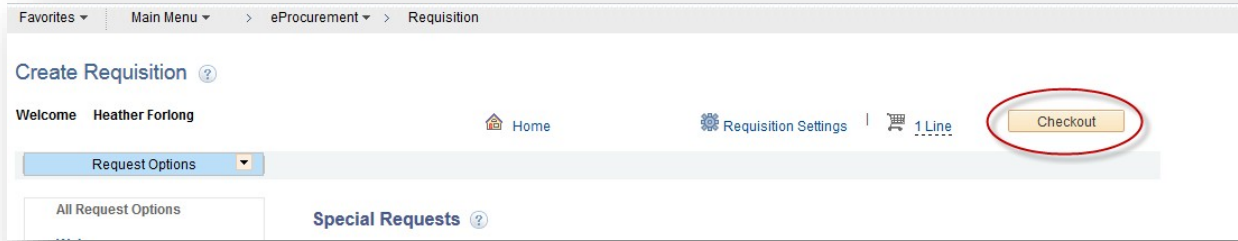
Additional Information

Send to Supplier
 Show at Receipt
 Show at Voucher

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



- 14. You will see a screen for a new, blank line. Create additional lines as needed for other category codes for this auxiliary. Please group all activity per category code onto one line versus spreading it out over multiple lines when the category code is the same unless you are adding multiple budget combos in the same category code. *Note: projects must be on their own requisitions.*
- 15. When lines for all applicable goods/services have been added and you are ready to check out, select “Checkout” at the top of the page:



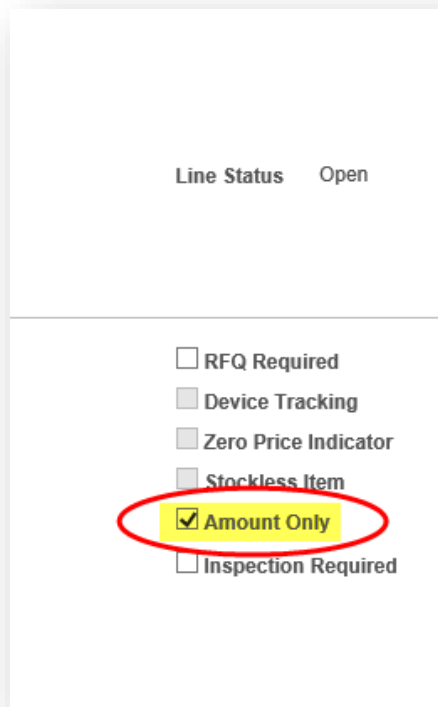
16. You will be returned to the **Checkout – Review and Submit** page.

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.**

f. Select the icon under the “Details” column for the line:

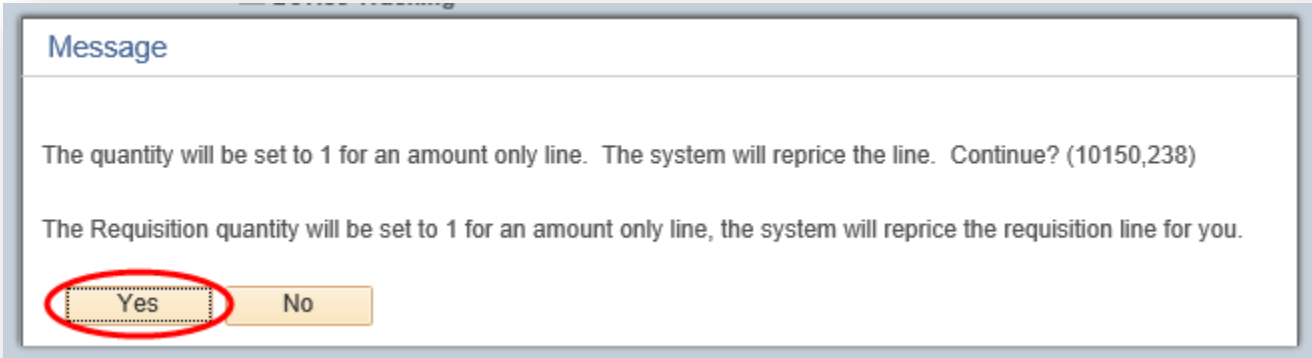
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Anticipated Chemistry NMR, MAS		Chemistry Labs	1.0000	Each	2500.0000	2500.00		Add	

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



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

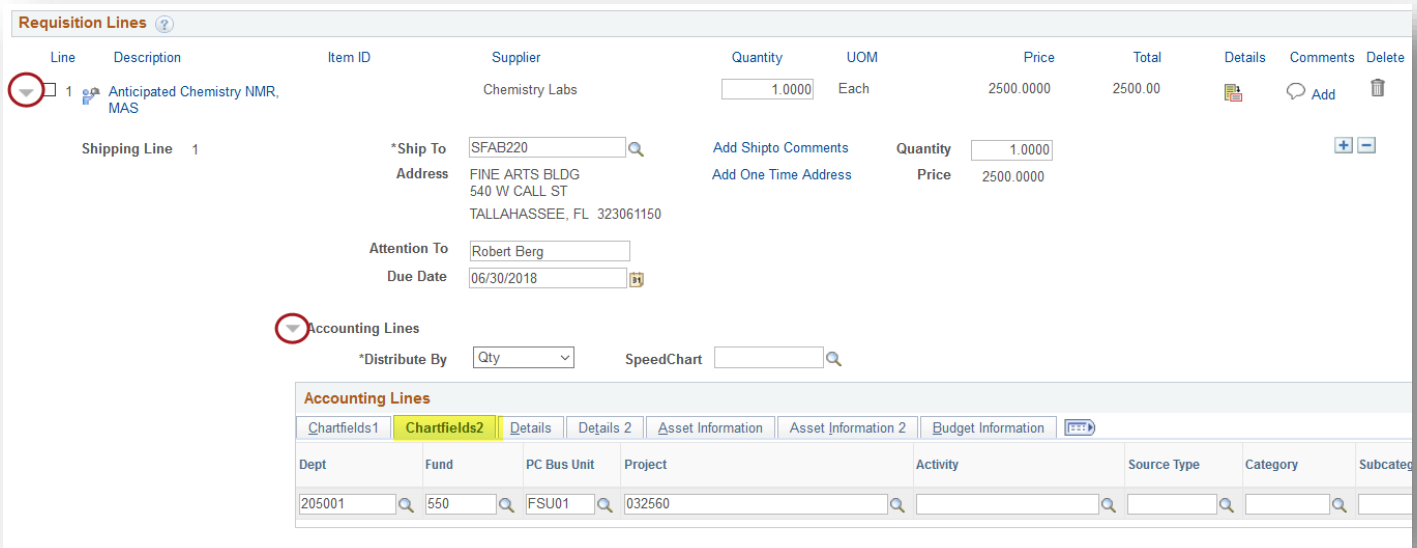
i. A message will pop up indicating that your quantity will be set to 1; this is ok. Select “Yes”.



j. Repeat steps a – d for all lines.

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

k. Expand the lines using the small grey arrows and then select the “Chartfields 2” tab:



l. 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).

m. Repeat steps 18) a and 18) b for all lines.

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.