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 & 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” > Internal/Auxiliary Requisition > Requisition 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 & 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 “AUX0000003 | OBS Postal Services”
5. The system will bring you back to the **Requisition Settings** page with the supplier information included.

6. Choose a Unit of Measure. *Always choose “EA” for internal requisitions.*
7. Enter a due date. For year-long, open ended PO’s such as what would be typical for this line of business, use 06/30 of the appropriate fiscal year.

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

![Warning Message]

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

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_MAIL” into the Category field & select the magnifying glass to search for the category code. 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:

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Description</th>
<th>Expense Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUX_MAIL00000001</td>
<td>Domestic Mail (Charge slip mail, domestic)</td>
<td>741501</td>
</tr>
<tr>
<td>AUX_MAIL00000002</td>
<td>International Mail (Charge-slip mail, international)</td>
<td>741502</td>
</tr>
<tr>
<td>AUX_MAIL00000003</td>
<td>UPS (UPS mail through iShip or charge-slip, not UPS store)</td>
<td>741503</td>
</tr>
<tr>
<td>AUX_MAIL00000004</td>
<td>Standard Mail Prep (for special batch mailings)</td>
<td>741504</td>
</tr>
<tr>
<td>AUX_MAIL00000005</td>
<td>Business Reply (when you request that recipients return items to you at your cost)</td>
<td>741507</td>
</tr>
<tr>
<td>AUX_MAIL00000006</td>
<td>Return Mail (items returned to you due to incorrect address/undeliverable)</td>
<td>741508</td>
</tr>
<tr>
<td>AUX_MAIL00000007</td>
<td>Standard Postage (used with batch mailings; postage for batch mail jobs)</td>
<td>741506</td>
</tr>
</tbody>
</table>

**IMPORTANT:** In order for a department to print charge-slips for domestic mail, international mail, and/or UPS, the requisition must have a line with the corresponding category code.

d. If needed, add notes in the “Additional Information” field. This will be for your research purposes only.
12. When you are 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 & you are ready to check out, select “Checkout” at the top of the page:

![Create Requisition](image)

15. You will be returned to the **Checkout – Review & 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:

![Requisition Lines](image)

b. On the “Line Details” page, select the checkbox for “Amount Only.” Additionally, the Buyer field **MUST remain as “CRAYNE.”**

![Item Details](image)

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

![Image of a message pop-up indicating a quantity set to 1]

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The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)
The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes  No
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e. Repeat steps (a) through (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 & then select the “Chartfields2” tab:

![Image of chartfields2 tab]

b. Enter the appropriate department ID, fund & project combination in the Chartfields2 tab.

   i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects or a project & multiple non-project funds.**

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

![Image of chartfields2 details]

c. Repeat steps (a) & (b) for all lines.
18. When reviewed & ready to submit for approval, click **Save & Submit** at the bottom of the page:

![Save & Submit button](image)

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