



OMNI Auxiliary AR/Billing: Biological Sciences (Biology)

Biology Stockroom, CORE Labs, BSIR, & Greenhouse

Placing an Order

All new orders are placed with the appropriate Stockroom or Lab manager using the auxiliary’s approved form. For more information, please visit the [Biology Research & Support Facilities website](#). Please be aware that a Purchase Order serves to encumber funds & enable internal charges. **A Purchase Order does not serve to place an order with this or any selling auxiliary.**

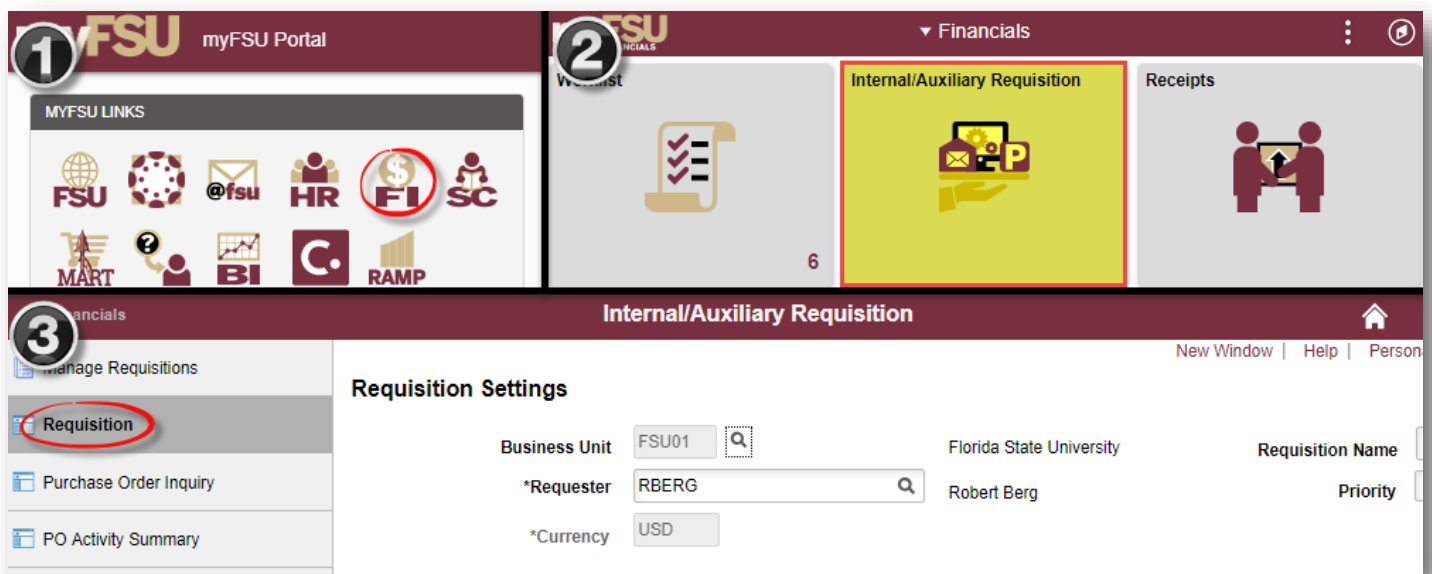
Creating a Requisition

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 & categories are selected.

1. Determine your requisition amount as described separately on the [Controller’s Office Auxiliary Services training materials page](#). Your department’s Budget Account Manager may have already performed this task for you.
2. First, decide which vendor & category code(s) you will use. Biological Sciences has several vendors & 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
AUX0000015	Biology Stockroom	AUX_BIO0000001	Biology Supplies – Gas & Chem
AUX0000015	Biology Stockroom	AUX_BIO0000002	Biology Stockroom – Vehicle Rental Non-Travel
AUX0000016	Biology CORE Labs	AUX_BIO0000003	Biology CORE Labs – Service & Analysis Charges
AUX0000016	Biology CORE Labs	AUX_BIO0000004	Biology CORE Labs – Lab Supplies
AUX0000017	Biology BSIR Facility	AUX_BIO0000005	Biology BSIR – Biological Sciences Imaging Resource
AUX0000018	Biology Greenhouse	AUX_BIO0000006	Fees related to utilizing Biology’s Greenhouse & Fields

3. Navigate to page: <https://my.fsu.edu> > “FI” > Internal/Auxiliary Requisition > Requisition 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.



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: Category:

Supplier Location: Unit of Measure:

Shipping Defaults

Ship To: SFAB220 Add One Time Address

Due Date: Attention:

Accounting Defaults

Chartfields1 | Details | Asset Information

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source T
1	<input type="text"/>	SFAB220 <input type="text"/>	FSU01 <input type="text"/>	196000 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel Refresh

5. 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 one of the below:

Supplier ID	Supplier Name
AUX0000015	Biology Stockroom
AUX0000016	Biology CORE Labs
AUX0000017	Biology BSIR Facility
AUX0000018	Biology Greenhouse

Supplier Search

Supplier ID: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:



Search Results

11-20 of 32 | View All

		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	11	AUX0000014	Chemistry Labs	001	Main	118 Dittmer Building	Tallahassee	FL	
<input checked="" type="radio"/>	12	AUX0000015	Biology Stockroom	001	Main	319 Stadium Dr	Tallahassee	FL	
<input checked="" type="radio"/>	13	AUX0000016	Biology CORE Labs	001	Main	319 Stadium Dr	Tallahassee	FL	
<input checked="" type="radio"/>	14	AUX0000017	Biology BSIR Facility	001	Main	319 Stadium Dr	Tallahassee	FL	
<input checked="" type="radio"/>	15	AUX0000018	Biology Greenhouse	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	16	AUX0000019	Ctr for Genomics&Pers Med Aux	001	Main	319 Stadium Drive	Tallahassee	FL	
<input type="radio"/>	17	AUX0000020	College of Medicine-MRI Facility	001	Main	1115 W. Call St	Tallahassee	FL	
<input type="radio"/>	18	AUX0000021	Photo and Video Services	001	Main	222 S Copeland St.	Tallahassee	FL	
<input type="radio"/>	19	AUX0000022	HR Background Checks	001	Main	282 Champion's Way	Tallahassee	FL	
<input type="radio"/>	20	AUX0000023	Institute of Molecular Biophysics	001	Main	91 Chieftan Way	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:
 *Currency: USD

Line Defaults

Supplier: AUX0000015 Category:
 Supplier Location: 001 Unit of Measure:

7. Choose a Unit of Measure. **Always choose "EA" for internal requisitions.**

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:
 *Requester: RBERG Robert Berg Priority:
 *Currency: USD

Line Defaults

Supplier: AUX0000015 Category:
 Supplier Location: 001 Unit of Measure: 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 **06/30** of the appropriate fiscal year.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority:

*Currency: USD

Line Defaults

Supplier: AUX0000015 Category:

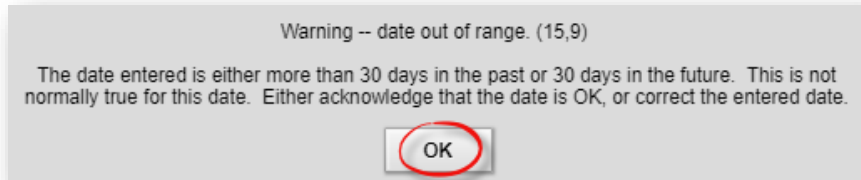
Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

Ship To: SFAB220 [Add One Time Address](#)

Due Date: 06/30/2019 Attention:

- 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).

Create Requisition

Welcome Robert Berg

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

Request Options

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

Special Requests Create a non-catalog request

Favorites Browse Favorite Items and Services

ePro Services
Request Services
Fixed Cost Service
Variable Cost Service
Time and Materials



12. 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_BIO” 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 based upon the vendor you entered above.

Category Code	Category Code Detail	Use only with this Supplier	Supplier Name
AUX_BIO0000001	Biology Supplies – Gas & Chemicals	AUX0000015	Biology Stockroom
AUX_BIO0000002	Rental of Biology Vehicles for transportation of equipment and/or performance of research activities.	AUX0000015	Biology Stockroom
AUX_BIO0000003	Charges for Biology CORE Labs services & analysis (including Analytical Laboratory, DNA Sequencing Laboratory, Hybridoma Laboratory, & Molecular Cloning Laboratory)	AUX0000016	Biology CORE Labs
AUX_BIO0000004	Reagents, chemicals & other consumables used in the course of analysis (pass-through charges) at Biology’s CORE Labs	AUX0000016	Biology CORE Labs
AUX_BIO0000005	Fees for utilizing Biology’s BSIR (Biological Science Imaging Resource) electron microscope & related services	AUX0000017	Biology BSIR Facility
AUX_BIO0000006	Fees related to utilizing Biology’s Greenhouse & Fields	AUX0000018	Biology Greenhouse

- d. If needed, add notes in the “Additional Information” field. This will be for your research purposes only.

Special Requests ?

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

Item Details

*Item Description: Biology Supplies - Gas & Chem

*Price: 100 *Currency: USD

*Quantity: 1 *Unit of Measure: EA

*Category: AUX_BIO0000001 Due Date: 06/30/2019

Supplier

Supplier ID: AUX0000015

Supplier Name: Biology Stockroom

Supplier Item ID: [Empty]

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Add to Cart

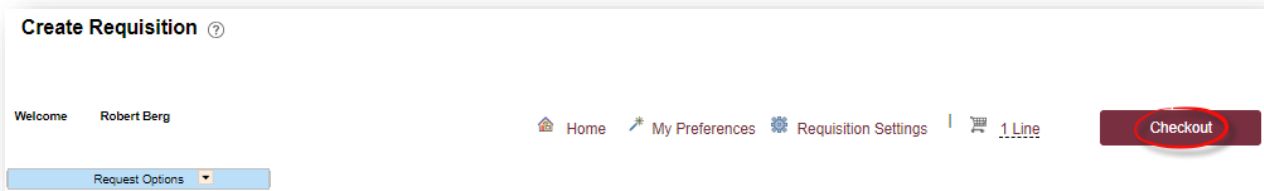


13. When you are ready, select “Add to Cart” at the bottom of the page.



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 & you are ready to check out, select “Checkout” at the top of the page:



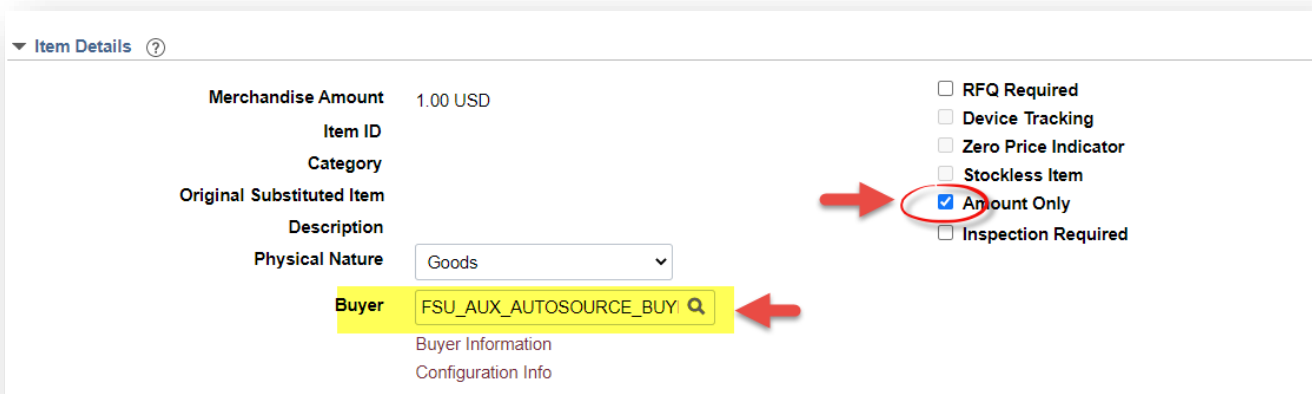
16. You will be returned to the **Checkout – Review & Submit** page.

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 under the “Details” column for the line:

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Biology Supplies - Gas & Chem		Biology Stockroom	1,0000	Each	100.0000	100.00		Add	

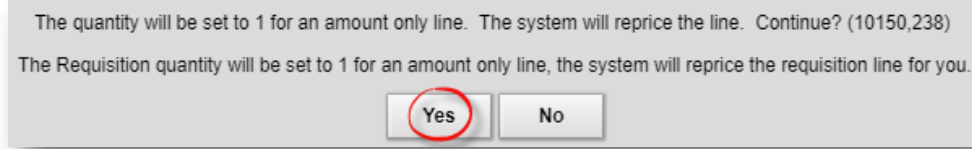
b. On the “Line Details” page, select the checkbox for “Amount Only”. Additionally, the Buyer field **MUST** remain as “FSU_AUX_AUTOSOURCE_BUYER”.



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”.



e. Repeat steps (a) through (d) for all lines.

18. Enter your accounting information e.g. department ID, fund, project, etc., as shown below:

a. Expand the lines using the small grey arrows & then select the “Chartfields2” tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1	Biology Supplies - Gas & Chem		Biology Stockroom	1.0000	Each	100.00000	100.00	

Shipping Line 1

*Ship To: SFAB220
 Address: FINE ARTS BLDG, 540 W CALL ST, TALLAHASSEE, FL 323061150
 Attention To: Robert Berg
 Due Date: 06/30/2019

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

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

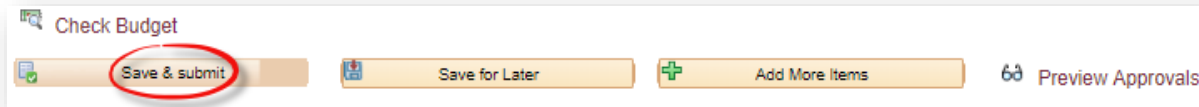
- i. **NOTE: A project must be on its own requisition. A requisition can not include multiple projects or a project & multiple non-project funds.**
- ii. A requisition can include multiple non-project combinations (including optional chartfields).

Dept	Fund	PC Bus Unit	Project	Activity	Source Type
196000	110				

c. Repeat steps (a) & (b) for all lines.



19. When reviewed & ready to submit for approval, click **Save & 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 & will be dispatched to the vendor when the applicable system processes run throughout the day.