



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 & enable internal charges. **A Purchase Order does not serve to place an order with this or any selling auxiliary.**

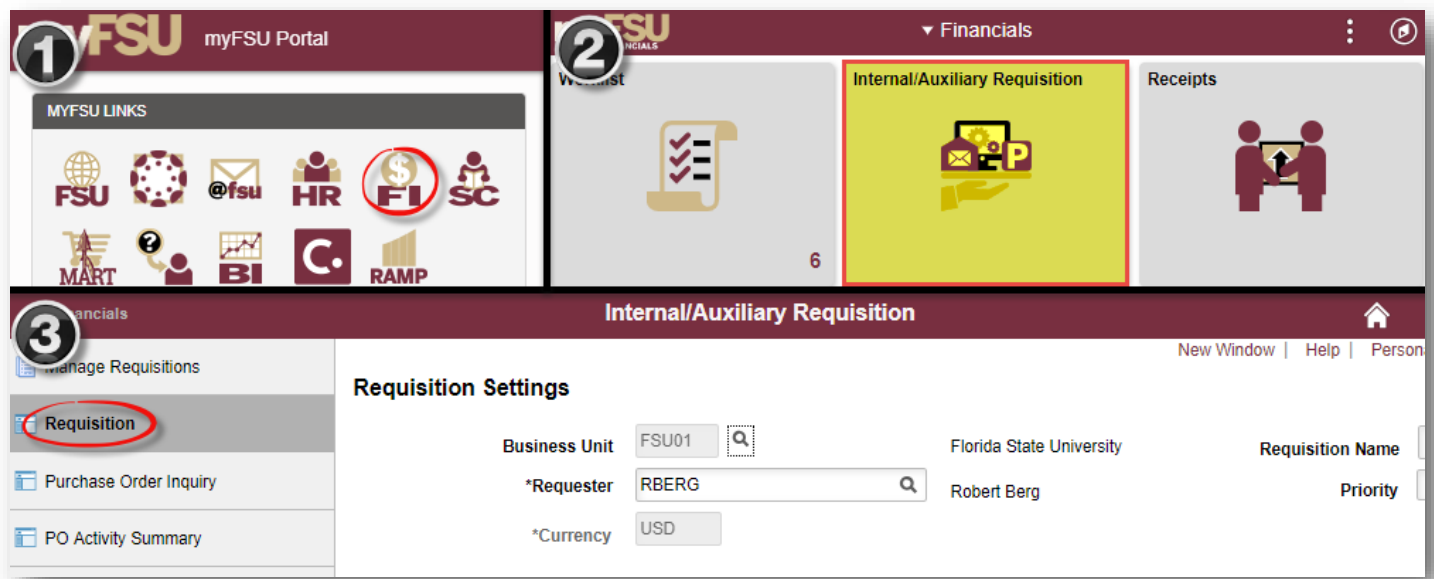
Creating a Requisition

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. Chemistry 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
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 & 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 & analysis services, including MASS, MAC, & NMR.

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





- 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="button" value="Q"/>	FSU01 <input type="button" value="Q"/>	196000 <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>

OK Cancel Refresh

- 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.
 - 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: AUX

Name:

Short Supplier Name:

Alternate Supp Name:

City:

Country: State:

Postal Code:



Search Results

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
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	
12	AUX0000015	Biology Stockroom	001	Main	319 Stadium Dr	Tallahassee	FL	
13	AUX0000016	Biology CORE Labs	001	Main	319 Stadium Dr	Tallahassee	FL	
14	AUX0000017	Biology BSIR Facility	001	Main	319 Stadium Dr	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

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name: _____

Priority: _____

Line Defaults

Supplier: AUX0000013 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

*Requester: RBERG Robert Berg

*Currency: USD

Requisition Name: _____

Priority: _____

Line Defaults

Supplier: AUX0000013 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: AUX0000013 Category:

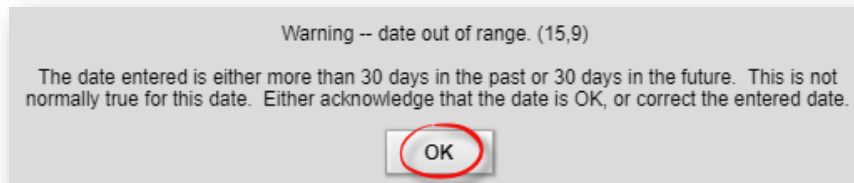
Supplier Location: 001 Unit of Measure: EA

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 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_CHEM” 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 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 & 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 & analysis services, including MASS, MAC, & NMR.	AUX0000014	Chemistry Labs

- 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:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

Supplier

Supplier ID:

Supplier Name: Chemistry Stockroom Suggest New Supplier

Supplier Item ID:

Additional Information

Send to Supplier
 Show at Receipt
 Show at Voucher

Add to Cart

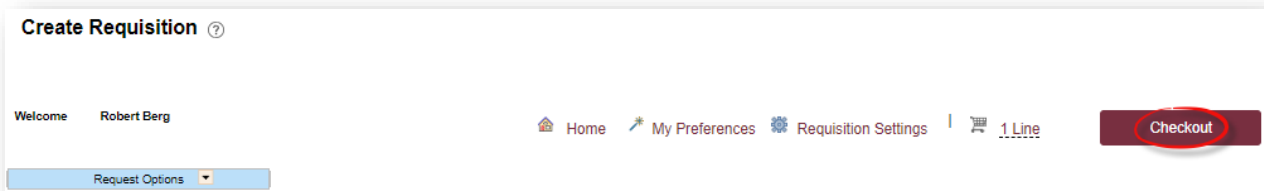


13. When ready, select “Add to Cart” at the bottom of the page.



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 w 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:



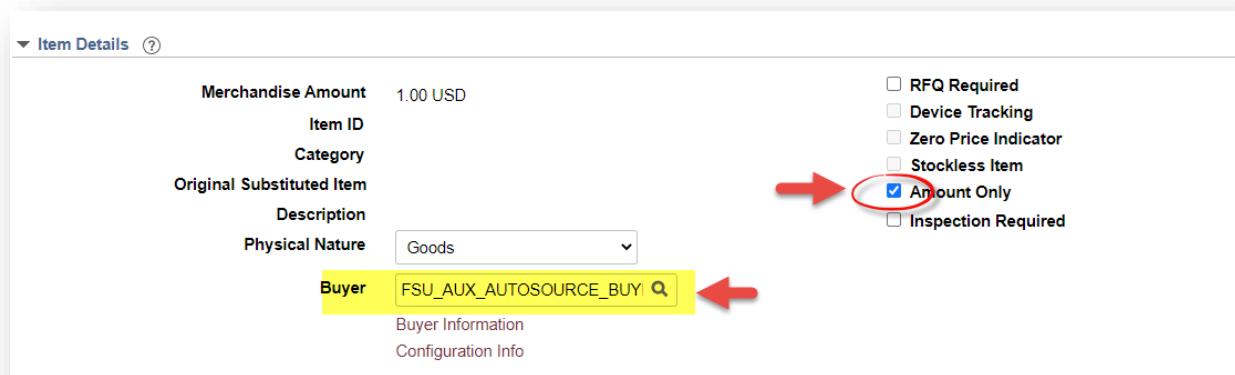
16. You will be returned to the **Checkout – Review & Submit** page.

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	Chemistry Stockroom Items - No		Chemistry Stockroom	1.0000	Each	100.0000	100.00		Add	

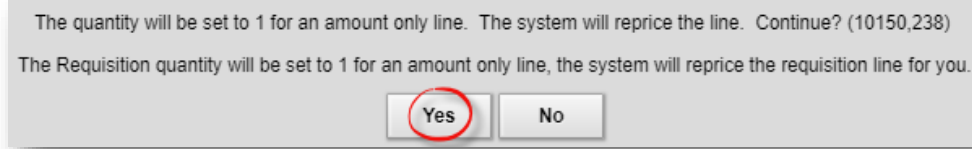
b. On the “Line Details” page, select the checkbox for “Amount Only”. Additionally, the Buyer field **MUST** remain as “FSU_AUX_AUTOSOURCE_BUYER”.



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	Chemistry Stockroom Items - No		Chemistry 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.**

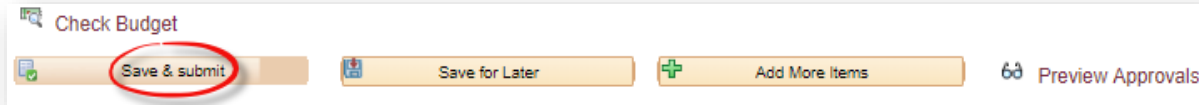
ii. A requisition can include multiple non-project combinations (including optional chartfields).

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.