



OMNI Auxiliary AR/Billing: College of Medicine

Medicine Stockroom & Medicine Labs

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 [College of Medicine’s Division of Research webpage](#). 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.**

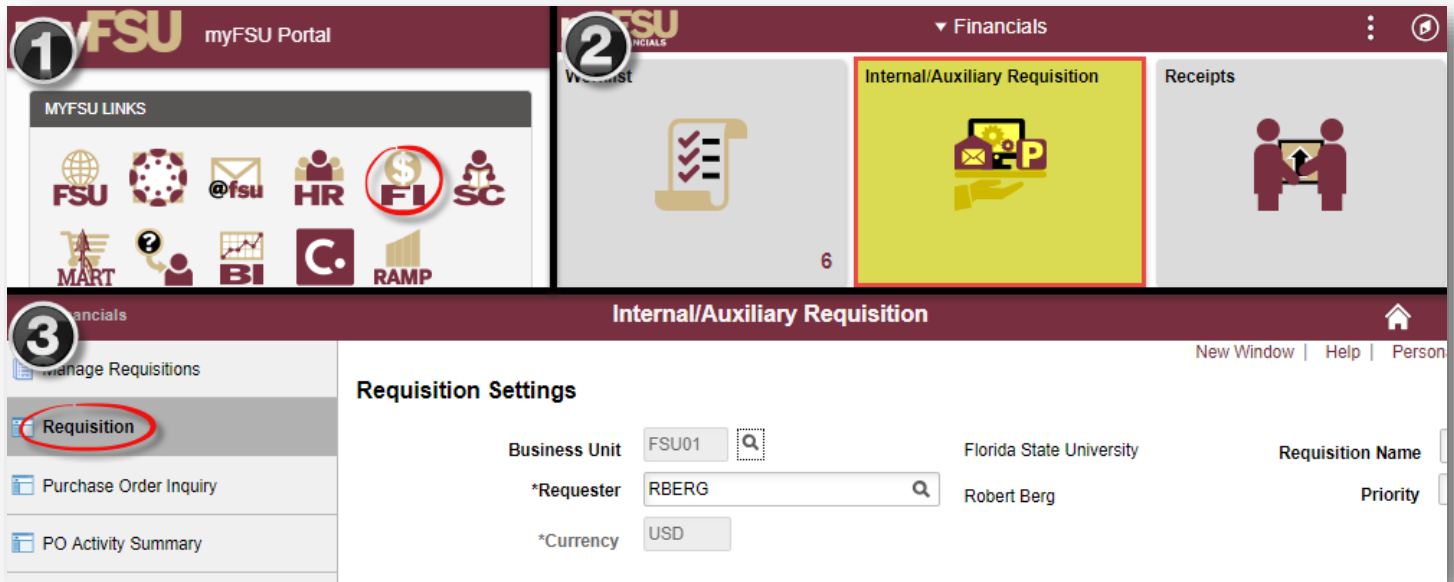
Creating a Requisition

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.

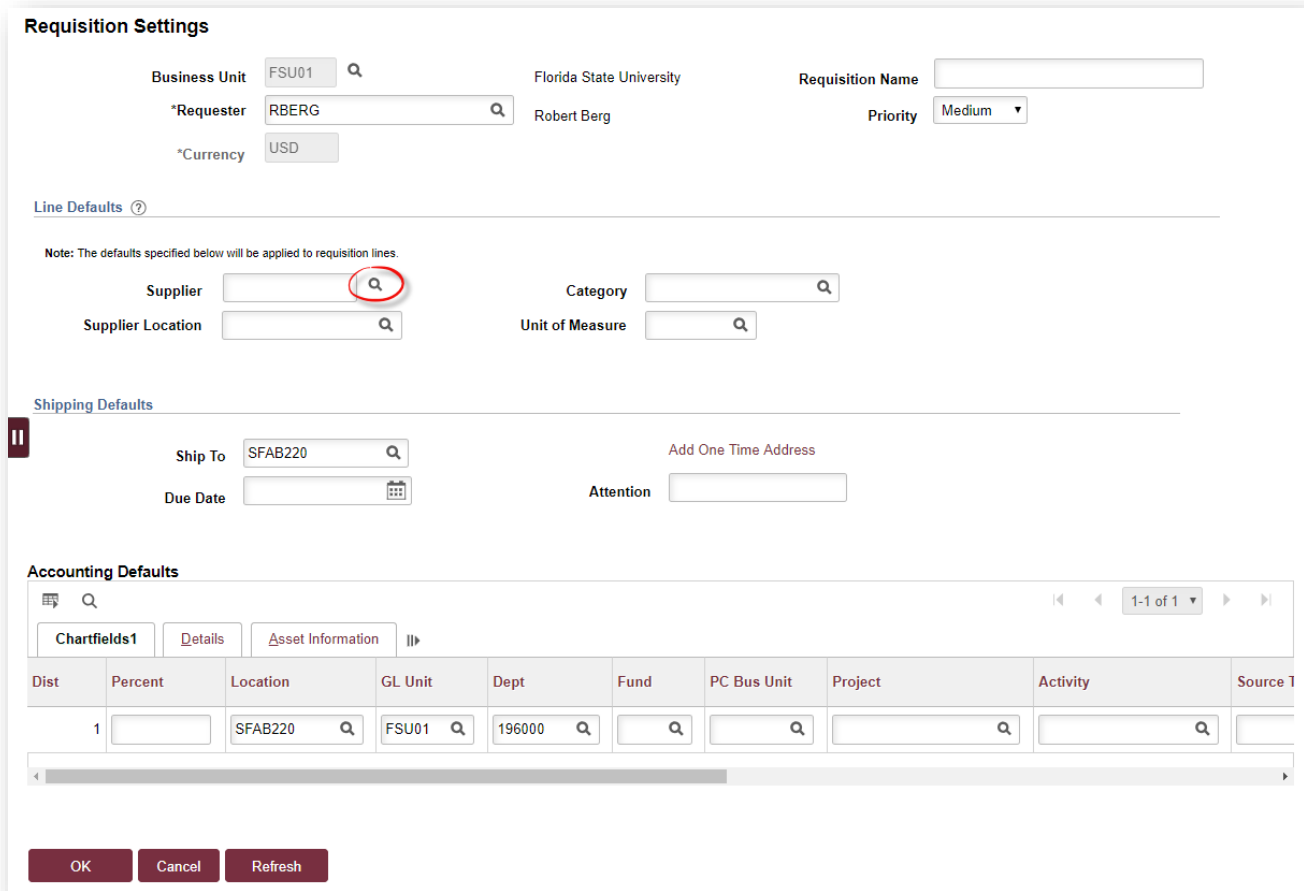
1. Determine your requisition amount as described separately on the [Controller’s Office Auxiliary Services training materials page](#). Your department’s Budget Account Manager may have already performed this task for you.
2. First, decide which vendor & category code(s) you will use. The College of Medicine 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
AUX0000011	College of Medicine Stockroom	AUX_MED0000001	College of Medicine lab supplies, not including gas & chemicals
AUX0000011	College of Medicine Stockroom	AUX_MED0000002	College of Medicine lab supplies - gas & chemicals
AUX0000012	College of Medicine Labs	AUX_MED0000003	College of Medicine departmental charges for scientific research & analysis (Translational Lab & Core Labs)
AUX0000020	College of Medicine MRI Facility	AUX_MED0000004	College of Medicine departmental charges for scientific research & analysis (MRI Facility)
AUX0000064	College of Medicine MedShare	AUX_MED0000005	Charges from the College of Medicine MEDShare auxiliary for training & materials

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.





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
AUX0000011	College of Medicine Stockroom
AUX0000012	College of Medicine Labs
AUX0000020	College of Medicine MRI Facility
AUX0000064	College of Medicine MedShare

Supplier Search

Supplier ID

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	
<input checked="" type="radio"/>	8	AUX0000011	College of Medicine Stockroom	001	Main	1115 W. Call St	Tallahassee	FL	
<input checked="" type="radio"/>	9	AUX0000012	College of Medicine Labs	001	Main	1115 W. Call St.	Tallahassee	FL	
<input type="radio"/>	10	AUX0000013	Chemistry Stockroom	001	Main	118 Dittmer Building	Tallahassee	FL	
<input type="radio"/>	11	AUX0000014	Chemistry Labs	001	Main	118 Dittmer Building	Tallahassee	FL	
<input type="radio"/>	12	AUX0000015	Biology Stockroom	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	13	AUX0000016	Biology CORE Labs	001	Main	319 Stadium Dr	Tallahassee	FL	
<input type="radio"/>	14	AUX0000017	Biology BSIR Facility	001	Main	319 Stadium Dr	Tallahassee	FL	
<input 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 checked="" 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	

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 AUX0000012 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 AUX0000012 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

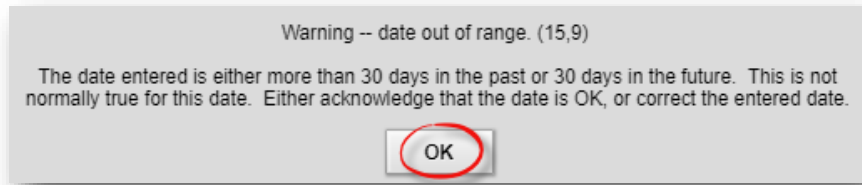
Line Defaults ?

Supplier AUX0000012 Category
Supplier Location 001 Unit of Measure EA

Shipping Defaults

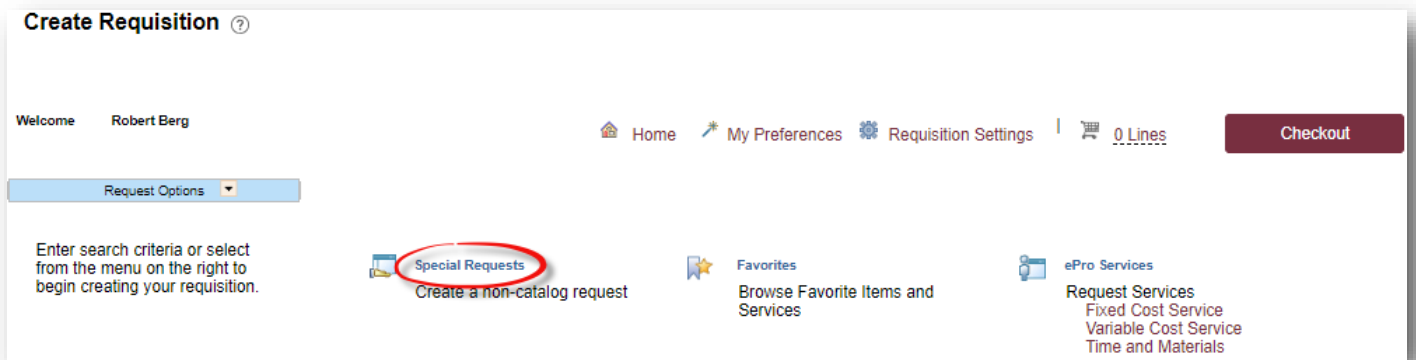
Ship To SFAB220 Add One Time Address
Due Date 06/30/2019 Attention

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).





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_MED” 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_MED0000001	Medicine Lab Supplies - General	AUX0000011	College of Medicine Stockroom
AUX_MED0000002	Medicine Lab Supplies – Gas & Chem	AUX0000011	College of Medicine Stockroom
AUX_MED0000003	Medicine Research & Analysis Svcs	AUX0000012	College of Medicine Labs
AUX_MED0000004	Medicine – MRI Facility	AUX0000020	College of Medicine MRI Facility
AUX_MED0000005	Medicine - MEDShare Training & Materials	AUX0000064	College of Medicine MedShare

- 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	Medicine Research & Analysis Svcs		
*Price	100	*Currency	USD
*Quantity	1	*Unit of Measure	EA
*Category	AUX_MED0000003	Due Date	06/30/2019

Supplier

Supplier ID	AUX0000012	College of Medicine Labs	Suggest New Supplier
Supplier Name	College of Medicine Labs	College of Medicine Labs	
Supplier Item ID			

Additional Information

Send to Supplier Show at Receipt Show at Voucher

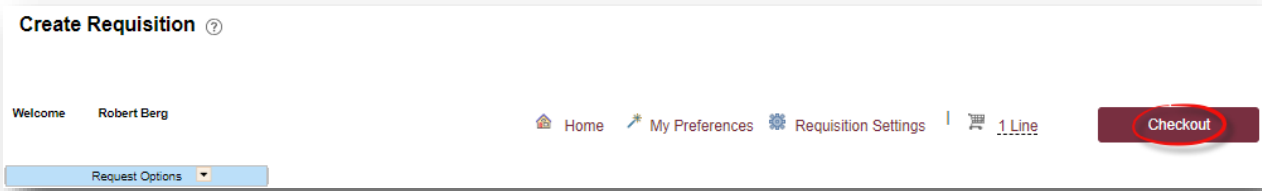
Add to Cart

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	Medicine Research & Analysis		College of Medicine Labs	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”.

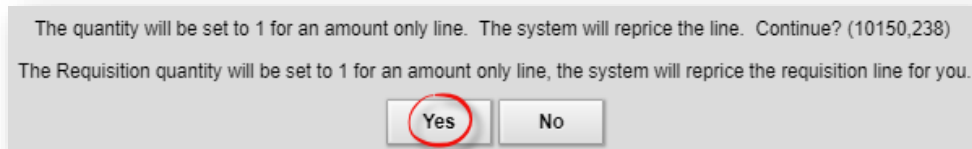
Item Details

Merchandise Amount	1.00 USD	<input type="checkbox"/> RFQ Required
Item ID		<input type="checkbox"/> Device Tracking
Category		<input type="checkbox"/> Zero Price Indicator
Original Substituted Item		<input type="checkbox"/> Stockless Item
Description		<input checked="" type="checkbox"/> Amount Only
Physical Nature	Goods	<input type="checkbox"/> Inspection Required
Buyer	FSU_AUX_AUTOSOURCE_BUYER	

Buyer Information
Configuration Info

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:



Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Medicine Research & Analysis		College of Medicine Labs	1.0000	Each	100.00000	100.00		Add	

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

Ship Via: BEST_WAY

Freight Terms: DEST1

Accounting Lines

*Distribute By: Amt

SpeedChart

Accounting Lines

Chartfields1 | **Chartfields2** | Details | Details 2

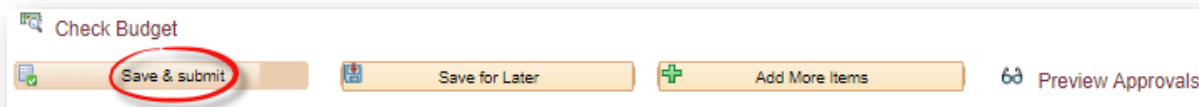
Dept	Fund	PC Bus Unit	Project

- 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.