



OMNI Auxiliary AR/Billing: FSU Coastal & Marine Lab

Placing an Order

All new orders are placed through the [FSU Coastal & Marine Lab 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. Navigate to page: <https://my.fsu.edu> > "FI" > Internal/Auxiliary Requisition > Requisition 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="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

- 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 **“AUX000027 | FSU Coastal & Marine Lab”**

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 type="radio"/>	21	AUX0000024	Condensed Matter & Material Physics	001	Main	77 Chieftan Way	Tallahassee	FL	
<input type="radio"/>	22	AUX0000025	Adult Learning Evaluation Ctr	001	Main	1114 W Call St	Tallahassee	FL	
<input type="radio"/>	23	AUX0000026	Seminole Productions	001	Main	RM D2225, UCD	Tallahassee	FL	
<input checked="" type="radio"/>	24	AUX0000027	FSU Coastal & Marine Lab	001	Main	3618 Coastal Highway 98	St Teresa	FL	
<input type="radio"/>	25	AUX0000028	CAPS Auxiliary Services	001	Main	2000 Levy Ave	Tallahassee	FL	
<input type="radio"/>	26	AUX0000029	University Health Services	001	Main	960 Learning Way	Tallahassee	FL	
<input type="radio"/>	27	AUX0000030	FCAAP - Wind Tunnel	001	Main	2003 Levy Ave	Tallahassee	FL	
<input type="radio"/>	28	AUX0000031	Lab Animal Resources	001	Main	107 Chieftan Way	Tallahassee	FL	

5. 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: AUX0000027 Category:

Supplier Location: 001 Unit of Measure:

6. 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: AUX0000027 Category:

Supplier Location: 001 Unit of Measure: EA



- 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.

Requisition Settings

Business Unit: FSU01 Florida State University Requisition Name:

*Requester: RBERG Robert Berg Priority:

*Currency: USD

Line Defaults [?](#)

Supplier: AUX0000027 Category:

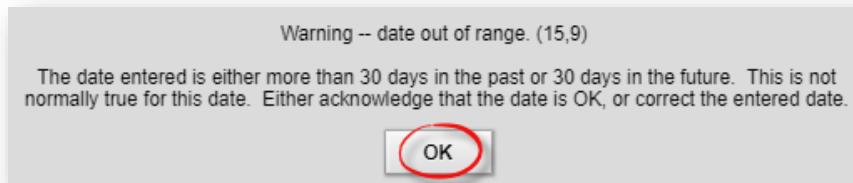
Supplier Location: 001 Unit of Measure: EA

Shipping Defaults

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

Due Date: 06/30/2019 Attention:

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



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

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



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_MARINE” 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 Marine Lab PO’s, choose from the following Category Codes as shown below:

Category Code	Description	Detail	Expense Account
AUX_MARINE0000001	Marine Lab Rentals – Vehicle All Boats	FSU Coastal & Marine Lab vehicle rentals non-travel (including trucks, all boats, etc.)	741871
AUX_MARINE0000002	Marine Lab Supplies - Fuel	FSU Coastal & Marine Lab supplies including fuel	741391
AUX_MARINE0000003	Marine Lab Usage Fees	Marine Lab Usage fees (Labs, Wetlabs)	741881
AUX_MARINE0000004	Marine Lab Rentals – Housing	FSU Coastal & Marine Lab Rentals - Housing	741741
AUX_MARINE0000005	Marine Lab – Training	FSU Coastal & Marine Lab Training including seminars, conferences, webcasts & other education/training services attended by employees	740272
AUX_MARINE0000006	Marine Lab Travel In-State Vehicle Use	FSU Coastal & Marine Lab in-state travel for trucks	740501
AUX_MARINE0000007	Marine Lab Travel Out of State Vehicle Use	FSU Coastal & Marine Lab out-of-state travel charges for trucks	740521



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

Create Requisition ?

Welcome Robert Berg

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options

All Request Options

Special Requests

Favorites

ePro Services

- Fixed Cost Service
- Variable Cost Service
- Time and Materials

Recently Ordered

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 FSU Coastal & Marine Lab Suggest New Supplier

Supplier Item ID

Additional Information

Send to Supplier Show at Receipt Show at Voucher

Add to Cart

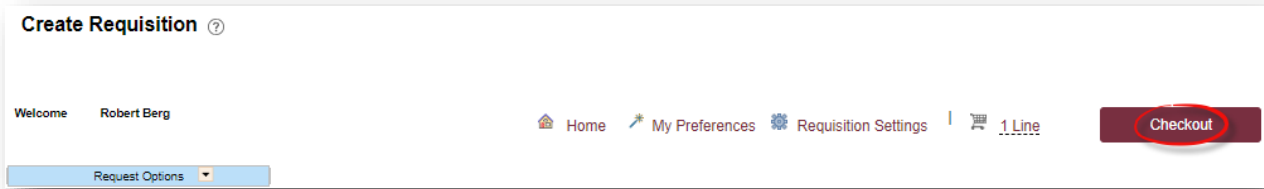
12. When ready, select “Add to Cart” at the bottom of the page.



13. You will see a new, blank line. You may choose to add additional lines if needed. 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.



14. When lines for all applicable Marine Lab services have been added & you are ready to check out, select “Checkout” at the top of the page:



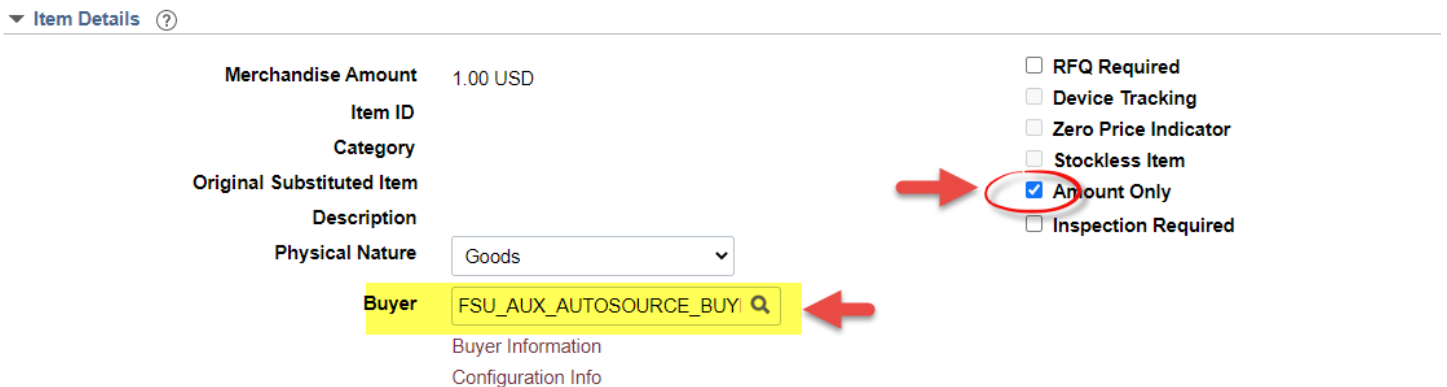
15. You will be returned to the **Checkout – Review & Submit** page.

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 under the “Details” column for the line:

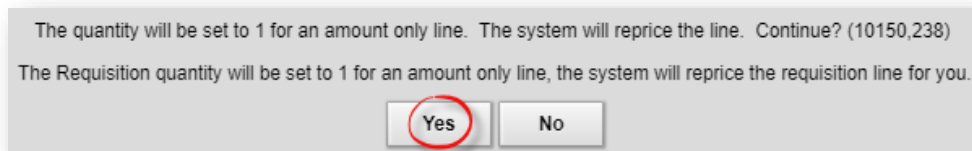
Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Marine Lab Rentals - Vehicle/A		FSU Coastal & Marine Lab	1.0000	Each	200.0000	200.00		Add	

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.



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

a. Expand the lines using the small grey arrows & then select the "Chartfields 2" tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details												
1	Marine Lab Rentals - Vehicle/A		FSU Coastal & Marine Lab	1.0000	Each	200.00000	200.00													
Shipping Line 1		*Ship To	SFAB220	Add Shipto Comments	Quantity	1.0000														
		Address	FINE ARTS BLDG 540 W CALL ST TALLAHASSEE, FL 323061150	Add One Time Address	Price	200.0000														
		Attention To	Robert Berg																	
		Due Date	06/30/2019																	
		Ship Via	BEST_WAY																	
		Freight Terms	DEST1																	
		Accounting Lines																		
		*Distribute By	Amt	SpeedChart																
		Accounting Lines																		
		<div style="display: flex; justify-content: space-between;"> Chartfields1 Chartfields2 Details Details 2 Asset Information Asset Information 2 Budget Information </div> <table border="1"> <thead> <tr> <th>Dept</th> <th>Fund</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>Source Type</th> </tr> </thead> <tbody> <tr> <td>196000</td> <td>110</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Dept	Fund	PC Bus Unit	Project	Activity	Source Type	196000	110				
Dept	Fund	PC Bus Unit	Project	Activity	Source Type															
196000	110																			

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.

18. When reviewed & ready to submit for approval, click **Save & Submit** at the bottom of the page:

Check Budget

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.