



# OMNI Auxiliary AR/Billing: NWRDC-Northwest Regional Data Center

## Placing an Order

All orders are placed with the appropriate Director using the auxiliary's approved form. For more information please visit the [NWRDC 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   Florida State University Requisition Name

\*Requester   Robert Berg Priority

\*Currency

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Line Defaults

Note: The defaults specified below will be applied to requisition lines.

Supplier   Category

Supplier Location   Unit of Measure

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Shipping Defaults

Ship To   Add One Time Address

Due Date   Attention

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Accounting Defaults

Chartfields1

Dist	Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	So
1	<input type="text"/>	<input type="text" value="SFAB220"/> <input type="button" value="Q"/>	<input type="text" value="FSU01"/> <input type="button" value="Q"/>	<input type="text" value="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"/>

- 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 **“AUX000053 | NWRDC-Northwest Regional Data Center”**

**Supplier Search**

Supplier ID

Name

Short Supplier Name

Alternate Supp Name

City

Country   State

Postal Code

Enter search criteria to find a supplier.



**Supplier Search**

Supplier ID: AUX    
Name:    
Short Supplier Name:   
Alternate Supp Name:   
City:   
Country:   State:   
Postal Code:

**Search Results**

1-8 of 8 | View All

	Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
<input type="radio"/>	1 AUX0000050	FSU Facilities	001	main	969 Learning Way	Tallahassee	FL	
<input type="radio"/>	2 AUX0000051	MASTER CRAFTSMAN STUDIOS	001	MAIN	969 LEARNING WAY	TALLAHASSEE	FL	
<input type="radio"/>	3 AUX0000052	FSU POLICE DEPARTMENT	001	MAIN	830 W JEFFERSON ST	TALLAHASSEE	FL	
<input checked="" type="radio"/>	4 AUX0000053	NORTHWEST REGIONAL DATE CENTER - NWRDC	001	MAIN	2048 E. PAUL DIRAC DR	TALLAHASSEE	FL	
<input type="radio"/>	5 AUX0000054	FLORIDA CONFLICT RESOLUTION CENTER	001	MAIN	296 CHAMPION'S WAY	TALLAHASSEE	FL	

5. The system will bring you back to the **Requisition Settings** page with the supplier information included.

New Window | Help | Personalize Page

**Requisition Settings**

Business Unit: FSU01  Florida State University  
\*Requester: RBERG  Robert Berg  
\*Currency: USD

Requisition Name:   
Priority: Medium

Line Defaults

Supplier: AUX0000053  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

\*Requester: JWM03D  Joshua Moore

\*Currency: USD

Requisition Name:

Priority:

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**Line Defaults**

Note: The defaults specified below will be applied to requisition lines.

Supplier: AUX0000047

Supplier Location: 001

Category:

Unit of Measure: EA

7. Enter a due date. **For year-long, open ended POs 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

\*Requester: JWM03D  Joshua Moore

\*Currency: USD

Requisition Name:

Priority:

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**Line Defaults**

Supplier: AUX0000046

Supplier Location: 001

Category:

Unit of Measure: EA

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**Shipping Defaults**

Ship To: SMMA109

Due Date: 06/30/2020

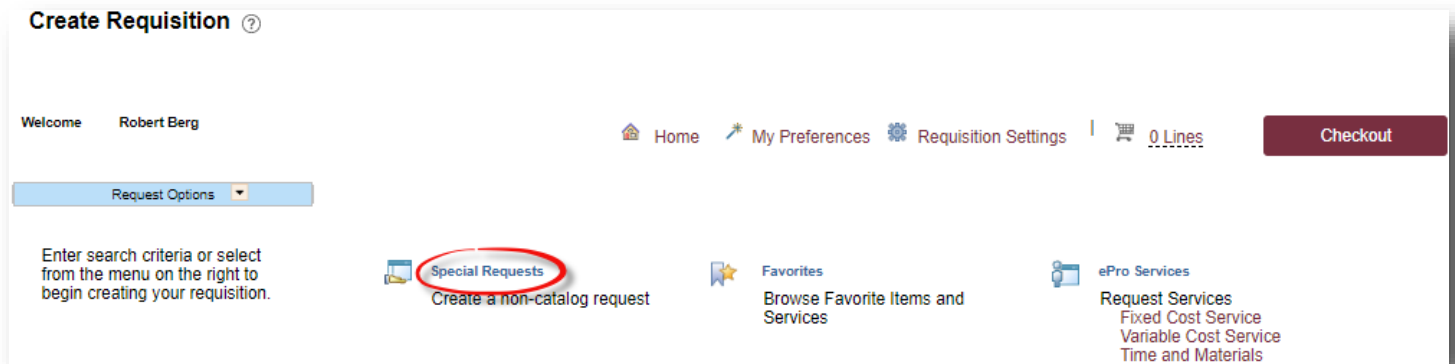
Attention:

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

Warning -- date out of range. (15,9)

The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK, or correct the entered date.

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).



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\_NWRDC” 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 line of business, **ALWAYS** select the Category Code as shown below:

Code	Description	Comments	Account
AUX_NWRDC000000001	NWRDC IT Services & Storage	Charges from Northwest Regional Data Center (NWRDC) for IT-related services including data and internet services, programming, and data storage.	740252
AUX_NWRDC000000002	NWRDC Membership Charges	Charges from Northwest Regional Data Center (NWRDC) for IT-related institutional memberships.	741923
AUX_NWRDC000000003	NWRDC Non-recurring Charges	Charges from Northwest Regional Data Center (NWRDC) for IT-related one-time non-recurring charges for racks and equipment.	741153
AUX_NWRDC000000004	NWRDC Contract Management Services	Charges from Northwest Regional Data Center (NWRDC) for IT-related Contract Management Services.	740916

- 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   NORTHWEST REGIONAL DATE CENTER - NWRDC Suggest New Supplier

Supplier Item ID

**Additional Information**

Send to Supplier  Show at Receipt  Show at Voucher

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 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 “NWRDC-NORTHWEST REGIONAL DATAE CENTER” services have been added & you are ready to check out, select “Checkout” at the top of the page:

**Create Requisition** ?

Welcome Robert Berg

[Home](#) [My Preferences](#) [Requisition Settings](#) | [1 Line](#) [Checkout](#)

Request Options

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
1	nwrdc		NORTHWEST REGIONAL DATE CENTER - NWRDC	1	Each	2.00	2.00		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

Item ID

Category

Original Substituted Item

Description

Physical Nature Goods

Buyer FSU\_AUX\_AUTOSOURCE\_BUYER

RFQ Required

Device Tracking

Zero Price Indicator

Stockless Item

Amount Only

Inspection Required

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”.

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

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
1	EOAS-Earth, Ocean, & Atmospher		EOAS-Earth, Ocean, & Atmospheric Science	1.0000	Each	100.00000	100.00

**Shipping Line** 1

\*Ship To: SMMA109  
 Address: MENDENHALL MAINT BLDG RM 109, 969 LEARNING WAY, TALLAHASSEE, FL 32306-4152  
 Attention To: Joshua Moore  
 Due Date: [Calendar icon]

\*Distribute By: Amt, SpeedChart

**Accounting Lines**

Chartfields1 | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

- b. Enter the appropriate department ID, fund & project combination in the Chartfields 2 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 chart fields).

Chartfields1 | **Chartfields2** | Details | Details 2 | Asset Information | Asset Information 2 | Budget Information

Dept	Fund	PC Bus Unit	Project	Activity
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

**Save & submit** | Save for Later | Add More Items | Preview Approvals

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.