

Purchasing Training Creating a Property Requisition

Overview:

Understanding the Creating a Property Requisition Process

This tutorial provides instructions on creating a Requisition for a single item that requires a property (asset) tag. These items are called OCO (Other Capital Outlay) items and will have to be corrected or updated later if not processed correctly. The information within this tutorial will explain how to enter a property Requisition in the correct way to receive Property Tags without additional paperwork.

Property (asset) tags are required for OCO (equipment) items that cost \$1000 or more and have a life expectancy of at least one year. You must use specific OCO category codes to initiate the property tag creation process and have the item included in the FSU inventory.

Procedure

Scenario:

In this topic, you will learn how to create a Requisition in E-Market for an item that requires a property tag.

Key Information:


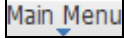
Vendor Name

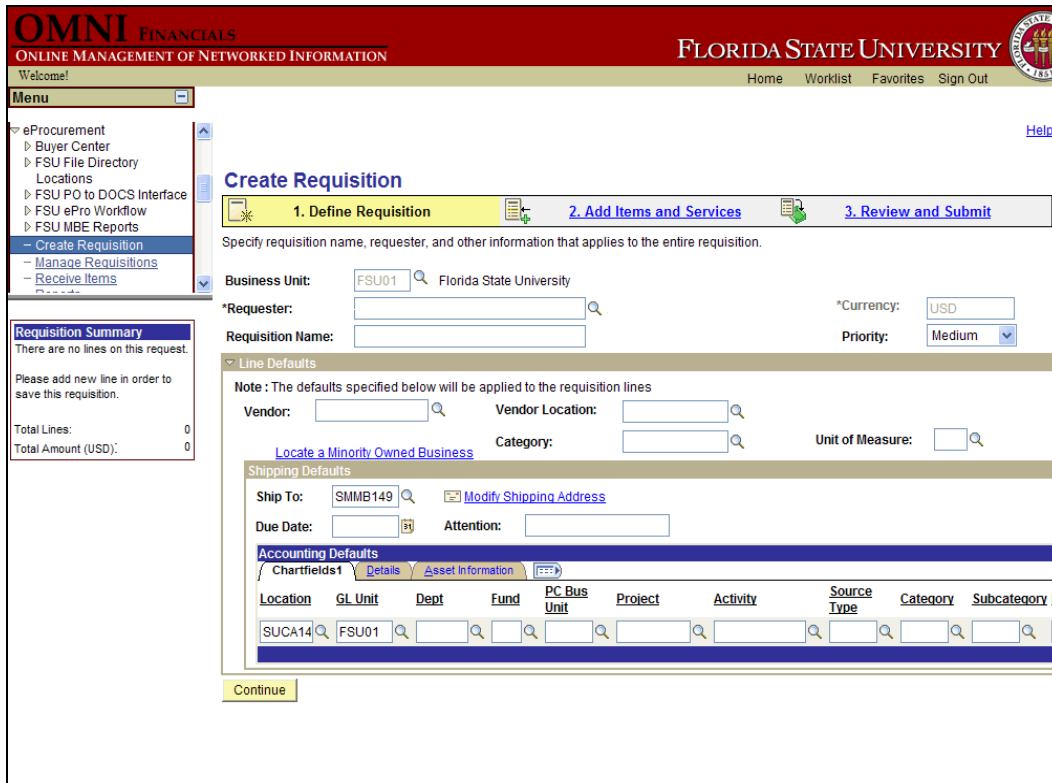
Item(s) Needed


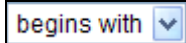
Quantity Needed

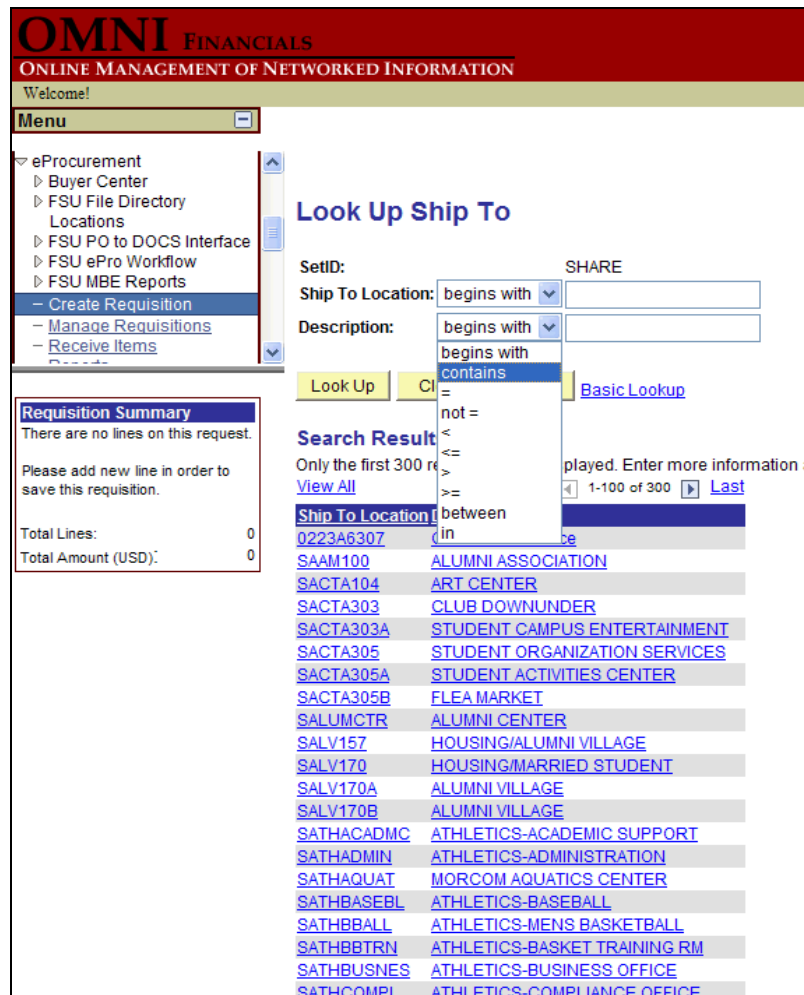
The screenshot displays the Florida State University (FSU) online management system interface. At the top, the header includes the FSU logo, the text "THE FLORIDA STATE UNIVERSITY ONLINE MANAGEMENT OF NETWORKED INFORMATION", and a search bar. Below the header, a navigation bar shows "Welcome! SEMINOLE, SUSIE Sat, Feb 5, 11" and links for "Home", "Personalize Content", and "Sign out". The main content area is divided into several sections:

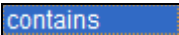
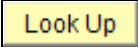
- Employee Central:** A sidebar menu with categories like "Financials" (Expense Reports, Travel Authorizations), "HR / Payroll" (Benefits Summary, Compensation History, Direct Deposit, Job Opening Search/Application, View Paycheck, Personal Information Summary, Email Addresses, Home and Mailing Address, Timesheet, v4 Information, v2AVC2c Consent, View Print W2 Forms, Certify Effort), and "Resources and Applications" (Job Aids, Budget Office, Controller, Human Resources, Purchasing, Travel, FSU Help Desk, Business Objects XI).
- OMNI FINANCIALS 9.1:** A section with a "Financials 9.1" link and "Access OMNI Financials 9.1".
- OMNI HR 9.0:** A section with a "Human Resources 9.0" link and "Access OMNI Human Resources 9.0".
- OBI Reporting:** A section with an "Interactive OBI Reporting" link and "OMNI related reporting and dashboards".
- OMNI e-Market:** A section with an "OMNI e-Market" link and "OMNI online shopping".
- FSU Help Desk:** A section with an "FSU Help Desk" link and "FSU's Technology Services Help Desk. Research help topics or submit an online help request."
- FSU Budget Crisis Committee:** A section with an "important!" icon and text: "In continuing response to the on-going state fiscal problems, the President has expanded the Budget Crisis Committee to include a faculty representative from each college. Key in the overall reconstitution of the committee is the significantly expanded faculty participation; Now each college has at least one representative. The committee members shall listen, ask questions, provide advice, act as the point of contact for their respective colleges and keep their colleges informed. Materials developed for and used by the Committee will be placed in a Blackboard Organization and can be accessed at <http://campus.fsu.edu/budget>. In addition to such materials, the site also offers a way to provide suggestions and feedback to Committee members."
- FSU Releases Free App:** A section with a "Check out FSU sports scores and schedules, videos, images, campus map, directory and places all in the palm of your hand. To download free FSU app go to BlackBerry AppWorld. For iPhone, iTouch and iPad free app, go to iTunes." and a link: "For more information on the FSUMobile Application, visit: <http://its.fsu.edu/Web-Services/FSU-Mobile>".

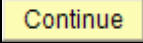
Step	Action
1.	Click the Financials 9.0 link. 
2.	Click the Main Menu button. 
3.	Hover over eProcurement and click on Create Requisitions link.

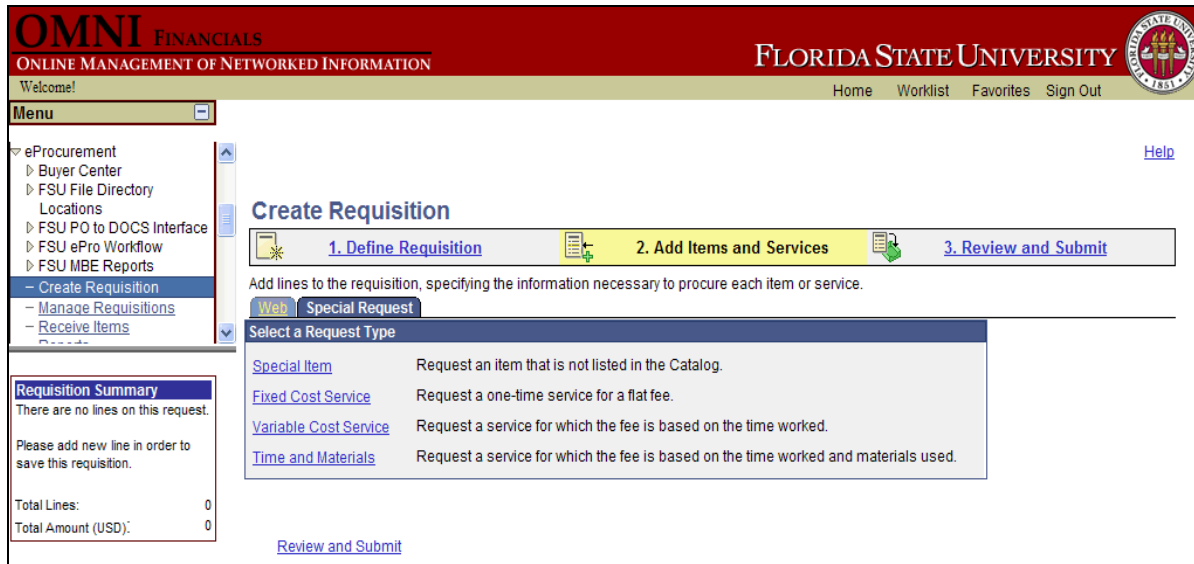


Step	Action
4.	For all E-Market orders, enter " 000005914 " into the Vendor field.
5.	To change the Ship To address the item will be delivered to, click the Look up Ship To button to search for your location. 
6.	Click in the Description drop-down list. 



Step	Action
7.	Click the contains list item to allow searching by keyword. 
8.	Enter your departmental information into the Description field. It is recommended to enter at least four or five letters before searching.
9.	Click the Look Up button. 
10.	Find your department and select the appropriate Ship To Location link.
11.	Enter your Department ID into the Dept ID field. .
12.	Enter your Fund code.
13.	To enter Project information, enter the following: PC Bus Unit: FSU01 Project: <Your Project Number> Activity: 1

Step	Action
14.	Click the Continue button. 



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Welcome! Home Worklist Favorites Sign Out

Menu

- eProcurement
 - Buyer Center
 - FSU File Directory
 - Locations
 - FSU PO to DOCS Interface
 - FSU ePro Workflow
 - FSU MBE Reports
 - Create Requisition**
 - Manage Requisitions
 - Receive Items

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.


Web Special Request

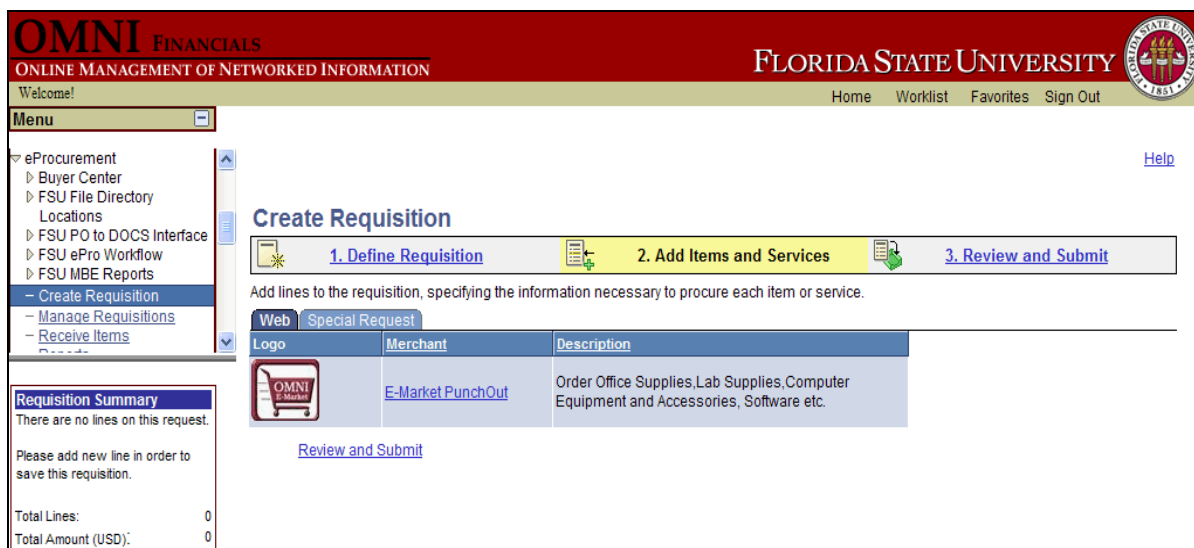
Select a Request Type

- Special Item Request an item that is not listed in the Catalog.
- Fixed Cost Service Request a one-time service for a flat fee.
- Variable Cost Service Request a service for which the fee is based on the time worked.
- Time and Materials Request a service for which the fee is based on the time worked and materials used.

Review and Submit

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0

Step	Action
15.	To go to E-Market, click the Web tab. 



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Add lines to the requisition, specifying the information necessary to procure each item or service.

Web Special Request

Logo	Merchant	Description
	E-Market PunchOut	Order Office Supplies Lab Supplies, Computer Equipment and Accessories, Software etc.

Review and Submit

Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0

Training Guide

Purchasing Training

Step	Action
16.	Click the E-Market PunchOut link. E-Market PunchOut

The screenshot displays the OMNI Financials eProcurement system interface. At the top, there is a header for 'OMNI FINANCIALS' and 'FLORIDA STATE UNIVERSITY'. Below the header, a navigation menu is visible on the left, including options like 'Buyer Center', 'FSU File Directory', and 'Create Requisition'. The main content area shows a 'Shop' page with a search bar and a 'Showcased Suppliers' section. The 'Showcased Suppliers' section lists several vendors: Airgas, Applied Biosystems, BODWAY, DADE Paper, and Fisher Scientific. Below this, there is a 'Showcased Services' section for 'FSU Computer Store Purchases' and a 'Punch-out Lab Supplies' section.

Step	Action
17.	Choose the desired vendor by clicking on its box in the list of Showcased Suppliers .

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Requisition Summary
There are no lines on this request.
Please add new line in order to save this requisition.
Total Lines: 0
Total Amount (USD): 0

Security Information
This page contains both secure and nonsecure items.
Do you want to display the nonsecure items?
Yes No More Info

OMNI e-Market Punch-out Cancel Punch-out

Step	Action
18.	If a Security Information message appears, click the Yes button.

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OMNI e-Market Punch-out Cancel Punch-out

Rob Mitchell
888-294-0275
rmitchell@govconnection.com

Saved Carts (0) | Cart (0) | Checkout

GovConnection
1.800.800.0019

Gov is all you need™

Search For... All Products FIND

Browse All Categories

Account Home | Order Tracking/Reports | Order By Catalog#

Florida State University eProcurement

Account Home
Florida State University
Florida State University eProcurement

Account Management
My Account Team

Order History
No recent web orders found.






Carts
Carts - Saved (0)


QuickLists
Group
FSU Desktop Standards
FSU Notebook Standards
No personal QuickLists found

Reports
Single Order Quick Access
P.O. #
Order #
Invoice # CREATE REPORT
Multiple Order Access
Go to the Reports Section

Featured Products
Welcome FSU **Invoice**
Click the links below to view Lenovo Click the link to print your Invoice!
Lenovo, Inc.
ThinkPad R400 : 2.4GHz
Intel Core 2 Duo 14.1in

SHOP ACCOUNT TOOLS
Desktops
Notebooks/Laptops
Apple
Servers
Monitors & Displays
Printers
Scanners
Software
Networking
Wireless
Storage & Backup
Hard Drives
Power Management
Consumer Electronics
Computer Components
Media & Supplies
Accessories
Cables & Adapters
Services
Proof of Purchase/Invoice

Step	Action
19.	Search for your desired item.
20.	Locate and select the item you wish to purchase.
21.	Update the item quantity, if needed. Then, click the Add to cart button. 
22.	To checkout, click the Begin Checkout button. To add more items to this order, click the Continue Shopping button. 
23.	Scroll down to find the Submit Cart button.
24.	Click the Submit Cart link. 
25.	To name your cart, enter a cart name into the Description field.
26.	Click the Save button. 
27.	Click the Submit Cart to OMNI link. 

Step	Action
28.	Click the 3. Review and Submit link. 

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Create Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Florida State University

*Requester:

*Currency:

Requisition Name: Priority:

Requisition Lines							
Line	Description	Vendor Name	Quantity	UOM	Price	Total	
▶ <input type="checkbox"/> 1	ThinkPad R400 : 2.4GHz Intel C	GOVCONNECTION	1.0000	Each	1,162.37000	1,162.37	
						Total Amount:	1,162.37 USD

[Select All / Deselect All](#)

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

Step	Action
29.	<p>Because this item costs over \$1000, a property tag is required.</p> <p>To code this item correctly, identify the category code assigned by E-Market and update with the corresponding OCO code.</p> <p>Click on the Line Details button.</p>
30.	Make note of the assigned E-Market category code.

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Welcome!

Create Requisition

Line Details

Line: 1 [ThinkPad R400 : 2.4GHz Intel C](#) Line Status: Pending

Item Details

Amount: 1,162.37 USD

Category: 43211503 Notebook computers [View Hierarchy](#)

Buyer: [Buyer Information](#)

Vendor: GOVCONNECTION

Vendor Location:

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: UPN ID:

Manufacturer's Item ID:

Physical Nature:

RFQ Required Zero Price Indicator Amount Only

Device Tracking Stockless Item Inspection Required

[Configuration Info](#)

Contract

Sourcing Controls

Step	Action
31.	Click the OK button. <input type="button" value="OK"/>

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Create Requisition

[1. Define Requisition](#)
 [2. Add Items and Services](#)
 [3. Review and Submit](#)

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Florida State University
 *Requester:
 Requisition Name:

*Currency:
 Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
<input type="checkbox"/> 1	ThinkPad R400 : 2.4GHz Intel C	GOVCONNECTION	1.0000	Each	1,162.37000	1,162.37
						Total Amount: 1,162.37 USD

[Select All / Deselect All](#)

Justification/Comments

[Send to Vendor](#)
 [Show at Receipt](#)
 [Show at Voucher](#)

Step	Action
32.	Click the Line Checkbox to select and update this item. <input type="checkbox"/>
33.	Click the Modify Line / Shipping / Accounting button. <input type="button" value="Modify Line / Shipping / Accounting"/>

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[Help](#)

Create Requisition

Modify Line / Shipping / Accounting

Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'Apply' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines.

Vendor ID: Vendor Location:

Buyer: Category:

Shipping Information

Ship To: [Modify Shipping Address](#)

Due Date: Attention:

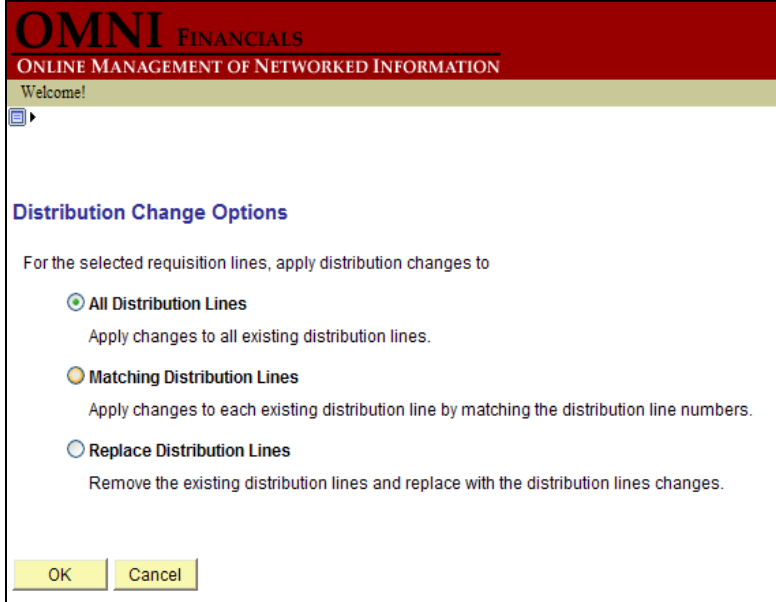
Accounting Information [Customize](#)

Chartfields1 [Details](#) [Asset Information](#)

Percent	Location	GL Unit	Dept	Fund	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Bud Ref	ChartField 1	ChartField
1	<input type="text"/> <input type="button" value="Q"/>	FSU01 <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"/> <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"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>

[Load Values From Defaults](#)

Step	Action
34.	Enter the category code identified on the Line Details page into the Category field.
35.	Click the Look up Category button to identify the corresponding OCO code. <input type="button" value="Q"/>
36.	Update the category to an OCO code.
37.	Click the Apply button. <input type="button" value="Apply"/>



Step	Action
38.	Click the Matching Distribution Lines option. <input checked="" type="radio"/> Matching Distribution Lines
39.	Click the OK button. <input type="button" value="OK"/>

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Welcome!
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Create Requisition

1. Define Requisition

2. Add Items and Services

3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Florida State University

***Requester:**

Requisition Name:

***Currency:**

Priority:

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	ThinkPad R400 : 2.4GHz Intel C	GOVCONNECTION	1.0000	Each	1,162.37000	1,162.37
						Total Amount: 1,162.37 USD

[Select All / Deselect All](#)

Justification/Comments

Send to Vendor
 Show at Receipt
 Show at Voucher

Step	Action
40.	Now that the item is coded correctly, click the Save & submit button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> <input type="button" value="Save & submit"/> </div>

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Welcome!

Confirmation

Requested For:	SSEMINOLE	Number of Lines:	1
Requisition Name:	0000508014	Total Amount:	1,162.37 USD
Requisition ID:	0000508014		
Business Unit:	FSU01		
Priority:	Medium		
Budget Status:	Not Checked		

Requisition Approval Workflow


Line 1: Pending
 ThinkPad R400 : 2.4GHz Intel Core 2 Duo 14.1in display

Req Approval Workflow Path

Pending

Multiple Approvers
 Dept Level 1 Approvers

[View printable version](#)
[Manage Requisitions](#)
[Create New Requisition](#)

Step	Action
41.	Click the Home link to return to the main menu. 
42.	Congratulations! You have completed this topic. End of Procedure.