OMNI - Auxiliary AR / Billing - Postal Services

Placing an Order

Purchase orders must be established prior to using the Postal Services Charge Slip App or the FedEx Ship Manager. In general, it will take 24 hours for a Purchase Order to become available in the Charge Slip App. Please be sure to plan ahead by creating your requisitions for Postal Services during the pre-entry window or at the start of the Fiscal Year (i.e. before you plan on needing FedEx or postal services).
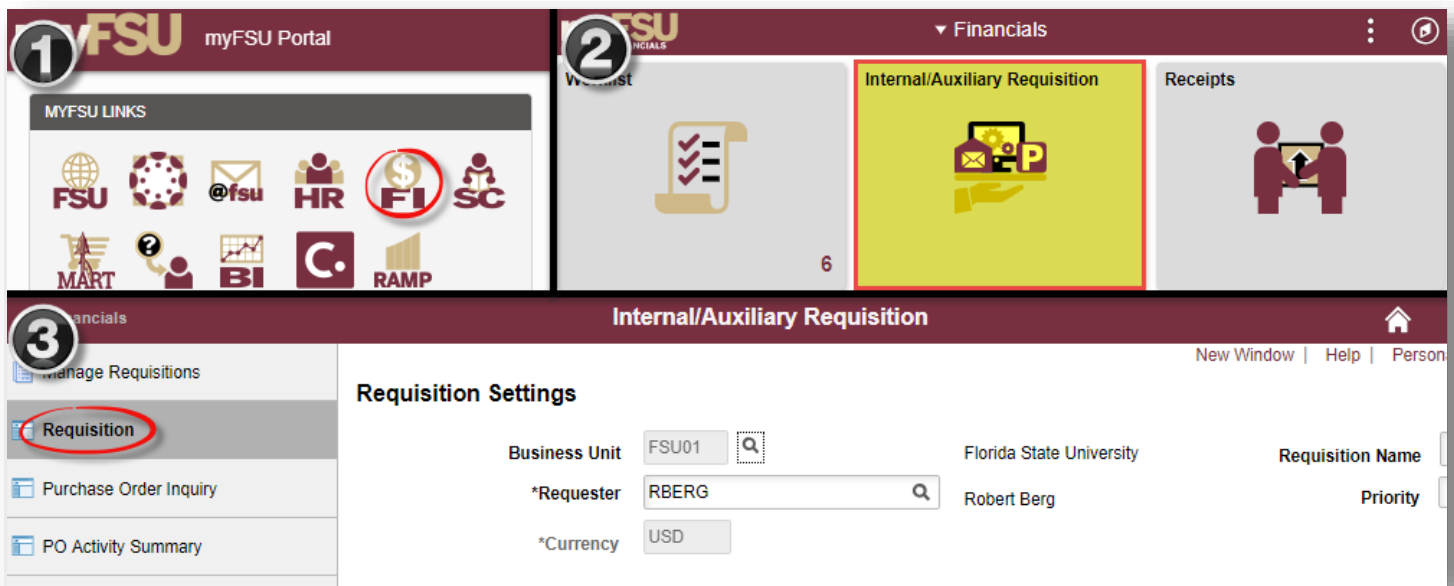
Creating a Requisition: Overview

The following notes should be considered when creating your Postal Services requisition.

- When creating requisitions for mass mailings of any type it is important to encumber funds for returned mail. Departments are charged for all mail returned to the University. For additional information, including estimating returned mail expenses for a mailing, please contact Postal Services at postal@fsu.edu.

- If your mail order includes any type of Business Reply request, you must encumber funds to pay returned postage which utilizes the University's Business Reply permit.

- Items paid at the UPS Store on campus are not an internal purchase; those are paid to the operator of the UPS Store location & not to Business Services. Typically, those items are paid for with a University Purchasing Card or an external PO using a non-AUX vendor.

Creating a Requisition: Detailed Steps

1. Determine your requisition amount as described separately. 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:

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3. You will land on the **Requisition Settings** page. Click the magnifying glass to the right of the "Supplier" field to look up your supplier.

4. 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 "**AUX0000003 | OBS Postal Services**"

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Search Results

		Supplier ID	Supplier Name	Default Location	Default Location Description	Address	City	State	
○	1	AUX0000002	OBS Copy Program	001	Main	Florida State University	Tallahassee	FL	🖶
⦿	2	AUX0000003	OBS Postal Services	001	Main	Florida State University	Tallahassee	FL	🖶
○	3	AUX0000006	FSU Card Center	001	Main	Florida State University	Tallahassee	FL	🖶
○	4	AUX0000007	Parking and Transportation	001	Main	Florida State University	Tallahassee	FL	🖶
○	5	AUX0000008	Warehouse	001	Main	Florida State University	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 ⑦

Supplier: AUX0000003   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** ⑦

Supplier: AUX0000003   Category:

Supplier Location: 001   Unit of Measure: EA

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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.**

8. If you receive the following warning message after entering the date, click "OK":
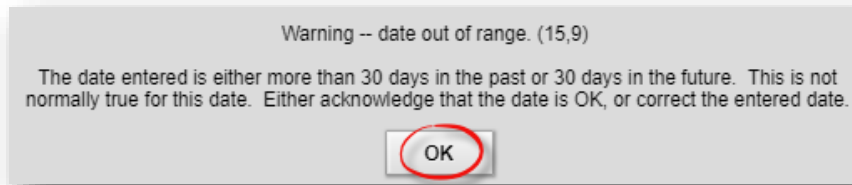
9. Select "OK" at the bottom of the page.

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).

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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_MAIL**" 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:

Category Code	Description	Expense Account
AUX_MAIL0000001	Domestic Mail (Charge slip mail, domestic)	741501
AUX_MAIL0000002	International Mail (Charge-slip mail, international)	741502
AUX_MAIL0000003	FedEx (FedEx mail through FedEx Ship Manager or charge-slip, not UPS Store)	741503
AUX_MAIL0000004	Standard Mail Prep (for special batch mailings)	741504
AUX_MAIL0000005	Business Reply (when you request that recipients return items to you at your cost)	741507
AUX_MAIL0000006	Return Mail (items returned to you due to incorrect address/undeliverable)	741508
AUX_MAIL0000007	Standard Postage (used with batch mailings; postage for batch mail jobs)	741506

IMPORTANT: In order for a department to print charge-slips for domestic mail, international mail, and/ or FedEx, the requisition must have a line with the corresponding category code.

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

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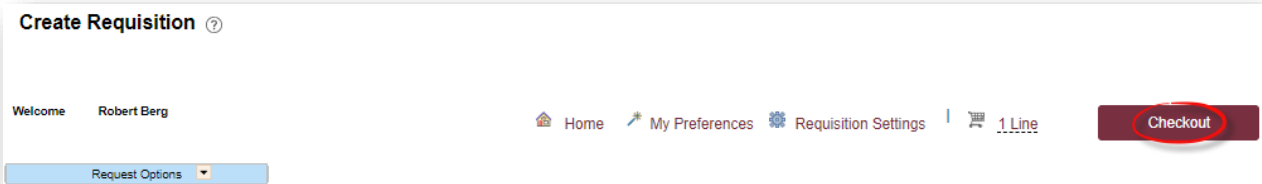
12. When you are ready, select "Add to Cart" at the bottom of the page.

<p align="center">Add to Cart</p>

13. You will see a screen for a new, blank line. Create additional lines as needed for other Postal Services category codes. For example, add a line for returned mail or add lines for additional budgets under your area of responsibility *(note: projects must be on their own requisitions)*.

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

Create Requisition ⑦

| 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 in the "Details" column for the line:

Requisition Lines ⑦

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
▶ ☐ 1	Domestic Mail		OBS Postal Services	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 "JWM03D."

▼ Item Details ⑦

		☐ RFQ Required
Merchandise Amount	100.00 USD	☐ Device Tracking
Item ID		☐ Zero Price Indicator
Category	AUX_MAIL0000001	☐ Stockless Item
Original Substituted Item		☑ **Amount Only**
Description		☐ Inspection Required
Physical Nature	Goods ⌄	
Buyer	JWM03D 🔍	
	Buyer Information	
	Configuration Info	

    c. Scroll to the bottom of the page & select "OK."

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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
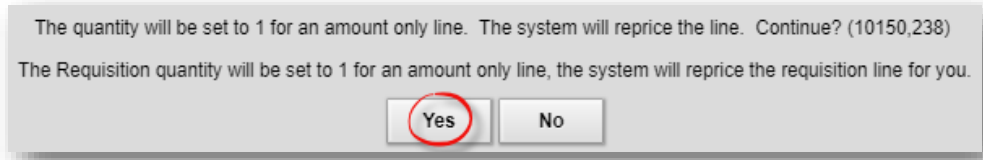
e. **Repeat steps (a) through (d) for all lines.**

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

a. Expand all lines using the small grey arrows & then select the "Chartfields2" tab:

Requisition Lines ?

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details
1 Domestic Mail			OBS Postal Services	1.0000	Each	100.00000	100.00	

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 100.0000

Attention To Robert Berg

Due Date

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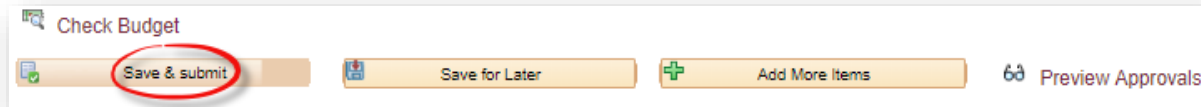>
> ii. A requisition can include multiple non-project combinations (including optional chartfields).

Dept	Fund	PC Bus Unit	Project	Activity	Source Type
196000	110				

c. **Repeat steps (a) & (b) for all lines.**

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

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.

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