Requisitions Lifecycle Breakdown

**Requisitioner initiates request by completing requisition and selecting “Save and Submit” FMS.**

**MSU does not use inventory module within FMS. This icon should always be greyed out.**

**To change a PO, the Requisitioner must contact their Buyer in Procurement.**

**Returns must be entered into FMS by the Requisitioner.**

**Payment can only be released when a requisition, receiving, and an invoice are entered in the system.**

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**Requisition**

- Approver receives notification email from FMS regarding new request. Click email link, or select Worklist from Home page in FMS, to access, review and process requisition.

**Approvals**

- Approved requisitions are sent to Procurement for confirmation and to be processed into Purchase Orders (POs). POs with a status of “PO(s) Dispatched” are sent to the supplier.

**Inventory**

- Requisitioners must go into FMS to enter the physical receipt of goods and services, before a payment can be processed.

**Purchase Orders**

- An invoice with the PO and receipt numbers included on it MUST be sent to the Accounts Payable Department, before a payment can be processed.

**Change Request**

- Requisitioners must enter the physical receipt of goods and services, before a payment can be processed.

**Receiving**

- Returns must be entered into FMS by the Requisitioner.

**Invoice**

- Payment can only be released when a requisition, receiving, and an invoice are entered in the system.