PURCHASE REQUISITIONS

Will my FRS information for WB Mason be carried over to FMS? No. As we are using punch out catalogs, there is no information being carried over from the WB Mason regarding orders.

Where do I go to adjust or cancel a WB Mason order? You cannot make any changes to or delete WB Mason orders. Once the order has been submitted it is locked. To return items, first contact WB Mason for a Return Merchandise Authorization (RMA) number, after the items have been received, and then process the return in the system.

Do I have to call WB Mason for returns? Yes, call them first and get your Return Merchandise Authorization (RMA) # then go into the FMS system to process the return.

How can I complete all of the lines within a requisition quickly? If you are creating a multi-line requisition, click the Requisition Settings from the top of the Create Requisition screen to set the Purchasing Methodology, Requisition Name, Contract/Waiver # for the requisition, as well as the supplier, Chartfield codes, and Attention field for each line item.

How often are the Internal Catalog prices and items updated? Internal catalog prices and items are updated based on the terms of the specific contract for that catalog. Therefore, each catalog may have different update terms based on the specific supplier contract.

What categories are currently included in the Internal Catalog? At present, the following categories have items in the internal catalog: JANTORIAL_SUPPLY, JANTORIAL_SUPP_GR, BUSINESS CARDS, LETTERHEAD, ENVELOPES, BUCKSLIPS, OIT_HW_DESKTOP, OIT_PRINTER_SCANNR, OIT_AV_EQUIP...

What category should I use when creating a requisition? The category used in a requisition is dependent upon the items/services being request- ed. When in a Punch Out requisition or an Internal Catalog requisition, the category has already been set based on the items. If you are creating a Special Request requisition, you will need to search the Category list to select the one which matches the goods and services listed on your requisition.

What account number should I use? The account number is dependent upon the items/services being requested, and is de- faulted based on the category of the item that has been populated. When in a Punch Out requisition or an Internal Catalog requisition, the category has already been set based on the items, and therefore, the account number should be correct.

How long does it take for a requisition to change to a Purchase Order? It takes two days for a standard requisition to become a purchase order. If there are any issues with the requisition, it can take longer.

Will I get notified that my requisition is now a purchase order? No. The purchase order will feed through the system to the supplier. To check the status of your requisition, go to Main Menu > eProcurement > Manage Requisitions and search on your requisition number.

Where is the correct place, within a requisition, to attach items? Any attachments should be added onto the line item within your requisition. If you only have one attachment for a multi-line requisition, attach it to the first line item.

Is there a way to default the room/location/phone extension and tie it to a CWID so it enters automatically on a requisition? No. The cross reference table does not exist to do this. Use the Requisition Settings screen to set the Purchasing Methodology, Requisition Name, and Chartfield codes. When in a Punch Out requisition or an Internal Catalog requisition, the category has already been set based on the items/services being requested, and is therefore, the account number should be correct.

Related how many times are the Internal Catalog prices and items updated? Internal catalog prices and items are updated based on the terms of the specific contract for that catalog. Therefore, each catalog may have different update terms based on the specific supplier contract.

What categories are currently included in the Internal Catalog? At present, the following categories have items in the internal catalog: JANTORIAL_SUPPLY, JANTORIAL_SUPP_GR, BUSINESS CARDS, LETTERHEAD, ENVELOPES, BUCKSLIPS, OIT_HW_DESKTOP, OIT_PRINTER_SCANNR, OIT_AV_EQUIP...

What category should I use when creating a requisition? The category used in a requisition is dependent upon the items/services being requested, and is therefore, the account number should be correct.

How long does it take for a requisition to change to a Purchase Order? It takes two days for a standard requisition to become a purchase order. If there are any issues with the requisition, it can take longer.

Will I get notified that my requisition is now a purchase order? No. The purchase order will feed through the system to the supplier. To check the status of your requisition, go to Main Menu > eProcurement > Manage Requisitions and search on your requisition number.

What account number should I use? The account number is dependent upon the items/services being requested, and is therefore, the account number should be correct.

How often are the Internal Catalog prices and items updated? Internal catalog prices and items are updated based on the terms of the specific contract for that catalog. Therefore, each catalog may have different update terms based on the specific supplier contract.

What categories are currently included in the Internal Catalog? At present, the following categories have items in the internal catalog: JANTORIAL_SUPPLY, JANTORIAL_SUPP_GR, BUSINESS CARDS, LETTERHEAD, ENVELOPES, BUCKSLIPS, OIT_HW_DESKTOP, OIT_PRINTER_SCANNR, OIT_AV_EQUIP...

What category should I use when creating a requisition? The category used in a requisition is dependent upon the items/services being requested, and is therefore, the account number should be correct.

How long does it take for a requisition to change to a Purchase Order? It takes two days for a standard requisition to become a purchase order. If there are any issues with the requisition, it can take longer.

Will I get notified that my requisition is now a purchase order? No. The purchase order will feed through the system to the supplier. To check the status of your requisition, go to Main Menu > eProcurement > Manage Requisitions and search on your requisition number.

What account number should I use? The account number is dependent upon the items/services being requested, and is therefore, the account number should be correct.