

Selecting a Vendor for a Requisition

To select a vendor, in the first step of your requisition, click on the Vendor lookup link (magnifying glass)

Create Requisition

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

Specify requisition name, requester, and other information that applies to the entire requisition.



Business Unit: Florida State University



*Requester: EPRO01 *Currency: USD

Requisition Name: Priority: Medium


Line Defaults


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

Vendor:  Vendor Location: 

[Locate a Minority Owned Business](#) Category:  Unit of Measure: 

Shipping Defaults

Ship To:  [Modify Shipping Address](#)

Due Date:  Attention:

Click in the Name field and type in a string of three to five characters in the vendor name.

(i.e. to select GovConnection, type in GovC)

(DO NOT enter the full vendor name in case it is in OMNI differently)

Then hit the Find key

Create Requisition - Windows Internet Explorer

https://qa.erp.fsu.edu:12075/psp/sdtrfi/EMPLOYEE/ERP/c/PV_MAIN_MENU.PV_REQ_ENTRY.GBL?Fok

OMNI FINANCIALS SDTRFI FLORIDA STATE UNIVERSITY

Welcome! EPRO01 Mon, Mar 24, 08 Home Worklist Favorites Sign Out

Buyer Center
Procurement Card Center
FSU MBE Reports
Create Requisition
Manage Requisitions
Receive Items
Reports
My Profile

Vendor Search

Vendor ID:
Name: GovC
Short Vendor Name:
Name:
City:
Country: State:
Postal Code:

Find
Reset

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

Enter search criteria to find a vendor.
[Return to Define Requisition](#)

Done Internet 100%

When you get a list of vendors to select from, choose the vendor you are looking for and click on the blue link. Notice the location for the vendor and be sure you are selecting the correct location. Normally the location listed as “Main” is the ordering location.

Vendor Search

Vendor ID:

Name:

Short Vendor

Name:

City:

Country: State:

Postal Code:

Customize Find View All <input type="button" value="grid"/>						
First <input type="button" value="left"/> 1-2 of 2 <input type="button" value="right"/> Last						
	Vendor ID	Name	Location	Address	City	State
1	0000000299	GOVCONNECTION	MAIN	706 MILFORD RD	MERRIMACK	NH
2	0000000299	GOVCONNECTION	PC CONNECTION	PC CONNECTION	MERRIMACK	NH

When you select the vendor, OMNI will take you back to the default page and enter that information into the Vendor field, along with the location selected.

Create Requisition

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

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: Florida State University

*Requester: EPR001 *Current

Requisition Name:

Priority:

Line Defaults

Vendor: Vendor Location:

[Locate a Minority Owned Business](#) Category: Unit of Measure:

Shipping Defaults

Below is a sample where entering the entire vendor name as you believe it is listed is not a good idea. Notice, that due to one letter difference, you cannot find the vendor, but on the next slide, using the short string search, you did find the vendor.

Vendor Search

Vendor ID:

Name:

Short Vendor Name:

City:

Country: State:

Postal Code:

! No vendors found.

[Return to Define Requisition](#)

When you search using the recommended string of three to five letters to search for a vendor, you have found what you are looking for! The difference of one letter in the vendor name caused you not to find it in the previous sample. Click on the blue link and your vendor is selected.

Vendor Search

Vendor ID:

Name:

Short Vendor Name:

City:

Country: State:

Postal Code:

	Vendor ID	Name	Location	Address	City	S
1	0000001180	COOPERATIVES COMPUTER CENTER	MAIN	5159 WOODLANE CR	TALLAHASSEE	F
2	0000001381	COOPER COMPRESSION	MAIN	10466 RIVER ROAD	ST ROSE	L
3	0000004012	COOPERSURGICAL	ORDERING	95 CORPORATE DR	TRUMBULL	C
4	0000010021	COOPERATIVE EDUCATION AND INTERNSHIP	MAIN	16 SANTA ANA PLACE	WALNUT CREEK	C
5	0000019521	COOPERATIVE FEEDING PROGRAM	MAIN	THE COOPERATIVE FEEDING PROGRAM	FT LAUDERDALE	F

Create Requisition

1. Define Requisition **2. Add Items and Services**

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: Florida State University

*Requester: EPR001

Requisition Name:

▼ Line Defaults

Vendor: Vendor Location:

[Locate a Minority Owned Business](#) Category: Unit of Measure:

Shipping Defaults

Now you can continue on and complete your requisition.

If you have problems finding vendors or if after using the short string search and still cannot find your vendor, go to the FSU Help Link on the OMNI portal page and enter the word **vendor** in the search box.

If the vendor is a new vendor, you will need to have them loaded first, or use the suggest vendor procedures as outlined in the eProcurement Job Aid.