University of Northern Iowa
Facilities Management

FAMIS
Online Purchasing User Guide
# Table of Contents

Campus Supply Purchasing ........................................................................................................................... 3

Directions for Using Online Store ................................................................................................................. 4

- Entering a Shopping Cart .......................................................................................................................... 4
- Finding a Saved Shopping Cart ................................................................................................................ 10
- Editing a Shopping Cart ........................................................................................................................... 11
- Deleting a Shopping Cart ........................................................................................................................ 13
- Viewing a Shopping Cart .......................................................................................................................... 14
- Status Codes and Definitions .................................................................................................................. 15
Campus Supply Purchasing

Introduction

What is FAMIS Online Store?
FAMIS is a web-based application that allows the campus community to submit Campus Supply purchases online. The costs associated with Campus Supply purchases may also be viewed online.

Cleaning supplies, office paper and miscellaneous office supplies will be purchased through Campus Supply using FAMIS Online Store.

How do I get access?
Access to FAMIS for Self-Service and the Online Store is granted by the department submitting a request for authorization for each person needing access through the Security Request System (SRS).

Roles to request through SRS (note: each person needs both roles):
1. System = Web Custom  Role = FAMIS Login (WW62)
2. System = FAMIS – Facilities Management  Role = Online Store User

How do I get Help?
For any questions or comments, please contact the following people, either by email or phone:

Warehouse
319-277-0765  Jeff Van Gelder
319-273-2451  jeff.vangelder@uni.edu
Directions for Using Online Store

**Entering a Shopping Cart**

1. Click Online Store tab.

The following screen displays:

2. Finding your items to Purchase

   There are two ways to find products to add to your shopping cart.
   
   a. Find products by item number or keyword.
   
   b. Find products by Categories (preferred way to find products)
FIND PRODUCT BY ITEM NUMBER or KEYWORD

3. Click the drop-down and select either item number or keyword. If finding products by item number, you must know the item number to key into the blank field next to the Go button.

   Do not use manufacturer/model, manufacturer/brand, or supplier item number to find, they are not active.

   Example – search by keyword

   1. Select keyword from the drop-down list.

   2. Enter a word that describes the item, such as paper.

   3. Click Go

   4. Products with paper in the title will display. See screen below.

   ![Screen shot of search by keyword]

FIND PRODUCT BY CATEGORIES – PREFERRED METHOD

4. Click Categories

5. Click UNI Warehouse
The following screen displays:

6. Select the type of product you wish to purchase. *For illustration we will select Miscellaneous Office Supplies and then Answer Sheets.*

The following screen displays:

7. Enter quantity.

8. Click [Add to Cart]
The following screen displays:

9. Select one of the buttons in the top right of the screen:
   
   a. Continue shopping – to select more items to add to the cart.
   b. Save Cart – to save and return at another time. If a cart is Saved it can be edited (changed).
   c. Check Out – to complete this purchase. Once Check Out is completed and the cart is submitted, it cannot be changed.
   d. Delete Cart – to delete everything put in the cart.

10. Click

The following screen displays:

11. Click UNI Warehouse to return to the list of warehouse categories.

12. UNI Warehouse > Fine Paper > Item# 55-00040 was selected.
13. To remove/delete items from the list, click.

14. Click

The following screen displays:

15. Enter your Work Order number (required field).

**NOTE:** Each work order number (also called standing work order) has an account number associated with the work order number. When you enter a work order number, the account number charged for the items is the account number associated with the work order.

When you enter the work order number and move to the next field, the name and account number of the work order number entered will display. Please review to make sure you are using the proper work order number.

A shopping cart cannot do split distributions. Only one work order number can be entered for each shopping cart. If purchasing from more than one account, you will need to create a different shopping cart for each Standing Work Order number.
16. Enter your name in the Your Reference field *(required field)*. This will assist you in finding your shopping cart.

17. Enter the building name and room number in the Delivery Instructions field *(required field)*. Campus Supply NEEDS this information to know where to deliver an order. Example: West Gym 206

18. Click Continue. Your Reference, Delivery Instructions and Status will display. You have the option to Edit Cart or Submit.

19. Click Submit

20. The screen will return to the last screen used for shopping.

21. Click Logout in the upper right corner of your screen if you are finished shopping or click Refresh to start a new shopping cart. See a display of the options below.
Finding a Saved Shopping Cart

1. Click **View Cart** in the top right of the screen.

2. Click **Saved Carts** in the top right of the screen.

3. Find YOUR saved cart in the Saved Shopping Carts list by your name in the Reference column, then click the green arrow at the end of that row to open the cart and either continue shopping or check out.

4. Your shopping cart will display.

   **NOTE:** Saved shopping carts have a Status of UNSUBMITTED.

5. There are 4 options when retrieving a Saved Shopping Cart.
   a. Continue shopping
   b. Save Cart
   c. Check Out
   d. Delete Cart

6. Select your option.
**Editing a Shopping Cart**

Online Store users have the ability to edit a shopping cart while they are in the process of creating the cart as seen in Display 1 or when they view a Saved Cart as seen in Display 2.

### Edit When Creating the Cart

1. Enter cart information as instructed in the section Entering a Shopping Cart steps 1-18.
   
The following screen displays.

   ![Display 1](image1.png)

   Click Edit Cart.

2. Change quantity or delete item.

3. Click Check Out.

4. Change SW number, Your Reference, Delivery Instructions or Pickup Date fields.

5. Click Continue. **NOTE: Your changes will not display until you Submit.**

6. Click Submit.

   ![Display 2](image2.png)

   The pickup date was changed.
Edit After the Cart is Saved

1. Click View Cart – in the top right part of the screen.

2. Click Saved Carts – in the top right part of the screen.

3. Select the cart you wish to modify and click the green arrow on the right side of the line.

4. Change quantity or delete item.

5. Click Check Out.

6. Change SW number, Your Reference, Delivery Instructions or Pickup Date fields.

7. Click Continue. NOTE: Your changes will not display until you Submit.

8. Click Submit.
Deleting a Shopping Cart

Online Store users have the ability to delete a shopping cart while they are in the process of creating the cart as seen in Display 1 or when they view a Saved Cart as seen in Display 2.

Display 1

<table>
<thead>
<tr>
<th>Item #</th>
<th>Qty.</th>
<th>Description</th>
<th>Qty. in Stock</th>
<th>Qty. Available</th>
<th>Selling Price</th>
<th>Stock Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-01080</td>
<td>1</td>
<td>ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG</td>
<td>24</td>
<td>24</td>
<td>$51.21</td>
<td>WH51</td>
</tr>
<tr>
<td>55-66049</td>
<td>3</td>
<td>8 1/2 X 11 RECYCLED, PAPER - REAM - 20#</td>
<td>6540</td>
<td>5,540</td>
<td>63.58</td>
<td>WH51</td>
</tr>
</tbody>
</table>

Total: $61.95

Display 2

To delete cart:

1. Click [Delete Cart]

2. A message as seen below will appear.

3. To delete click OK or to Cancel action click Cancel.

**NOTE:** Anyone can delete a SAVED Shopping Cart, even if you are NOT the Requestor, so be careful when deleting!
**Viewing a Shopping Cart**

Shopping carts are viewable by All Carts, Active Carts or Inactive Carts. To view a cart following the directions below. **NOTE:** When you view carts all carts created will display, not just the ones that you created.

1. Click in the upper right area of Online Store.

2. Select the View desired by clicking the drop-down list
   - Active Carts – all carts in the Allocated or Backordered status.
   - Inactive Carts – all carts in the Complete or Canceled status. These carts can also be viewed by timeframe: Past 10 days, Past 30 days, Past 90 days, Past 6 months, Past 12 months or Past 18 months.
   - All Carts – all carts of every status (Allocated, Backordered, Complete or Canceled).

3. To view the details of a cart, click the green arrow on the right side of the row. See display below.

4. After clicking the green arrow the display will show the details of the order.
### Status Codes and Definitions

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSUBMITTED</td>
<td>Saved Shopping Cart that has been Saved but not submitted for processing.  This cart can be edited.</td>
</tr>
<tr>
<td>ALLOCATED</td>
<td>Active Shopping Cart that has been Submitted and ready to be filled by Campus Supply.  This cart can NOT be edited.</td>
</tr>
<tr>
<td>BACKORDERED</td>
<td>Active Shopping Cart that has one or more items backordered.  This cart can NOT be edited.</td>
</tr>
<tr>
<td>COMPLETE</td>
<td>Completed Shopping Cart that order has been filled and is either in route or has been received by department and is now on the Inactive Cart list.  This cart can NOT be edited.</td>
</tr>
<tr>
<td>CANCELED</td>
<td>Canceled Shopping Cart that now appears on the Inactive Cart list.  This cart can NOT be edited.</td>
</tr>
</tbody>
</table>