University of Northern Iowa

Facilities Management

FAMIS

Online Purchasing User Guide

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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:
1. System = FAMIS – Facilities Management   Role = FAMIS Services

How do I get Help?

For any questions or comments, please contact the following people, either by email or phone:

Warehouse   Jeff Van Gelder

319-277-0765   319-273-2451

                                                      jeff.vangelder@uni.edu
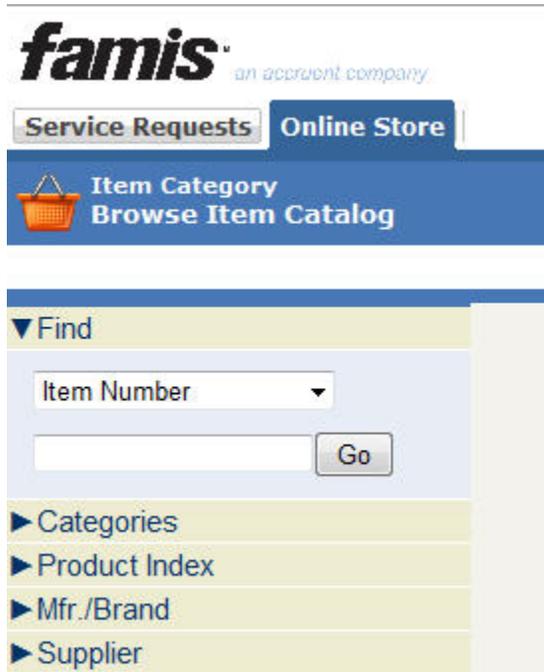
Directions for Using Online Store

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.

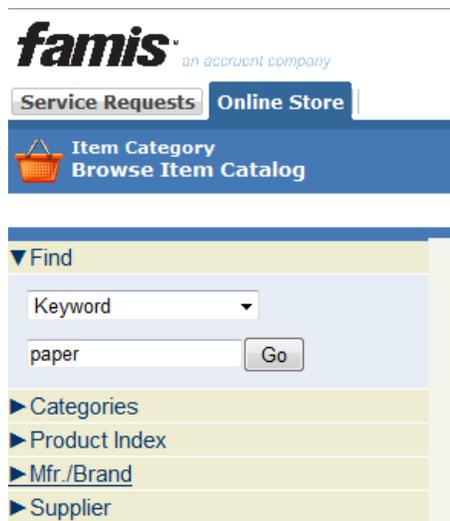   b. Find products by Categories (**preferred way to find products**)

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 describers the item, such as *paper.*

    >> 3. Click Go

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

FIND PRODUCT BY CATEGORIES – PREFERRED METHOD
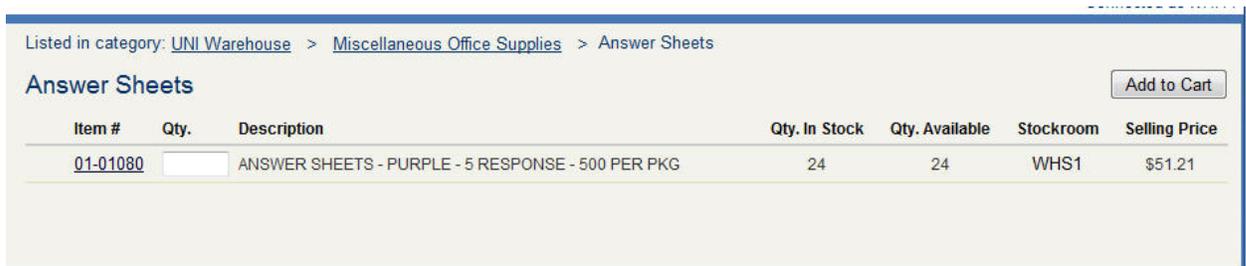
4. Click Categories

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 can not 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.**

The screen displays:

13. To remove/delete items from the list, click ⊗

14. Click [Check Out]

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.**

Logout
Display Menu
Refresh

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.**

Cart #	Work Order #	Reference	Date Saved	Amount	
CT00000085	SW000004	Pat Whitt	28-Apr-2011	$113.41	➡

4. Your shopping cart will display.

NOTE: Saved shopping carts have a Status of UNSUBMITTED.

			Continue Shopping	Save Cart	Check Out	Delete Cart	Saved Carts

Work Order Number:	SW000004	Status:	UNSUBMITTED
Your Reference:	Pat Whitt	Submitted Date:	28-Apr-2011
Stage Items in Stockroom:	☐	Pickup Date:	28-Apr-2011
Delivery Instructions:	206 West Gym	Requestor:	Pat Whitt

Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room	
01-01080	2	ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG	24	24	$56.70	WHS1	⊗
					Total:$113.41		

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.

   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.

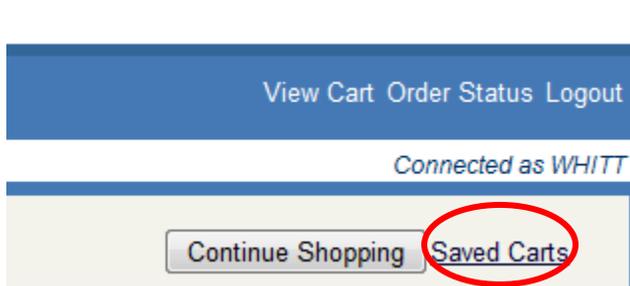6. Click Submit.

   The pickup date was changed.

Edit After the Cart is Saved

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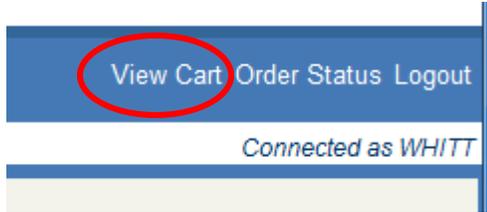
2. Click Saved Carts – in the top right part of the screen.

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

Display 2

To delete cart:

1. **Click**

2. **A message as seen below will appear.**
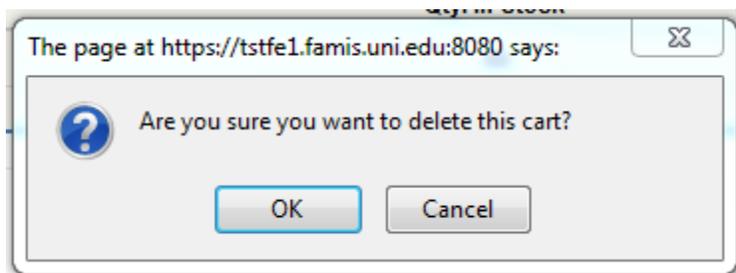
3. **To delete click OK or to Cancel action click Cancel.**

   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** Order Status **in the upper right area of Online Store.**

2. **Select the View desired by clicking the drop-down list** View: Active Carts
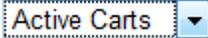
    a. **Active Carts –all carts in the Allocated or Backordered status.**

    b. **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.**

    c. **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.

View: Active Carts

Previous 1-15   Next 15

Cart #	Work Order #	Reference	Status	Date Submitted	Amount	
CT00000098	SW000004	Pat Whitt save ct chg qty delete line	ALLOCATED	02-May-2011	$136.66	⇨
CT00000097	SW000004	Pat Whitt save cart modify	BACKORDERED	02-May-2011	$211.90	⇨
CT00000096	SW000004	Pat Whitt test delete line saved cart	ALLOCATED	02-May-2011	$71.33	⇨
CT00000095	W11000220	Brian Peters	BACKORDERED	02-May-2011	$4.33	⇨

4. **After clicking the green arrow the display will show the details of the order.**

Continue Shopping   Save Cart   Cancel Cart   Saved Carts

|						
Work Order Number:	SW000004		Status:	ALLOCATED		
Your Reference:	Pat Whitt save ct chg qty delete line		Submitted Date:	02-May-2011		
Stage Items in Stockroom:	☐		Pickup Date:	02-May-2011		
Delivery Instructions:	206 West Gym		Requestor:	Pat Whitt		

Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
01-01080	2	ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG	24	24	$56.70	WHS1
02-02171	2	PURPLE 3-RING BINDER WITH VIEW OVERLAY 1"	113	113	$2.61	WHS1
12-15120	3	UNI 1ST CLASS LABELS - PKG 50 PER PAD	151	151	$4.87	WHS1
15-19020	4	"WELCOME TO THE UNIVERSITY OF NORTHERN IOWA" - FOLDER	6013	6,013	$0.85	WHS1
					Total:$136.66	

Status Codes and Definitions

Status Code	Definition
UNSUBMITTED	Saved Shopping Cart that has been Saved but not submitted for processing. This cart can be edited.
ALLOCATED	Active Shopping Cart that has been Submitted and ready to be filled by Campus Supply. This cart can NOT be edited.
BACKORDERED	Active Shopping Cart that has one or more items backordered. This cart can NOT be edited.
COMPLETE	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.
CANCELED	Canceled Shopping Cart that now appears on the Inactive Cart list. This cart can NOT be edited.