

University of Northern Iowa

Facilities Services



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. For those who have been granted access to Online Store, 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. These supplies were formerly purchased by creating requisitions in Oracle e-business suite (MEMFIS).

NOTE: Oracle requisitions for Campus Supply will no longer be used.

How do I get access?

An authorization form must be completed for staff to gain access to FAMIS Self Service and the Online Store. The authorization form is in the UNI Forms Repository and is called [FAMIS Authorization for Access](#).

Completing the authorization form to use the Online Store will require departments to identify the account or accounts that purchases will be charged to. For each account number identified, FAMIS staff will create a standing work order number. This standing work order number will be given to those requesting authorization. When staff access the online store for purchases, they will enter a *Standing Work Order number* to the shopping cart and the account number associated with the Standing Work Order number will be charged for the purchases. If purchasing from more than one account, you will create different shopping cart for each Standing Work Order number.

How do I get Help?

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

Pat Whitt
319-273-6881
pat.whitt@uni.edu

Pam Rousselow
319-273-2451
pam.rousselow@uni.edu

Login

To access FAMIS:

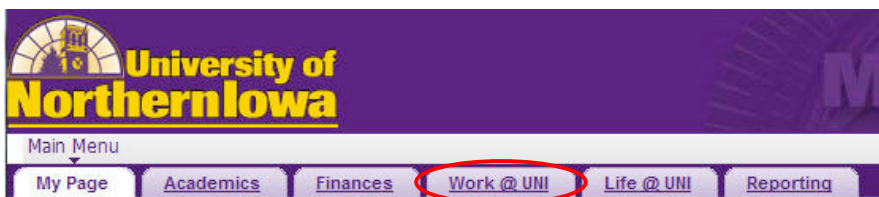
1. Go to UNI's homepage at www.uni.edu
2. Click on MyUNiverse



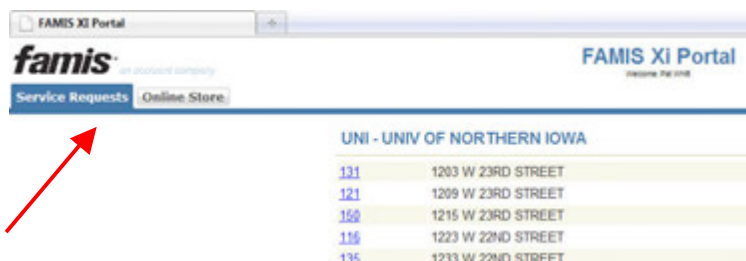
3. Login with your CatID username and password.

The screenshot shows the CatID SignOn login form. It includes a 'Username:' field with a note that 'Usernames must be lowercase', a 'Password:' field, a checkbox for 'Warn me before logging me into other sites.', and 'LOGIN' and 'clear' buttons at the bottom.

4. Click on the Work@UNI tab at the top of the screen.



5. Click on the FAMIS link in the section called My Administrative Access.



6. The FAMIS Portal will appear.

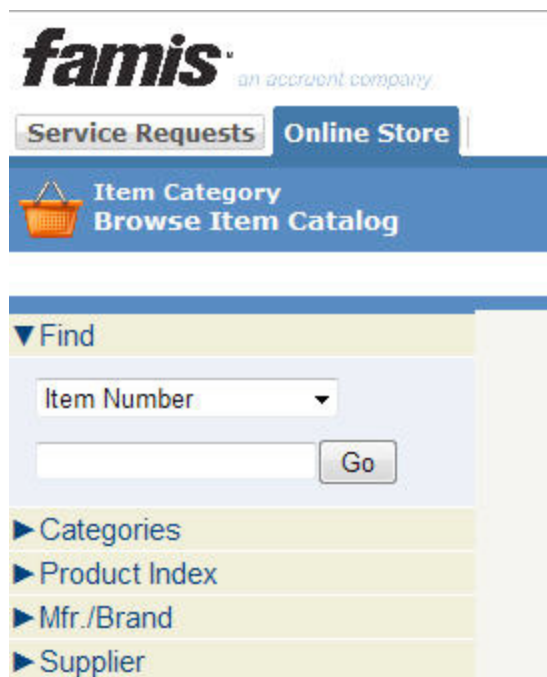
Directions for Using Online Store

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**)

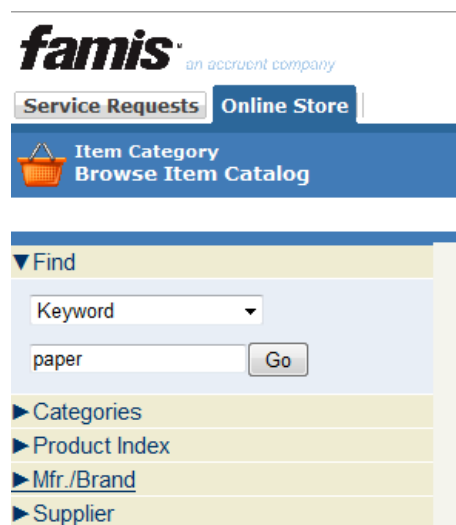
FIND PRODUCT BY ITEM NUMBER or KEYWORD

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 
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](#)

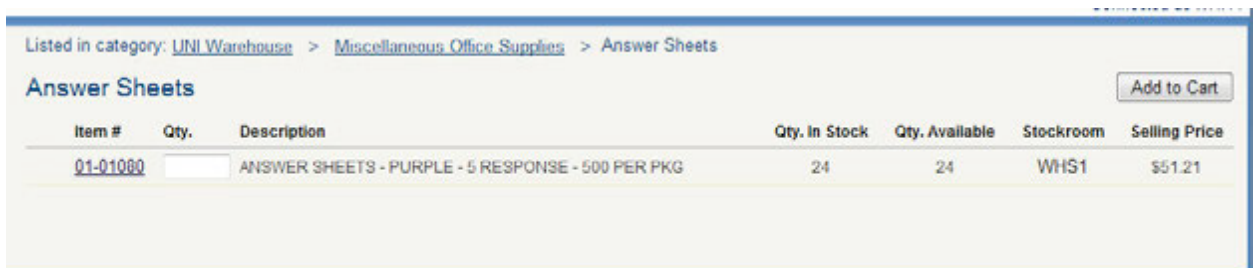
The following screen displays:



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:

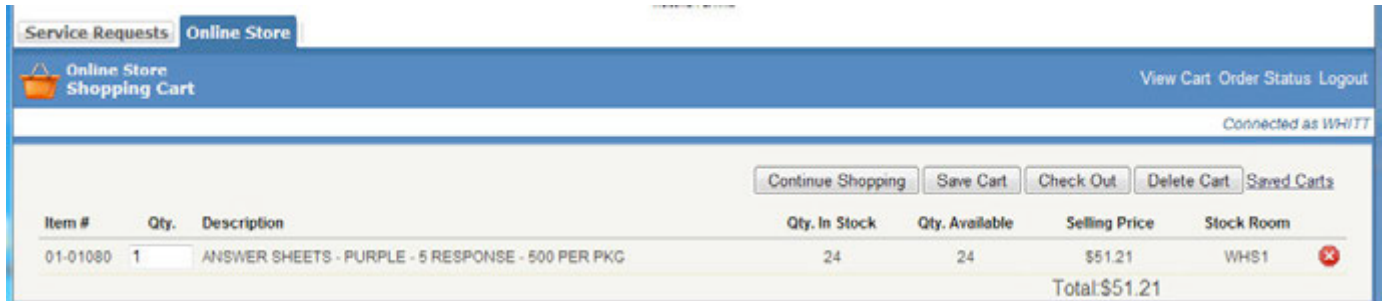


7. Enter quantity.

8. Click

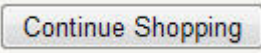
Entering a Shopping Cart

The following screen displays:

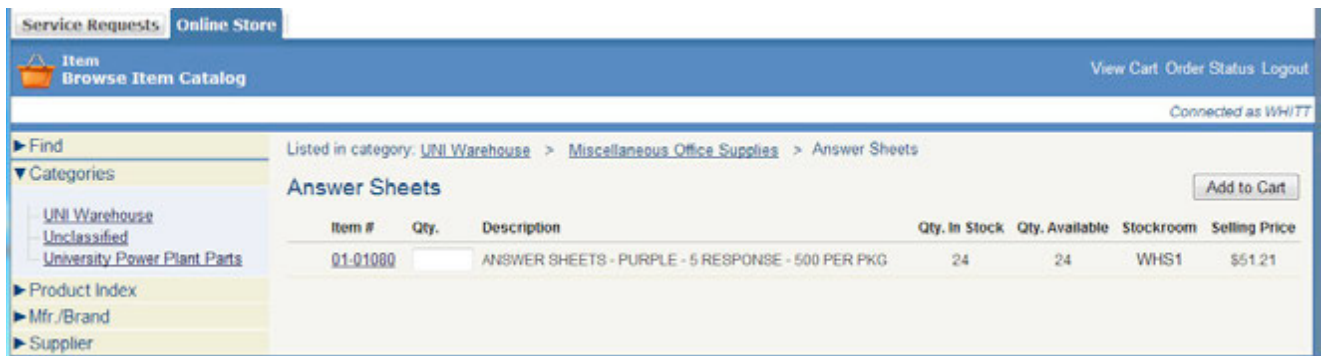


9. Select one of the buttons in the top right of the screen:

- Continue shopping – to select more items to add to the cart.
- Save Cart – to save and return at another time. If a cart is Saved it can be edited (changed).
- Check Out – to complete this purchase. Once Check Out is completed and the cart is submitted, it can not be changed.
- 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.

Entering a Shopping Cart

The screen displays:

Service Requests Online Store

Online Store Shopping Cart View Cart Order Status Logout

Connected as WHITT

Continue Shopping Save Cart Check Out Delete Cart Saved Carts

Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
01-01080	1	ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG	24	24	\$51.21	WHS1
55-00040	3	8 1/2 X 11 RECYCLED, PAPER - REAM - 20#	6540	6,540	\$3.58	WHS1
					Total:	\$61.95

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

14. Click 

The following screen displays:


Please enter the following information

* Work Order Number:

Your Reference:

Stage Items in Stockroom:

Deliver Instructions:

Pickup Date: 22-Mar-2011 

Cancel Continue

Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
01-01080	1	ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG	24	24	\$51.21	WHS1
55-00040	3	8 1/2 X 11 RECYCLED, PAPER - REAM - 20#	6540	6,540	\$3.58	WHS1
					Total:	\$61.95

15. Enter your WO number (required field).

NOTE: Your WO number (standing work order) will be assigned when you are setup as a FAMIS user. This will be provided in the confirmation notice that you are set up for FAMIS.

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

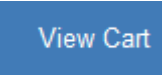

19. Click 

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  in the top right of the screen.
2. Click  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 Stockrooms: 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.

Please enter the following information

Work Order Number: SW000002 Status: UNSUBMITTED

Your Reference: Pat Whitt Submitted Date: 10-Jun-2011

Stage Items in Stockroom: Pickup Date: 10-Jun-2011

Delivery Instructions: West Gym 206 Requestor: Patricia Whitt

Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
56-00010	3	8 1/2 X 11 20# BLUE RECYCLED COPY PAPER	81	81	\$3.91	WHS1
56-00050	2	8 1/2 X 11 20# CANARY COPY PAPER	44	44	\$3.91	WHS1
56-00070	1	8 1/2 X 11 20# CHERRY COPY PAPER		0	\$3.57	WHS1
56-00090	1	8 1/2 X 14 20# GOLDENROD COPY PAPER		0	\$5.26	WHS1
					Total:\$28.37	

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.**

Continue Shopping Save Cart Cancel Cart Saved Carts

Work Order Number: SW000002 Status: BACKORDERED

Your Reference: Pat Whitt Submitted Date: 10-Jun-2011

Stage Items in Stockroom: Pickup Date: 14-Jun-2011

Delivery Instructions: West Gym 206 Requestor: Patricia Whitt

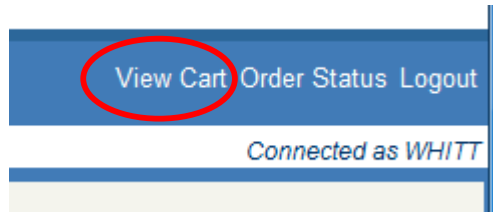
Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
56-00010	3	8 1/2 X 11 20# BLUE RECYCLED COPY PAPER	81	81	\$3.91	WHS1
56-00050	2	8 1/2 X 11 20# CANARY COPY PAPER	44	44	\$3.91	WHS1
56-00070	1	8 1/2 X 11 20# CHERRY COPY PAPER		0	\$3.57	WHS1
56-00090	1	8 1/2 X 14 20# GOLDENROD COPY PAPER		0	\$5.26	WHS1
					Total:\$28.37	

6. Click Submit.

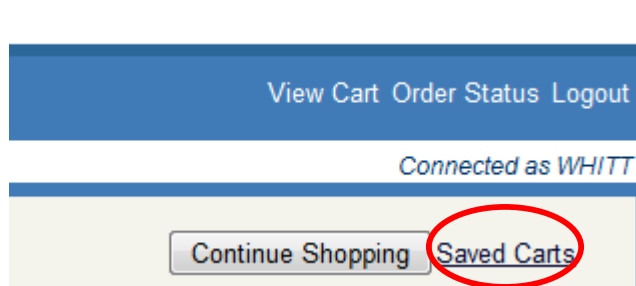
The pickup date was changed.

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.

Cart #	Work Order #	Reference	Date Saved	Amount	
CT00000038	SW000002	Pat Whitt	10-Jun-2011	\$66.27	
CT00000024	SW000002		10-Jun-2011	\$7.82	

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**.

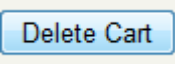
Display 1

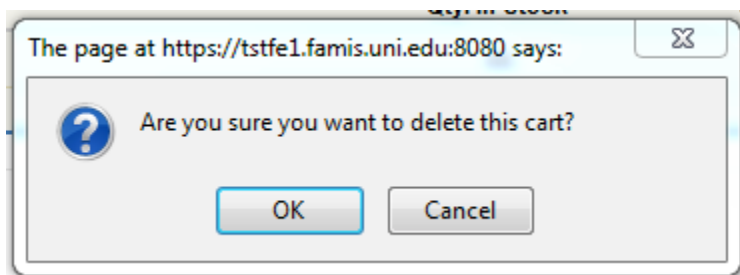
Item #	Qty.	Description	Qty. In Stock	Qty. Available	Selling Price	Stock Room
01-01080	1	ANSWER SHEETS - PURPLE - 5 RESPONSE - 500 PER PKG	24	24	\$51.21	WHS1
55-00040	3	8 1/2 X 11 RECYCLED, PAPER - REAM - 20#	6540	6,540	\$3.58	WHS1
Total:						\$61.95

Display 2

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	\$58.70	WHS1
Total:						\$113.41

To delete cart:

1. Click 
2. A message as seen below will appear.


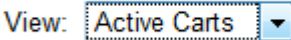


3. To delete click OK or to Cancel action click Cancel.

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  in the upper right area of Online Store.
2. Select the View desired by clicking the drop-down list 
 - 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: 

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.

Work Order Number: SW000004 Your Reference: Pat Whitt save ct chg qty delete line Stage Items in Stockroom: <input type="checkbox"/> Delivery Instructions: 206 West Gym			Status: ALLOCATED Submitted Date: 02-May-2011 Pickup Date: 02-May-2011 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.

Review Billing Online

1. Click on the Display Service Requests screen.

The following screen displays:

Search Billing

Search

Billing From Date (mm/dd/yyyy)
 Billing To Date (mm/dd/yyyy)

Results

Work Order Charge Totals		
Labor		\$
Materials		\$
Invoices		\$
Equipment Rentals		\$
Misc. Cost		\$
Total Work Order Charges		\$ _____
Non-Work Order Charge Totals		\$
Grand Total of Charges		\$ _____

Work Order Details

WO Number	Request Number	Description	Labor	Material	Invoice	Misc. Cost	Rental Equip	Estimate	Total

Non-Work Order Details

Key Issues		\$
Key Returns		\$
Materials to Account		\$
Part Price Adjustments		\$
Part Quantity Adjustments		\$
Utility Charges		\$
		\$ _____
		\$

- Enter the account number Fund and Organization segment. At a minimum, you must enter the Organization segment, the other segments can be left blank.

See example below.

Fund	<input type="text" value="0011"/>
Organization	<input type="text" value="40201"/>
Object	<input type="text"/>
Program	<input type="text"/>
Function	<input type="text"/>
Activity	<input type="text"/>
Billing From Date	<input type="text"/> (mm/dd/yyyy)
Billing To Date	<input type="text"/> (mm/dd/yyyy)
<input type="button" value="Search"/>	

- Click

Results

Work Order Charge Totals			
Labor	\$		289.80
Materials	\$		150.53
Invoices	\$		0.00
Equipment Rentals	\$		0.00
Misc. Cost	\$		1,035.00
Total Work Order Charges	\$		1,475.33
Non-Work Order Charge Totals	\$		0.00
Grand Total of Charges	\$		1,475.33

Work Order Details

WO Number	Request Number	Description	Labor	Material	Invoice	Misc. Cost	Rental Equip	Estimate	Total
SW000004	SW000004	STANDING - OFFICE SUPPLIES - VPAF IT SERVICES - TEST	0.00	150.53	0.00	0.00	0.00	0.00	150.53
WV11000099	PR000009	LNG 122 PAINT	231.84	0.00	0.00	0.00	0.00	0.00	231.84
WV11000100	PR000009	LNG 122 CARPET	57.96	0.00	0.00	0.00	0.00	0.00	57.96
WV11000168	SR000108	WST RM 206 INSTALL OR REPLACE CARPET	0.00	0.00	0.00	1,035.00	0.00	0.00	1,035.00

Non-Work Order Details

Key Issues								\$	0.00
Key Returns								\$	0.00
Materials to Account								\$	0.00
Part Price Adjustments								\$	0.00
Part Quantity Adjustments								\$	0.00
Utility Charges								\$	0.00
									\$ 0.00

The charges are displayed in categories (i.e. labor, materials, invoices, etc.) and the WO numbers

associated with the charge are also displayed. You can click on the WO number to see the detail of the charges.

NOTE:

- Billing will be applied to accounts once a month on a designated day. Charges that are not applied by that date, will appear on the next month's billing.
- Charges to Standing Work Order numbers used for purchasing from the Online Store will display in the billing. Each cart sent to the Online store will have a different Issue Number and every item purchased will display. The items will be described by the Part Number. See display below for charges from Online Store purchases.

Status

Request Number SW000004	Work Order Number SW000004
Status APPROVED	

Cost Information

Account Segment 0011.40201.62010.0000.61.0000

Material Detail

Transaction Date	Part Number	Warehouse	Issue Number		Charge Amount
03/25/2011	55-00040	WHS1	IS000004		10.74
03/31/2011	56-00020	WHS1	IS000016		12.36
03/31/2011	51-00126	WHS1	IS000016		3.01
04/04/2011	55-00040	WHS1	IS000018		39.64
04/08/2011	55-00040	WHS1	IS000019		79.28
04/08/2011	55-00040	WHS1	IS000019		-39.64
04/21/2011	25-00280	WHS1	IS000020		5.80
04/21/2011	28-00648	WHS1	IS000020		5.50
04/21/2011	55-00040	WHS1	IS000020		39.64
04/21/2011	25-00280	WHS1	IS000020		-5.80
Total					150.53

Part Number = item purchased

Issue Number = items issued to the same cart

4. Click Service Requests to return to the home page where you can search Service Requests, create Service Requests or review billing.