



Fermi Online Requisition Help

**** Submitting to this application does NOT automatically submit via eBS (the Official Fermilab Purchasing System)**

Working with the Online Requisition Database

URL: <https://www-bd.fnal.gov/cgi-msd/poIndex.pl?divisionID=7>

- Log in using SERVICES credentials
- Entering a Requisition:
 - Click on “Enter New Purchase Requisition” to open form



The screenshot shows a web interface with a table of navigation links. The table has three columns. The first column contains text links, the second column contains 'List' links, and the third column contains 'Enter New' links. The 'Enter New Purchase Requisition' link is highlighted in yellow.

Logistics and Property Controls	List	Enter New
Site Services	List	Enter New
View all Facilities Engineering Services Section PRs		
Enter New Purchase Requisition		
PRs Waiting Approval / Stuck / Holding List		
Grand Total		

Entering a Requisition

- Choose **your department**, then click “Enter Form”
- Complete the Purchase Requisition (PR) in the same manner as you would do with the FileMaker Pro system, with the following exceptions:
 - Check “Is a compliance review needed?” if the project requires NEPA approval
 - Choose type (see page 14) of PR (if ordering agreement or Change Order to ordering agreement, Master/Blanket, Credit or Spares) and enter a comment for ordering agreements (if needed)
 - Project/Task is auto-complete for new reqs or change orders. Please type and select the desired project/task from the list
 - Utilize FERMI Id, rather than last names, and the requisition requester name will not be populated until after save
- Once completed click “Save New”

Entering a Requisition

- **Checkbox Fields:** In some cases, there may be "checkbox" fields on the requisition form. These fields are invisible unless a checkbox is selected. Once the checkbox has been selected, the field will become visible. The following is a list of all such fields on the form:
 - NEPA Approval
 - Building Maintenance
 - Is PR Being Procarded?
 - SDS (Formerly MSDS #)

Oracle Preparer (Filled in by System)

Is a compliance review needed (ES&H/NEPA approval)?

Sending to Approver

- Once a PR has been entered successfully (all required fields completed), you will have the opportunity to send it to an approver .

Success entering new Purchase Requisition. New ID is 16102

An e-mail message has been sent to: 

- topalski@fnal.gov

that the purchase requisition system has been updated.

Requisition has enough information to ask for approvals. Checking for people with approval status who have not already approved this PR ...

– Checking for Oracle Preparer approval
– Checking for Division / Section approval

- Irma Campos (icampos@fnal.gov) Oracle Preparer
- Michele McCusker-Whiting (mccusker@fnal.gov) Division / Section

The message can also be sent to:

- topalski@fnal.gov - person filling out the form and requester and originator

Check the people who should receive a message asking that approvals be made on this Purchase Requisition.

- Check the mark next to your supervisor and click “Send Email”, also check box next to your email to receive a copy.

Sending to Approver

- When sending a requisition to an approver, there may be several options, depending upon which options were selected on the requisition form.
- Three types of approval: Oracle Preparer, ESH (NEPA), and Division/Section.
- The approval selection list will be combined together, so it can be a bit confusing. Important:
 - ESH (Select one or more square checkbox)
 - Division/Section (Select one radio button)

Sending to Approver

- The Approval Selection will look similar to the following:

Requisition has enough information to ask for approvals. Checking for people with approval status who have not already approved this PR ...

- Checking for Oracle Preparer approval
- Checking for Division / Section approval
- Checking for ESH approval
- Kevin **Anderson** (kanderson@fnal.gov) ESH
- Cheryl **Bentham** (sassy@fnal.gov) ESH
- Scott **Borton** (sborton@fnal.gov) Division / Section
- Irma **Campos** (icampos@fnal.gov) Oracle Preparer
- Lisa **Carrigan** (lcarrigan@fnal.gov) ESH
- Calee **Cartee** (ccartee@fnal.gov) Division / Section
- David **Cathey** (cathey@fnal.gov) ESH
- Kent **Collins** (kcollins@fnal.gov) Division / Section
- George **Davidson** (davidson@fnal.gov) Division / Section
- Al **Elste** (aelste@fnal.gov) Division / Section
- Martha **Garcia** (mlgarcia@fnal.gov) Division / Section and / or ESH
- Gary **Golinski** (golinski@fnal.gov) Division / Section and / or ESH
- Jack **Hawkins** (jhawkins@fnal.gov) ESH
- Odarka **Jurkiw** (ojurkiw@fnal.gov) ESH
- Jack **Kelly** (jkelly@fnal.gov) Division / Section
- Gary **Konen** (konen@fnal.gov) ESH
- Jeanne **Lasusa** (jlasusa@fnal.gov) ESH

Searching for Requisitions

- To search for requisitions, please select the link within the PR List view labeled “Search Purchase Requisitions...”

FESS Purchase Requisition List

Back to [FESS - Purchase Requisition Main Page](#) [Help](#)

- Send mail regarding this PR
 H - View the history for this PR

Items in this list are ordered within their department by their prepared date.

#	Description	Vendor	Total	Requester	Prepared Date	Approvals		
						DIV	ES&H	EPEAT
FESS - Administration								
<input checked="" type="checkbox"/> 15387 <input type="checkbox"/> <input type="checkbox"/> H	C/O to LBNE CDR Support Design Development, FESS Eng. Proj. 6-14-1	CRAWFORD & MURPHY AND ASSOCIATES	\$10,000.00	Russell Alber (x2501)	2016/06/16			
<input checked="" type="checkbox"/> 15237 <input type="checkbox"/> <input type="checkbox"/> H	test nepa		\$2,000.00	Josh Juneau (x5191)	2016/06/02			
<input checked="" type="checkbox"/> 14994 <input type="checkbox"/> <input type="checkbox"/> H			\$25,000.00	Andy Martens (x5139)	2016/05/10			
<input checked="" type="checkbox"/> 14481 <input type="checkbox"/> <input type="checkbox"/> H				Martha Garcia (x8741)	2016/03/17			
<input checked="" type="checkbox"/> 14069 <input type="checkbox"/> <input type="checkbox"/> H	testing	Oralce	\$10,000.00	Josh Juneau (x5191)	2016/02/08			

- Once you click to search, a dialog will appear to enter your search criteria. Do so, and then click “Search”. The results will appear within the original window (behind the search dialog).

Searching for Requisitions

- Once the list of requisitions appears, click on the requisition ID link to view the requisition.

			F
	15387  	C/O to LBNE CDR Support Design Development, FESS Eng. Proj. 6-14-1	CF
	15237  	test nepa	
	14994  		

- Click the Red X to delete the requisition.
- Click the envelope icon to send an email.
- Click the “H” icon to view history for the requisition.

Reviewing or Updating Previously Entered Req

- On the home screen, select the “List” or select “View All Facilities Engineering Services Section PRs” to see a list of the purchase requisitions.

FESS Purchase Requisition Database

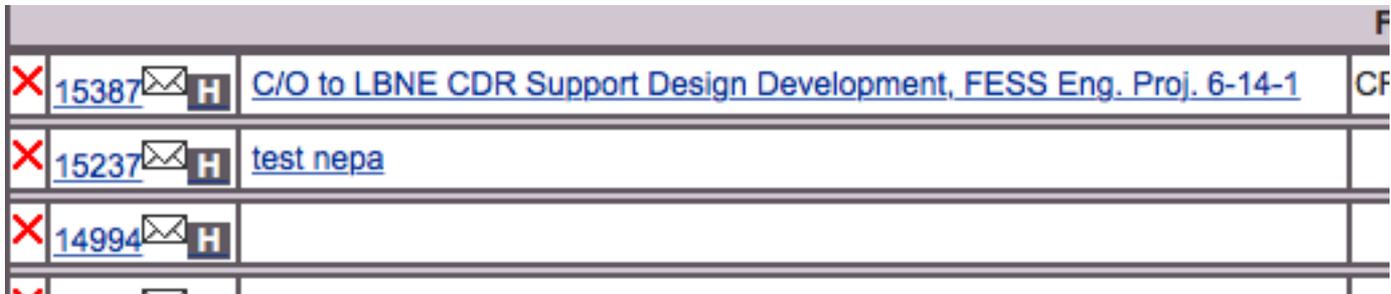
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[Help](#)

Facilities Engineering Services Section departments with Purchase Requisitions in the system		
Administration	List	Enter New Administration Purchase Requisition
Engineering	List	Enter New Engineering Purchase Requisition
Logistics and Property Controls	List	Enter New Logistics and Property Controls Purchase Requisition
Site Services	List	Enter New Site Services Purchase Requisition
View all Facilities Engineering Services Section PRs		
Enter New Purchase Requisition		

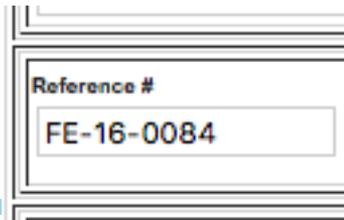
Reviewing or Updating Previously Entered Req

- In the list view, select a requisition ID to view the selected requisition, select the envelope icon to email a link to the requisition to someone, or select the “H” icon to see a history on the requisition.



	15387		C/O to LBNE CDR Support Design Development, FESS Eng. Proj. 6-14-1 CF
	15237		test nepa
	14994		

- The requisition ID is a number that is used by the online system. The FESS Reference # will still be populated within the requisition form as it always has been.



Reference #
FE-16-0084

Updating or Duplicating a Requisition

- To update a requisition, select the desired record from the requisition listing. Next, make the desired updates, and then click the “Update/Save” button at the bottom. If a requisition has already been approved, you can update some limited information (fields indicated on form) using the “Save Approval/Partial Information” button.
- To duplicate a record, select the desired record from the requisition listing. Next, make any desired updates, and then click the “**Save as new Purchase Requisition**” button.

PR Types (Requisition Types)

- There are a number of different requisition types that can be selected via the PR Types pull-down menu on the requisition form.



The image shows a screenshot of a requisition form. The 'PR type' dropdown menu is open, displaying the selected option 'New'. To the right of the dropdown is a small 'A' icon. Below the dropdown are several empty text input fields, each with a horizontal line above and below it, indicating they are ready for text entry.

- If "Ordering Agreement" or "Change Order to Ordering Agreement" is selected, enter a comment in the "OA Comment" field and it will show on the Ordering Agreement report

PR Types (Requisition Types) - ctd

- If “Spare” is chosen, then enter the accounting code into the “Accounting Code” field and ignore the Project/Task
- Reports for Ordering Agreements, Master/Blanket, and Credit Requisition types are accessible from the main FESS Requisitions homepage.

Facilities Engineering Services Section Reports
PRs Waiting Approval / Stuck / Holding List
Report Totals.
Ordering Agreements.
Master/Blanket
Credit Requisitions

[Reference Number Configuration](#)

Entering a Credit

- To enter a credit, use a negative number in the “Price Per Unit” field on the requisition line.

Quantity*, Unit of Measure* and Price*	
Quantity	2300
Unit of Measure	Dollars
Price per Unit	-1
Extended Price	\$-2,300.00