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Overview of Non-inventory purchasing process

Non Stock FMFA Quote/Materials Request Process

Map

PDME/FNL creates
and submits quote
to Shop for approval

Shop submits Material Request Form for quote to PDME/FNL

If Yes PDME/FNL procures product. See PDME/FNL Work flow

YES

Shop Reviews, approves, and submits quote for purchase

FMFA creates FAMIS Non-stock item number

FMFA creates FAMIS PO

FMFA processes order from selected vendor

FMFA Notifies requestor of order status

Vendor ships product to UH Stores

FMFA creates P-SOFT Invoice Voucher & submits to P-SOFT workflow

FMFA inputs Invoice detail to complete the FAMIS Generated PO

FMFA receives parts from FAMIS PO into Stores Warehouse

Business Services & Accounts payable Approves P-SOFT Invoice Voucher

FMFA scans and attaches all supporting documents to FAMIS Purchase Order

If No PDME/FNL notifies requestor and passes order to FMFA.

NO
Create FAMIS Non-Stock Stock Part

1. Double Click on Part form under FIC Forms → Part Management → Part
2. Leave the first field blank and let FAMIS assign a Part number, click on the second field to enter a brief description of the part. This brief description cannot exceed 60 characters
3. Click on button next to Category to choose a Category for the part then click OK button
4. Click on button next to Commodity to choose a Commodity for the part then click OK button
5. Choose a Unit of Measure
6. Choose a Unit of Purchase
7. Click on next to Status and choose “ACTIVE” then click OK button
8. Click on next to Type and choose “Non-Stock” then click OK button
9. Enter the long description for the part
10. Click on “Accounts” tab on the side. Select “Part Warehouse Acct Group”. Click on the “Accounts” button. Enter “17959” as the Speed Type. Finally, click the OK button.
11. Click Save button then make note of the part number that is created by FAMIS.
Create FAMIS Purchase Order (PO)

1. Double click on Purchase Orders under FIC Forms ➔ Purchasing ➔ Purchase Order
2. Enter the description for this Purchase Order
3. Click on button next to Supplier, Choose a Supplier then Click OK button
4. Choose NON_INVEN in Purchase Type dropdown box
5. Click on button next to Requester and choose the requester of this PO
6. Click on Lines tab. Make sure the new window title contains the line number.
7. Click on button next to Item field and choose the part number that has just created.
8. Enter the Work Order number
9. Enter quantity
10. Enter Unit Price
11. For Recoverable Crews, click on Accounts tab on the bottom. Select “PO Purchase Acct Group”. Click on the “Accounts” button. Enter Crew’s Cost Center. Finally, click the OK button.
12. Click OK Button
13. Repeat the step for the next line item if needed.
14. Go back to General Tab
15. Change the Status from OPEN to PLACED
16. Click on “Documents” under “Attachments” to Upload any document regarding to the PO
   a. Click on New
   b. Enter the Type (Usually PDF), Description, and Browse for the Document.
   c. Press OK.
   d. Click the “Save” button
      Note: The Filename for the document can only be 20 characters long with no special characters.
17. Click Print… to change Line Item(s) to PLACED.
   Note: Line item status and PO status must be in PLACED before item can be received.
Receiving Item in FAMIS

1. Double click on **Receipt of Item by PO** under FIC Forms → Receiving & RTV
2. Enter the **PO Number**
3. Check the **All checkboxes**
4. Click **OK** Button
5. Click **Print** button to Print receipt or click **Cancel** button
Input an Invoice into FAMIS

1. Go to Invoices form under FIC Forms → Invoices → Invoices
2. Enter the PO number, then press Enter button
3. Enter Voucher number
4. Enter Total Invoice Pre-tax Amount
5. Click Save button
6. Click on Line Items tab
7. Check the Balance to be itemized and make sure it is equal to 0
### Invoice Details

**General Information**
- **Vendor Site:** 1
- **Voucher No.:** VOU001327

**Dates**
- **Invoice Date:** FEB 13, 2013
- **Receipt Date:** WED FEB 20, 2013
- **Payment Date:** WED FEB 20, 2013

**Check Information**
- **Check No.:**
- **Check Amount:**
- **Payment Date:**

**Dollar Amounts**
- **Total Detail Line Amount:** 1,677.50
- **Freight:**
- **Total Invoice Pre-tax Amount:** 1,677.50
- **Total Amount with Full Tax:**
- **Total Amount with Tax & Rebates:** 1,677.50

### Line Items

<table>
<thead>
<tr>
<th>Line</th>
<th>Vendor Part Number</th>
<th>Part Number</th>
<th>UOP</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Pre-Tax Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>221W2-15W, 15W PAR38, WW, 3000 NONSTOCK</td>
<td>EACH</td>
<td>50.00</td>
<td>33.5500</td>
<td>1,677.50</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>221W2-12W, 12W PAR38, WW, 3000 NONSTOCK</td>
<td>EACH</td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Line Details**
- **Description:** DALE, FERDIE, 221W2-15W
- **Comments:**

**Status Information**
- **Approved:**
- **Status:** MATCHED
- **Reason:**

**PO Quantities**
- **Ordered:** 50.00
- **Received:** 50.00
- **Invoiced:** 50.00

**Line Amounts**
- **Tax Amount:**
- **PO Unit Price:** 33.5500
- **Invoice Unit Price:** 33.5500
- **Net:**
Return Parts to Vendor (RTV)

Use the Return to Vendor form to return materials to the vendor from which they were received. In most cases, the storeroom personnel will be the ones initiating a return to the vendor.

1. Go to the Return to Vendor form under FIC Forms ➔ Receiving & RTV ➔ Return to Vendor
2. Enter the PO number
3. Fill out Shipping Information as needed.
4. Fill out Return Information
5. Under Line Items, enter in the part number into the Part Number Field.
6. To return parts, enter the number of items to return under the Returning (UM) field. (May need to scroll to the right to see this information.)
7. Hit the Save button.