

Guide to Understanding New ITS Online Order Form (TSR)

PAGE 1 (landing page)

***All Fields on this page are REQUIRED.**



FLORIDA STATE UNIVERSITY INFORMATION TECHNOLOGY SERVICES

* = Required

i = More information (hover over)

Contact Information

To be filled out by the representative who will coordinate completion of the order

Contact Name *	Contact Phone *	Contact Email *	Contact Rm *
<input type="text"/>	<input type="text"/> (Example: 8505551212)	<input type="text"/>	<input type="text"/>

DEPARTMENTAL BUILDING Information *

(not required for External Account Requests)

Enter Buildings and Service Room Info - Incorrect information will delay processing of your order.
NOTE: Begin typing characters in drop-down boxes to narrow the list

Contact Bldg/Location *	<input type="text"/>
Service Bldg/Location *	<input type="text"/>
Service Room *	<input type="text"/>

The lists above are pulled from the FSU Facilities building database

- Contact Information:

- Name
- Phone number (include area code)
- Email address (must be in proper email format)
- Room

- Building Information is required:

- Find contact building in dropdown menu
- If you do not see your building, **or** you would like to change the building information permanently in the system for your department, please follow the instructions listed at <http://www.fsu.edu/directories/Departments>
- Select the building in which you are requesting service (include room number in box below)

DEPARTMENTAL GL/Budget Information *

Upon entering Budget Number, the next page will bring in the Department Name and list of PO's available to you on that budget.
Required EVEN for non-billable items

Recurring Monthly Charges			One-Time Non-Recurring Charges		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dept ID (6 digits)	Fund Code (3 digits)	Project (If N/A, leave 9 zeros)	NR Dept ID (6 digits)	NR Fund Code (3 digits)	NR Project (If N/A, leave 9 zeros)

☐ **ESTIMATE ONLY ** GL/PO numbers will be required before any work is performed ****

Department Name FOR ESTIMATE:

FOR EXTERNAL ACCOUNTS ONLY (No Departmental Budget Number)

Company/External Account (EA) Name:

CONTINUE ...

PAGE 2 (PO information) *If Estimate Only, continue to Page 3*

– **Billing** Information is required:

- Enter budget number to be used in Recurring **or** One-Time Non-Recurring
- If you do not include budget information, it WILL delay your order, as orders cannot be processed without accurate budget information
- If this is an estimate request, select the box beside "ESTIMATE ONLY **"
 - Select department in dropdown menu for ESTIMATE ONLY
- If you require an External Account, select your department or company name in the dropdown menu
- If a new External Account (non FSU budget number) needs to be created, please indicate so in the details of work and include the following:
 - Company Name (if not listed or different than dropdown menu)
 - Billing Address Street
 - Billing Address City
 - Billing Address State
 - Billing Address Zip
 - Alternate Contact Name
 - Alternate Contact Phone Number
 - Alternate Contact Email Address
- Upon clicking the "**Continue...**" button, you will be directed to the next page (If any required fields are empty, an error will be shown).



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Contact Name:	Contact Phone:	Contact Email:
Example Order	5554443333	example@fsu.edu
Department Name:		Budget Number(s):
Contact Building / Room		Service Building / Room

Back to Edit above information

PURCHASE ORDER(S) *

Purchase Orders Available on Recurring GL

Purchase Order #	PO Line-Description-ChartField(s)
<input type="radio"/>	1 - Local Service - Phone & Cable
	2 - Data Circuits
	4 - Managed Port Fees
	5 - Software Licensing
	6 - Admin Allocation
	7 - Cellular Services
<input type="radio"/> Clear REC PO Selection	

CONTINUE ...

- The Purchase Order information is auto populated by the budget information that was entered on the first page. This information should be verified for accuracy. If correct, select the button beside the Purchase Order number. If incorrect, select the green "Back to Edit above information" button to edit contact or budget information.
- Upon clicking the "**Continue...**" button, you will be directed to the next page (If any required fields are empty, an error will be shown).

SERVICES *

Recurring services indicated with a "" may also incur Non-Recurring Telecom charges. Please ensure the PO includes this purchasing category.*

ITS Products/Services Available on Recurring Purchase Order Number 0001214962

Cellular Services

☐ Cellular Plans & Features

Data Circuits

☐ Off-Campus Internet

Local Service - Phone & Cable

☐ Telephone Line*

☐ Calling Features (ACD, busy indicators, multi-appearance, dialing abilities, conference calls)

☐ Cable Television Services & Equipment (Seminole Cable Vision)*

☐ 800 Number

☐ Off-Campus Phone Line

Managed Port Fees

☐ Internet Data Line

Software Licensing

☐ Software Licensing

NON-BILLABLE SERVICES/PRODUCTS

☐ Budget Changes (including Chart Field changes)

☐ Individual Name Change

☐ Meet-Me-Conference (Local, Toll-Free)

☐ Voice Mail (Updates/Passcode Resets)

☐ VOIP Consultation

☐ Wireless Network Tokens

SPECIFIC DETAILS OF REQUEST

SECURITY QUESTION *

What is 3+5?

Submit

Reset Submit Button

- **Service** Information is required:
 - Select one or more of the boxes that relates to your request
- The "Specific Details of Request" box is a space in which you can elaborate on any information you feel will find useful to fulfill your request
- Enter the answer to the security question before submitting order form
- **Only select submit **one time**. This may take up to two minutes to generate your order number (Or TSR#)
- Once complete, a copy of the order form will appear on the same page with your details, and a copy will be sent to the email that you provided on the first page.