You can enter the FAMIS Part ID and FAMIS WO fields on the Review and Submit page when entering a Requisition in NUFinancials as a cross reference.

**How to Access NUFinancials**
- Log in to NUPortal* [https://nuportal.northwestern.edu](https://nuportal.northwestern.edu)
- Click Financials in left side menu
- Click Purchasing tab in the center
- Click NUFinancials at right

* If you cannot access NUPortal or appropriate tabs, go to [http://cafe.northwestern.edu/gateway](http://cafe.northwestern.edu/gateway) and click NUFinancials

Enter a Requisition (catalog or non-catalog) using training guides:
- Catalog Requisition Search iBuyNU & Create Cart or Non-Catalog Requisition

Located at [http://cafe.northwestern.edu/training/materials.html#requester](http://cafe.northwestern.edu/training/materials.html#requester)

In Review and Submit, continue to follow instructions for Ship To code, chart string entry, attachments, and Requisition Header Comments.

**FM Fields on Review and Submit Page**
There are two fields designated for Facilities Management use only. You can complete one or both fields, but the entries must be active part numbers and/or work order numbers to proceed.

**FAMIS Part ID**: This field is for a cross reference of the FAMIS Part number.
**FAMIS WO**: This field is for a cross reference of the FAMIS Work Order number.

Use for **FAMIS Part ID** field to select FAMIS Part number, or if known, type directly in field
Use for **FAMIS WO** field to select FAMIS Work Order number or if known, type directly in field
Tips for searching in NUFinancials

- Upper case letters, many times, work better than lower case
- Use search drop down menu to enhance search
- Remember: NUFinancials will only show you the first 300 records. If you don’t see the record you are looking for, further refine/filter your search criteria
- % is the Wildcard in NUFinancials

Use \( \) for FAMIS Part ID field

- FAMIS part numbers start with P (ex. P000%)
- See FAMIS Part Look-Up Options job aid for other search methods
- Only parts with an Active status will be displayed

Use \( \) for FAMIS WO field

- Post-conversion work orders have WO at the start of number
- Pre-conversion work orders have former numbering sequence
- You can filter your search by crew
- Only work orders with an active status will be displayed

Complete Requisition entry, check the budget and submit to workflow.

If you need to add or correct entries to these fields after the requisition has been submitted to workflow:

1. Navigate to Manage Requisitions
2. Locate requisition
3. Select Edit Requisition from the Select Action drop down menu
4. Click Go

NEED HELP?
Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu