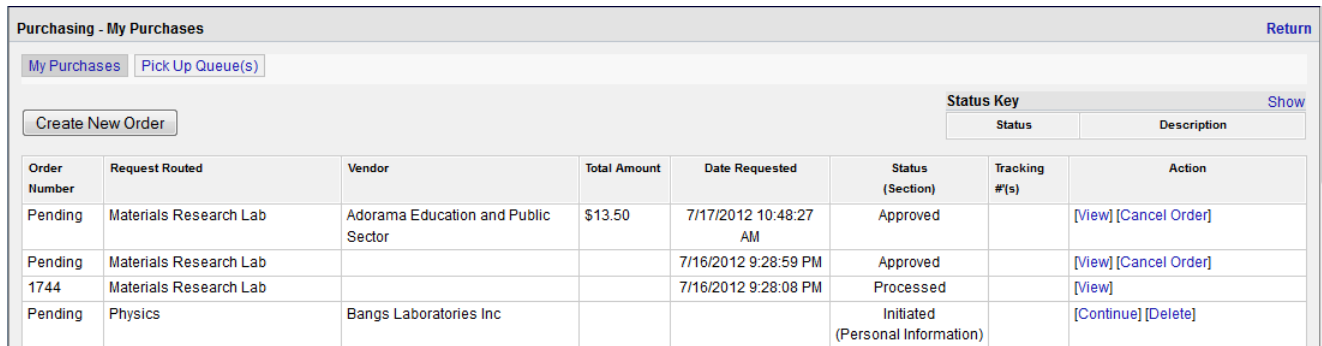


Open your my.portal Purchasing App –  
<https://my.library.illinois.edu/purchasing/>

Updated 3/22/2024

**My Purchases screen:** List of current orders you have placed and their current statuses.

**To Place an order or submit a reimbursement request, click the 'Create New Order' button.**

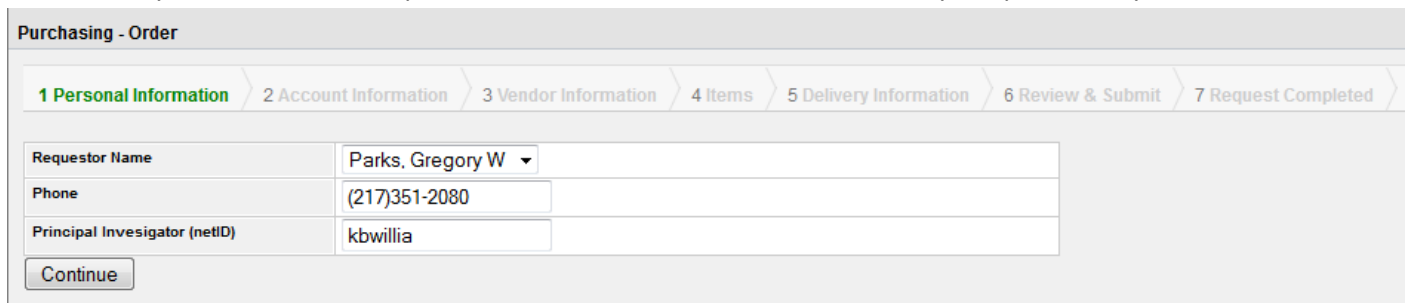


Purchasing - My Purchases							Return	
My Purchases		Pick Up Queue(s)						
Create New Order						Status Key		Show
		Status		Description				
Order Number	Request Routed	Vendor	Total Amount	Date Requested	Status (Section)	Tracking #	Action	
Pending	Materials Research Lab	Adorama Education and Public Sector	\$13.50	7/17/2012 10:48:27 AM	Approved		[View] [Cancel Order]	
Pending	Materials Research Lab			7/16/2012 9:28:59 PM	Approved		[View] [Cancel Order]	
1744	Materials Research Lab			7/16/2012 9:28:08 PM	Processed		[View]	
Pending	Physics	Bangs Laboratories Inc			Initiated (Personal Information)		[Continue] [Delete]	

**New Orders Step through Purchasing Wizard – completed either by student, Faculty or Staff**

**Personal Information section:**

You will see your name in the drop down list in addition to users that have set you up as a Proxy.



Purchasing - Order

1 Personal Information > 2 Account Information > 3 Vendor Information > 4 Items > 5 Delivery Information > 6 Review & Submit > 7 Request Completed

Requestor Name: Parks, Gregory W

Phone: (217)351-2080

Principal Investigator (netID): kbwillia

Continue

**Account Information section:**

Requestors have the ability to pick from your accounts assigned in to you in Chart of Accounts. Otherwise please enter an account number you have been instructed to use for the purchase. When entered click ADD so that it loads. You may add multiple CFOPs if you plan to split the expense.

Choose from the drop-down box in yellow, based on the first three digits of the Organization code:

- 396 Mortenson
- 540 Library Administration
- 600 Library Research & Publication
- 668 Library
- 795 Library Collections/Support

Purchasing - Order

1 Personal Information 2 Account Information 3 Vendor Information 4 Items 5 Delivery Information 6 Review & Submit 7 Request Completed

View My Accounts or manually enter an account below:

Chart	Fund	Organization	Account	Program	Activity	Split	Valid	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		Add
1	611706	540000		191300		<input type="text"/>	Yes	<a href="#">X</a>

The account number provided is from a unit that is not using the system!  
Please choose which unit's business office should receive your request for processing

Any Fabricated Equipment  
 Yes  No

Continue

Click NO for "Any Fabricated Equipment"

Click CONTINUE

**Vendor section:**

Pick from vendor used on your previous requests/orders or department approved vendors.

Purchasing - Order

1 Personal Information 2 Account Information 3 Vendor Information 4 Items 5 Delivery Information 6 Review & Submit 7 Request Completed

Available Vendor Lists	Vendors
<input type="radio"/> Used on Previous Orders <input checked="" type="radio"/> Departmental List <input type="radio"/> Add a New Vendor	WW Grainger Inc/Grainger <input type="radio"/> Address Unknown <i>Note: Select this option if you are unsure of the address.</i> <input type="radio"/> 2356 South Ashland Avenue Chicago, IL 60608 <input type="radio"/> 1017 Southwest Jefferson Avenue Peoria, IL 61605-3948

Continue

If the vendor is not in the Department List, add it as a New Vendor (see next page).

\*\*\*If you don't know the vendor because Norris choose it, please enter "Norris" as a New Vendor

Or enter information for a new vendor.

**Purchasing - Order**

1 Personal Information > 2 Account Information > **3 Vendor Information** > 4 Items > 5 Delivery Information > 6 Review & Submit > 7 Request Completed

Available Vendor Lists	Vendors
<input type="radio"/> Used on Previous Orders <input type="radio"/> Departmental List <input checked="" type="radio"/> Add a New Vendor	Vendor <input style="width: 100%;" type="text"/> Address <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> <input style="width: 100%;" type="text"/> City                      State                      Zip <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> Country                      Phone                      Fax <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> Url <input style="width: 100%;" type="text"/>

If for some reason you do not have the vendor address that is ok, however you must include the vendor name and where possible a URL.

Click CONTINUE

**Items section:**

Enter in the items you would like to have purchased.

After completing the information click ADD.

If you have more than one item, after clicking ADD enter information for next item; then click ADD again.

**Purchasing - Order**

1 Personal Information > 2 Account Information > 3 Vendor Information > **4 Items** > 5 Delivery Information > 6 Review & Submit > 7 Request Completed

Catalog/Part #	Description	Units	Quantity	Unit Price	Ext Price	Action
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Add"/>
R34345	Paper	each	2	\$5.25	\$10.50	X
#2	Pencil	each	12	\$0.25	\$3.00	X
<b>Totals</b>			<b>14</b>		<b>\$13.50</b>	

**Items section: Upload**

If you have a quote, you may upload it in the App. You should also enter each item from the quote as this allows the Faculty member or Business Staff to view for approval.

**Purchasing - Order**

1 Personal Information > 2 Account Information > 3 Vendor Information > **4 Items** > 5 Delivery Information > 6 Review & Submit > 7 Request Completed >

**Documents Uploads**

File Name	File Type	Action
Type: Price Quote ▾		
Price Quote	Untitled-1.png	X

Continue Items

### Delivery Information Screen:

Pick a location you want to have items delivered to.

**Purchasing - Order**

1 Personal Information > 2 Account Information > 3 Vendor Information > 4 Items > **5 Delivery Information** > 6 Review & Submit > 7 Request Completed >

**Delivery Information**

Ship To: Bioengineering  
1270 Digital Computer Laboratory  
1304 West Springfield Avenue  
Urbana, IL61801

Delivery Date Requested:

Shipping Type: 1-5 Business Days ▾

Comments/Special Instructions:

Continue

Options for other locations are available or you may add a new location and address.

**Purchasing - Order**

1 Personal Information > 2 Account Information > 3 Vendor Information > 4 Items > **5 Delivery Information** > 6 Review & Submit > 7 Request Completed >

**Delivery Information**

Ship To: MRL Shipping and Receiving  
104 S . Goodwin Ave  
Room 190N  
Urbana, IL61801

Delivery Date Requested: 07/21/2012

Shipping Type: 1-5 Business Days ▾

Comments/Special Instructions:

Continue

Click CONTINUE when done

### Review Screen:

Review and Submit Request. If the amount is under the department threshold it will go to the business office to

place the order. Otherwise, it will go to the PI/Owner of the account entered for approval.

\*\*\*\*\*Please enter a detail business purpose to submit order. Note: lack of a detail business purpose will delay reimbursement. \*\*\*\*\*

\*\*\*If the Business Purpose box does not appear, please click "Revisit" in the Comments/Special Instructions area and enter a Business Purpose in the "Comments/Special Instructions" section.

**Purchasing - Order**

1 Personal Information > 2 Account Information > 3 Vendor Information > 4 Items > 5 Delivery Information > **6 Review & Submit** > 7 Request Completed

Your order will be routed to the Materials Research Lab Business Office. [Change](#)

<b>Your Information</b> <a href="#">Revisit</a> Gregory W Parks (217)351-2080 PI: Kristopher B Williams	<b>Delivery Information</b> <a href="#">Revisit</a> MRL Shipping and Receiving 104 S . Goodwin Ave Room 190N  Urbana, IL61801 Date Requested: 7/21/2012 Shipping Type: 1-5 Business Days
<b>Vendor Information</b> <a href="#">Revisit</a> Adorama Education and Public Sector 42 West 18th Street New York, NY 10011	<b>Comments/Special Instructions</b> <a href="#">Revisit</a>

Items <a href="#">Revisit</a>					
Catalog/Part #	Description	Units	Quantity	Unit Price	Ext Price
R34345	Paper	ea	2	\$5.25	\$10.50
#2	Pencil	ea	12	\$0.25	\$3.00

<b>Documents Uploads</b> <a href="#">Revisit</a> Type: Price Quote File: Untitled-1.png	<b>Account Information</b> <a href="#">Revisit</a> Chart: 1 Fund: 200250 Organization: 22 Account: Unknown Program: 220000 Activity: - Split Type: Value:
---	---

**Project Description** *Please describe the purpose for buying the good or service*

**Request Completed Screen:**

Done! Message will show letting user know where the order went - Business Office or Account Owner/User for approval.

**Purchasing - Order**

- 1 Personal Information
- 2 Account Information
- 3 Vendor Information
- 4 Items
- 5 Delivery Information
- 6 Review & Submit
- 7 Request Completed

Thank you for your order!

Your order has been sent to the Materials Research Lab Business Office. Once your order has been placed, you receive a notice on the status of your order by email.

Done

Users can view the status of an order and see the current status. In addition, the Requester will receive an email when each status is completed.

**Purchasing - Order Status**

[My Purchases](#) | [Pick Up Queue\(s\)](#)

**Order Status Tracker**

	Request		Purchase		Delivery	
	Requested	Approved	Processed	Purchased	Received	Picked-Up
Status	Completed	Completed	Pending			
Date	7/17/2012	7/17/2012				
Time	10:48:27 AM	10:48:27 AM				
Name	Parks, Gregory W	Auto Approved				

<p><b>Your Information</b></p> <p>Gregory W Parks (217)351-2080 PI: Kristopher B Williams</p>	<p><b>Delivery Information</b></p> <p>MRL Shipping and Receiving 104 S. Goodwin Ave Room 190N  Urbana, IL61801 <b>Date Requested:</b> 7/21/2012 <b>Shipping Type:</b> 1-5 Business Days</p>
---	---

<p><b>Vendor Information</b></p> <p>Adorama Education and Public Sector 42 West 18th Street New York, NY 10011</p>	<p><b>Comments/Special Instructions</b></p>
--	---

**Items**

Catalog/Part #	Description	Units	Quantity	Unit Price	Ext Price
R34345	Paper	ea	2	\$5.25	\$10.50
#2	Pencil	ea	12	\$0.25	\$3.00

<p><b>Documents Uploads</b></p> <table border="1"> <thead> <tr> <th>Type</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Price Quote</td> <td><a href="#">Untitled-1.png</a></td> </tr> </tbody> </table>	Type	File	Price Quote	<a href="#">Untitled-1.png</a>	<p><b>Account Information</b></p> <table border="1"> <thead> <tr> <th>Chart</th> <th>Fund</th> <th>Organization</th> <th>Account</th> <th>Program</th> <th>Activity</th> <th>Split Type</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>200250</td> <td>220001</td> <td>Unknown</td> <td>2200</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Chart	Fund	Organization	Account	Program	Activity	Split Type	Value	1	200250	220001	Unknown	2200			
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**Notes**

Date	Author	Notes
No Records Found.		