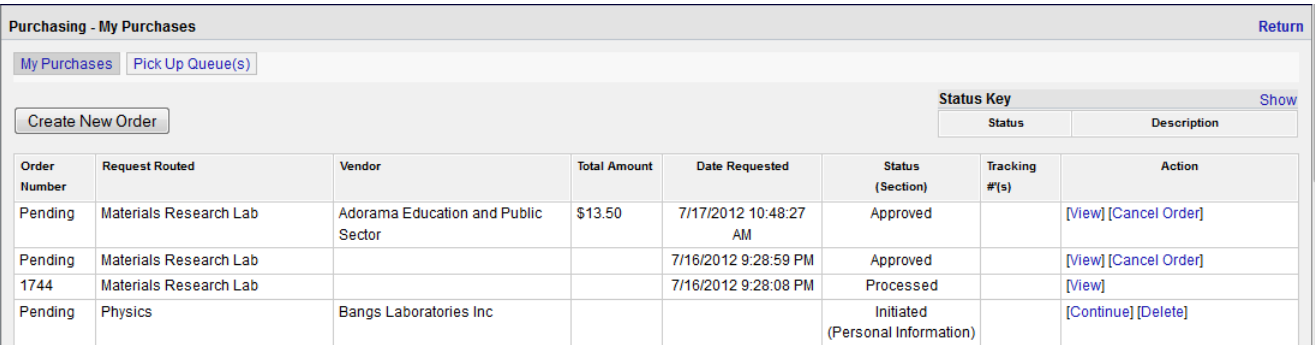Open your my.portal Purchasing App –
https://my.library.illinois.edu/purchasing/

Updated 3/22/2024

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

To submit a reimbursement request, click the *'Create New Order'* button.

Order Number	Request Routed	Vendor	Total Amount	Date Requested	Status (Section)	Tracking #'(s)	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 Invesigator (netID)	kbwillia

Continue

Account Information section:

Requestors have the ability to pick from your accounts assigned into 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.

After the C-FOP is added, a yellow box will appear below. 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

Click CONTINUE

Vendor section:

Choose "Add a New Vendor" and enter your Name under the Vendor field

Click CONTINUE

Items section:

Enter the items you would like to have reimbursed.
- In the "Catalog" field, i.e. "lodging, " "airfare," "car rental," ect.
- The units will be each.
- For Quantity enter 1, unless it's for per diem or mileage
- In the description field, give a description of the travel
- For Price enter the total amount of the receipt you will be uploading
- Click Add
- Repeat for other items. If Per Diem or Mileage, see below

For Per Diem
- Complete and upload Per Deim Request form** located: https://www.library.illinois.edu/staff/bhrsc-business-services/

Meals that are provided to you during the course of your travel by the conference, event, host, or hotel must be deducted from the per diem. Breakfast included in your nightly rate at the hotel must be deducted. Please indicate below the meal(s) by date that were provided for you for proper record keeping.

- Enter "Per Diem" enter the Catalog field
- The units will be each.
- For Quantity enter the number of days you were gone
- Description: Enter "See Attached form"

- Enter $59 in the Price field (Chrome River will calculate the amount based on departure date and time, return date and time and destination)
    - If you travel internationally and are seeking per diem, go to the US Department of State website (https://aoprals.state.gov/web920/per_diem.asp) for the City and Country visited. Enter the amount from the M & IE Rate column in the Price field.
- Click Add

For Mileage
- Enter "Mileage" enter the Catalog field
- The units will be each.
- For Quantity enter the number of miles
- In Description, list the both the departure address and the address that was travel to.
- Enter $0.655 in the Price field for travel per to 12/31/23. For travel after 1/1/24, enter $0.67(Chrome River will calculate the amount based on departure address and the address that was travel to.)
- Click Add

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

***Please note foreign currencies, make a note in the description field the currency of the receipts. ***

*****If conference hotel was used, please upload proof of conference hotel as an attachment. *****

Purchasing - Order

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

					Action
Catalog/Part #		Units	Quantity	Price	Add
		each			

Description

☐ No Delivery Expected

Item URL

Catalog/Part #	Description	Units	Quantity	Unit Price	Ext Price	Delivery	
Hotel		each	1	$1,000.00	$1,000.00	Yes	Edit X
airfare		each	1	$566.00	$566.00	Yes	Edit X
Totals			2		$1,566.00		

Items section: Upload

Upload all your receipts and approvals individually as Reference Material. This will allow the Business Office to review the documents easily.

Purchasing - Order

Documents Uploads

File Name	File Type		Action
Type: Reference Material ▾	Browse... No file selected.		
	Upload		

Continue   Items

Delivery Information Screen:

For Reimbursements requests, click the box next to "Other Address" and use your university address.
In order to continue to the next screen a Delivery Date Requested will need to be entered. Please use today's date.

Purchasing - Order

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

Delivery Information

Ship To	☑ Other (Off Campus Address) Address:
Delivery Date Requested	
Shipping Type	1-5 Business Days
Comments/Special Instructions	
Pickup Proxies	Enter one or more NetIDs

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

Your Information   Revisit
Gregory W Parks
(217)351-2080
PI: Kristopher B Williams

Delivery Information   Revisit
MRL Shipping and Receiving
104 S . Goodwin Ave
Room 190N

Urbana, IL61801
Date Requested: 7/21/2012
Shipping Type: 1-5 Business Days

Vendor Information   Revisit
Adorama Education and Public Sector
42 West 18th Street
New York, NY 10011

Comments/Special Instructions   Revisit

Items   Revisit

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

Documents Uploads   Revisit

Type	File
Price Quote	Untitled-1.png

Account Information   Revisit

Chart	Fund	Organization	Account	Program	Activity	Split Type	Value
1	200250	22▮▮▮	Unknown	22▮▮▮▮			

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

[Submit Order]

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 competed.

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				

Your Information
Gregory W Parks
(217)351-2080
PI: Kristopher B Williams

Delivery Information
MRL Shipping and Receiving
104 S . Goodwin Ave
Room 190N

Urbana, IL61801
Date Requested: 7/21/2012
Shipping Type: 1-5 Business Days

Vendor Information
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42 West 18th Street
New York, NY 10011

Comments/Special Instructions

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

Documents Uploads

Type	File
Price Quote	Untitled-1.png

Account Information

Chart	Fund	Organization	Account	Program	Activity	Split Type	Value
1	200250	220001	Unknown	2200	4		

Notes

Date	Author	Notes
		No Records Found.