

Open your my.portal Purchasing App – <http://my.FAA.illinois.edu/purchasing>

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

To Place an order click the ‘Create New Order’ button.

Purchasing - My Purchases Return

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

Status Key [Show](#)

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.

Purchasing - Order

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

Chart	Fund	Organization	Account	Program	Activity	Split	Valid	Action
								Add
1	200250	615000		61			Yes	X

Any Fabricated Equipment

Yes No

[Continue](#) [View My Accounts](#)

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

Continue

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	Vendor
<input type="radio"/> Departmental List	<input type="text"/>
<input checked="" type="radio"/> Add a New Vendor	Address
	<input type="text"/>
	<input type="text"/>
	City State Zip
	<input type="text"/> <input type="text"/> <input type="text"/>
	Country Phone Fax
	<input type="text"/> <input type="text"/> <input type="text"/>
	Uri
	<input type="text"/>

Continue

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 type="text"/>	<input type="button" value="Add"/>					
Description		Price				
<input type="text"/>						
R34345	Paper	each	2	\$5.25	\$10.50	X
#2	Pencil	each	12	\$0.25	\$3.00	X
Totals			14		\$13.50	

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

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.

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](#)

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

Items Revisit	
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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	Account Information Revisit
--	--

Type	File
Price Quote	Untitled-1.png

Chart	Fund	Organization	Account	Program	Activity	Split Type	Value
1	200250	22	Unknown	2			

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.

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				

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
 Adorama Education and Public Sector
 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			

Notes

Date	Author	Notes
No Records Found.		

When an order arrives, whoever is responsible for opening the package must complete a Receiving process.

Go to: <http://my.FAA.illinois.edu/purchasing/documents>

enter the PO# or LN# from the packing slip.

It will be helpful to bookmark this page as the App does not have an internal link (sorry).

Please scan only the packing slip and upload it to the system by saving the scan to your computer and then click **Browse** to attach the file and click **Upload** to send it to the system.

Purchasing Cover Sheet Return

PO Number: LN3127841 Action: Search

Order Number	PO Number	Requester	Date Requested	Time Requested	Action
P-Card LN3127841		Fan, Jonathan	Monday, July 23, 2012	6:27:28 PM	<input type="button" value="Browse..."/> <input type="button" value="Upload"/> <input type="button" value="Print Coversheet"/>