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 statues.

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

![Screen capture of Purchasing - My Purchases](image)

**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.

![Screen capture of Purchasing - Order](image)

**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.

![Screen capture of Purchasing - Order](image)

Click CONTINUE
Vendor section:

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

Or enter information for a new vendor.

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 clock ADD.

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

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.
Delivery Information Screen:

Pick a location you want to have items delivered to.

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

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.

Request Completed Screen:

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

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](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.