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

Updated 7/31/2023

**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.**

![Screenshot of Purchasing App](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.

![Personal Information screenshot](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.

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 NO for “Any Fabricated Equipment”

Click CONTINUE

Vendor section:

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

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.

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.

**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.