



## Users – My Purchases View

Anyone can place an order within the purchasing application. When you log in the screen should resemble the following image, and the page lists current orders you have placed and their current statuses.

## Placing an Order

- To Place an order click the 'Create New Order' button.

New Orders through Purchasing Wizard – completed either by student or PI (Principal Investigator)

## Personal Information

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



### Account Information

PIs have the ability to pick from your accounts assigned in to you in Chart of Accounts. Students please enter an account number you have been instructed to use for the purchase. Here is also an option to “View My Accounts” which display accounts used on past orders, or accounts for which you are assigned a user. Click “continue” to select/enter vendor information.

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
<input type="checkbox"/>						▼		<b>Add</b>
<input type="checkbox"/>						▼	Yes	X

Any Fabricated Equipment  
 Yes  No

### Vendor Information

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” to enter items.

Purchasing - Order

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**Available Vendor Lists**

- Used on Previous Orders
- Departmental List
- Add a New Vendor

**Vendors**

WW Grainger Inc/Grainger

- Address Unknown  
**Note:** Select this option if you are unsure of the address.
- 2356 South Ashland Avenue  
Chicago, IL 60608
- 1017 Southwest Jefferson Avenue  
Peoria, IL 61605-3948



### Items

Enter in the items you would like to have purchased. Select "Upload a quote" or "continue".

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
Catalog/Part #	Description	Units	Quantity			Add
		each				
Description				Price		
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>	

Continue Upload a Quote

### Upload a quote

Enter each item from the quote as this allows the PI to view for approval. PI/Faculty placing their own order, may enter Quantity1 and total quote Price, then in Description indicate to "See Quote" and purchase all items:

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

Pick a location you want to have items delivered to. During COVID, if wishing to have delivered to your residence click OTHER (off campus location) to add your location and address. As this is an exception to campus policy, please make this request as part of your Business Justification.

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



### Review & Submit

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](#)

**Your Information** [Revisit](#) **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](#) **Comments/Special Instructions** [Revisit](#)  
 Adorama Education and Public Sector  
 42 West 18th Street  
 New York, NY 10011

**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](#) **Account Information** [Revisit](#)

Type	File	Chart	Fund	Organization	Account	Program	Activity	Split Type	Value
Price Quote	Untitled-1.png	1							

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

### Request Completed

Upon Submitting your order, you will be directed to a page that shows your completed order. The page will also display where the order went; Business Office or Account User/Owner 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.



### Viewing your order

Click on the order number hyperlink to view order details, and the current status. When the order is completed the Requester will receive an email notification.

**Purchasing - Order Status**

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

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**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		Auto Approved				

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**Your Information**

PI: [REDACTED]

**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

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**Vendor Information**

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

**Comments/Special Instructions**

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**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	<a href="#">Untitled-1.png</a>

**Account Information**

Chart	Fund	Organization	Account	Program	Activity	Split Type	Value
1	200250	220001	Unknown	220050	C14		

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**Notes**

Date	Author	Notes
No Records Found.		



## Faculty/PI Approvals

You will receive an email which requires order/account approval:

From: [Redacted]  
 To: [Redacted]  
 Cc: [Redacted]  
 Subject: Purchasing - New Pending Approval for Order Request

Dear [Redacted],

The order below has been submitted on one or more of your accounts and requires approval.

Please Review Order Details and Confirm by clicking on one of the following responses:  
[Approve Order](#)  
[Reject Order](#) - Note: Rejected orders will require a comment. Please be clear. Wrong account number, Amount too much, Items not needed, etc.

If the links above are not working, please go directly to <https://my.mrl.illinois.edu/purchasing/pending.asp> to view pending requests. You will be required to log in.

**Summary**

Status: Requested  
 Total Amount: \$1,030.00  
 Requested By: Douglas Jeffers  
 Date Requested: 7/16/2012 4:00:00 PM  
 Requested Delivery Date:  
 Shipping Type: 1-5 Business Days  
 Shipping Address: MRL Shipping and Receiving  
 104 S. Goodwin Ave  
 Room 190N  
 Urbana, IL 61801  
 Vendor: Innovative Vacuum Solutions Incorporated

**Items Details**

No.	Catalog/Part #	Description	Units	Qty	Unit Price	Ext Price
1	Edwards RV-12	Vacuum roughing Pump Repair Serial # 996115658	each	1	\$1,030.00	\$1,030.00

**Accounts**

No.	Account
1	[Redacted]

**Other Approvers**  
None

## Available Approval Notifications

- Approve Order
- Reject Order

Note: This does not require you to log in, but will take you to a screen to enter in comment and submit approval or rejection.

## Approving/Rejecting Orders

Click Submit to approve the order. Note: This does not require a comment.

Purchasing Approval
[Return](#)

### Approve Order

(Maximum characters left: )

**Note**

- Comment is **NOT** Required for Purchases that are Approved
- Comment will be viewable by Requestor and Business Office.

**Reject Order:** Click this link to reject the order. Note: This does require a comment; the button to “Submit” your rejection requires a minimum of 6 characters, before it will become active.

Purchasing Approval
[Return](#)

### Reject Order

(Maximum characters left: )

**Note**

- Comment is Required for Purchases that are Rejected
- Please be clear: Wrong account number, Amount too much, Items not needed, etc.
- Comment will be viewable by Requestor and Business Office.