Northern Illinois University

Stock Order Portal

Central Stores
Accessing the order portal

- Use any web browser to open: [http://go.niu.edu/CSOrders](http://go.niu.edu/CSOrders)
Finding an item

- Change item type to display all available items from that category
Finding an item

- **Scroll through pages or search to find desired products**
  - **Search** will look in **Item code and Description**
  - View details and add items to your shopping cart by clicking on the item’s row

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**Search tool**

**Page control**
Clicking on an item will display additional details about the product
- Description, quantity available and cost are always visible
- If MSDS sheets or product photos are available they will be displayed in this screen

Add items to your shopping cart by specifying an order quantity then click “Add To Cart”
After adding an item to the shopping cart, a menu of options will be displayed.

- **View**: Edit or delete any items previously added to the shopping cart
- **Search for Items**: Find additional products to add into the shopping cart
- **Checkout**: Complete the ordering process

The left side menu also has these options and can be used at any time.
- Change the order quantity by modifying the “Qty” column
- Completely remove an item by checking the “Remove” box
- Changes are not saved until the “Update Cart” button is clicked

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-CS</td>
<td>Cupcakes, Lemon Iced</td>
<td>$10.6000</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Finalize the sales request by completing the form on the checkout screen. Clicking “Submit” will create the sales request.

- All fields marked with * are required.
Successful checkout

- After clicking submit, an order request confirmation will be displayed. The process is complete.

<table>
<thead>
<tr>
<th>Name</th>
<th>Rick Schwantes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
<td>01/05/2017</td>
</tr>
<tr>
<td>Notes</td>
<td>Test submittal &lt;BR&gt;Department: FMCS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part Code</th>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-CS</td>
<td>Cupcakes, Lemon Iced</td>
<td>10.6000</td>
<td>3.00</td>
<td>BX</td>
</tr>
</tbody>
</table>

*Price and availability are subject to change without notification.*