



**Northern Illinois
University**

Stock Order Portal

Central Stores

Accessing the order portal



- Use any web browser to open: <http://go.niu.edu/CSOrders>

A screenshot of the Northern Illinois University (NIU) Central Stores stock order system interface. The page has a red header with the NIU logo and navigation links. The main content area is white and contains a sidebar with links like 'Campus Services Home', 'Search for items', 'View Cart', and 'Checkout'. The central part of the page is titled 'Central Stores stock order system' and includes a description, an 'Item Type' dropdown menu set to 'Commodity', a search bar, and a table with columns 'Item Code', 'Description', and 'Avail'. The table currently shows 'No data available in table'. At the bottom, there is a footer with 'NIU Links', 'Northern Illinois University' logo, and contact information.

NORTHERN ILLINOIS UNIVERSITY
Facilities Management & Campus Services
Division of Administration & Finance

A-Z Index Directory Calendar Visit Campus Apply Quick Links

Search NIU

Campus Services
Home

Search for items

View Cart

Checkout

Central Stores stock order system

This form is used to request stock items from the Central Stores warehouse.
There could be a few more lines of text here, a faq or some q&a?

Item Type: Commodity

Show 10 entries

Search:

Item Code	Description	Avail
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

Questions can be directed to: CentralStoresOrders@wpw.cso.niu.edu or (815) 753-6274.

NIU Links

- Libraries
- Contact Us
- Emergency Information
- Accessibility

Jobs @ NIU

- Directions/Maps
- Regional Sites
- Huskies Athletics

Northern Illinois University

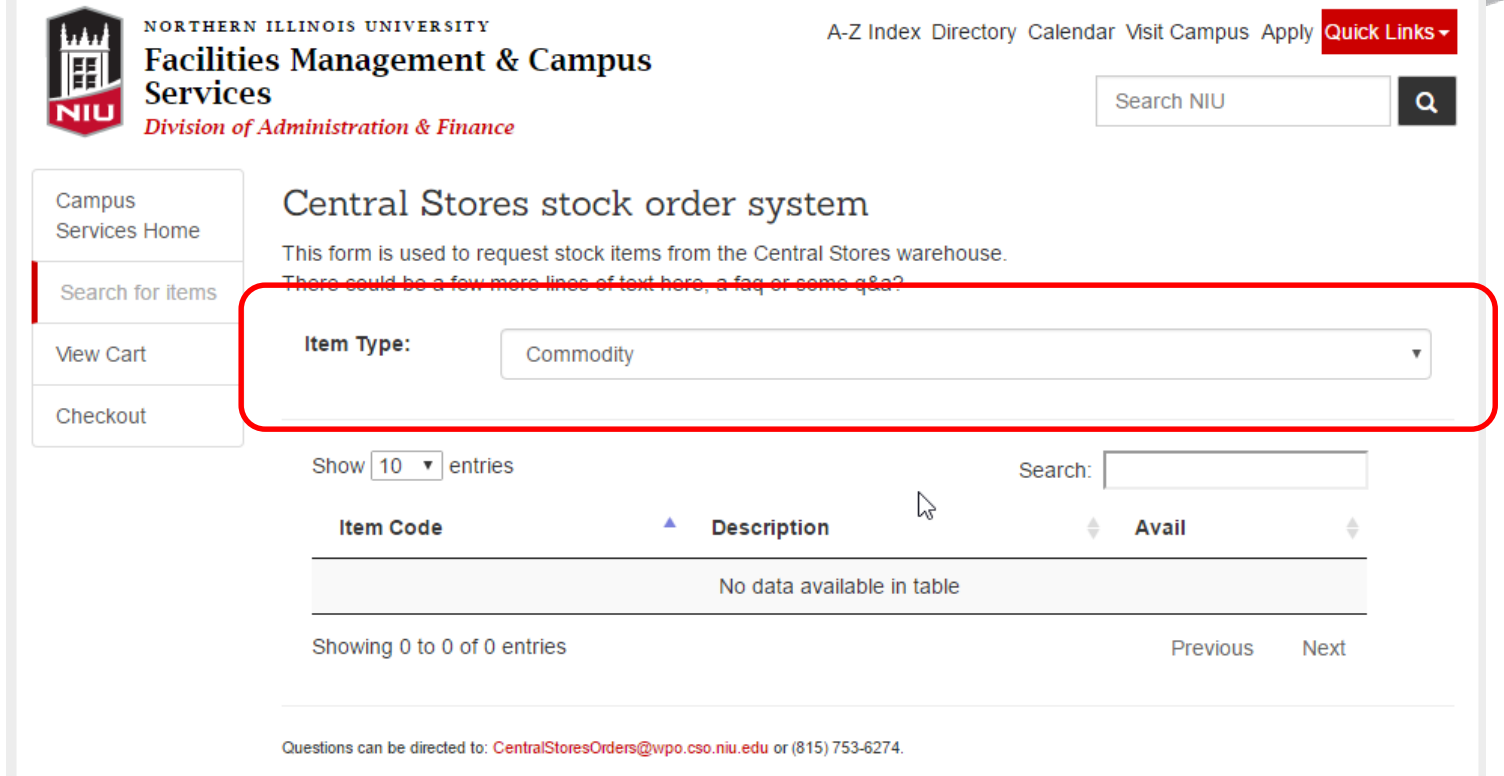
NIU Home

© 2017 Board of Trustees of Northern Illinois University. All rights reserved. Web Site Privacy Policy

1425 W. Lincoln Hwy., DeKalb, IL 60115
(815) 753-1000 | univinfo@niu.edu

Finding an item

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



 **NORTHERN ILLINOIS UNIVERSITY**
Facilities Management & Campus Services
Division of Administration & Finance

A-Z Index Directory Calendar Visit Campus Apply **Quick Links**

Search NIU 

Campus Services Home

Search for items

View Cart

Checkout

Central Stores stock order system

This form is used to request stock items from the Central Stores warehouse.
~~There could be a few more lines of text here, a faq or some q&a?~~

Item Type: Commodity

Show 10 entries Search:

Item Code	Description	Avail
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

Questions can be directed to: CentralStoresOrders@wpo.cso.niu.edu or (815) 753-6274.

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

Show entries

Search:

Item Code	Description	Avail
045	Chicken, Sliced	0
050	Dark Chicken Chunk	37
055	White Chicken Chunks	0
066	Chicken Wings, Breaded, Spicy, Fully Cooked	0
069	Chicken Wings, Breaded	0
071	Chicken Drumsticks, Roasted	0
074	Chicken Breast Fillets, Breaded	0
075	Chicken Wing, Unbreaded	0
076	Chicken Tender, Breaded	0
077	Chicken Chunks, Waffle Battered	0

Showing 1 to 10 of 19 entries (filtered from 61 total entries)

Previous 2 Next

← Search tool

← Page control

Item details & adding to shopping cart



- 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”

Item #001-CS

Details:

Description: Cupcakes, Lemon Iced
Qty Avail: 19
Unit Cost*: \$10.6000
MSDS: [001-CS.pdf](#)



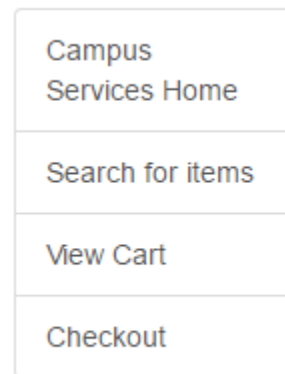
Add To Cart

! Price and availability are subject to change without notification.

Item details & adding to shopping 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.



Items successfully added to cart



View Cart



Search for items



Checkout

View cart



- View cart displays products to be included in the order.
 - 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

Update Cart

Item Code	Description	Unit Cost*	Qty	Remove
001-CS	Cupcakes, Lemon Iced	\$10.6000	4	☐

Update Cart

Continue Shopping

! Price and availability are subject to change without notification.

Checkout



- 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

Campus Services Home

Search for items

View Cart

Checkout

Submit Sales Order

Stuff about sales orders. Requirements, Warnings, important details, links to other places, etc...

Requestor

Name *

Rick Schwantes

Phone *

753-5395

Email *

fschwante@niu.edu

Department *

FMCS

Successful checkout



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

Request #58 Submitted

Name	Rick Schwantes
Request Date	01/05/2017
Notes	Test submittal Department: FMCS

Part Code	Description	Unit Cost*	Qty	Unit
001-CS	Cupcakes, Lemon Iced	10.6000	3.00	BX

*Price and availability are subject to change without notification.