Placing an Order

Log in to myBGSU. Click on the Employees tab > Purchasing. Click on the BGSU Falcons Purch logo.

View Cart
The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.

Proceed to Checkout
The checkout action creates the purchase requisition. The purchase requisition allows someone with the requester role to add chart fields, comments, attachments, make edits and place the order.

Tabs at the top of the page contain additional information about the document including comments.

Document actions are available in the top left corner of the page. Click the drop-down menu next to the requisition number to see a list of actions that can be taken for the document.

Other actions are available in the top right corner of the page:

- Show or hide the right sidebar.
- Select an option from the Filter View drop-down menu to view individual sections on the page. For example, view header details only, view line items only, or view billing details only.

In the Items section, the actions menu for all selected items is the drop-down menu at the top right corner of the section.

On individual items, click the action icon to see actions that can be applied to that item only.
Click the edit icon to edit information within the line. Click the edit icon to modify information in a section.

The right sidebar shows document totals and workflow. Users can view approval workflow information by selecting the link for the approval step.

**Review Requisition**
Review the requisition before submitting. A red triangle means required information is missing. Clicking the Red Triangle will take you to the place on the requisition that needs modified. The error billing is missing ship to information.

**Edit Budget Accounts**
Select the edit icon to modify the accounting codes.

Search from all values or select a favorite code for each segment from left to right. The system reads available accounts from left to right. Select a Business Unit GL, then select a Speedchart. The rest of the accounting string will auto populate. Scroll all the way to the right to enter an Account and Program Code (program code is optional). Select Save.

Select the heart icon to add a favorite account string.

**Split Between Multiple Budgets**
To add additional accounting codes, select the edit icon and select the + icon.
Add the split by percentage and edit the accounts. Click the validate check mark, and then select save.

**Foundation Accounts**

Foundation accounts require the Business Unit BGFDN. BGFDN must be entered in the General section of the requisition AND in accounting codes.