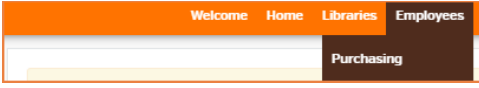


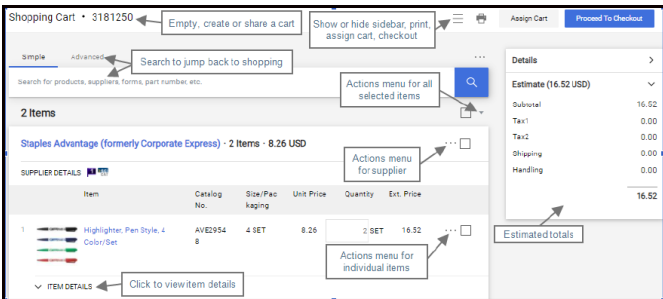
# Placing an Order

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



## View Cart

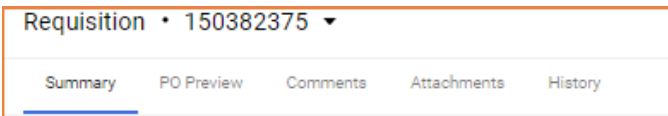
The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.



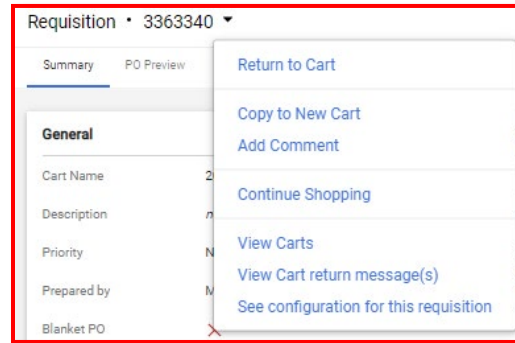
## Proceed to Checkout

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.

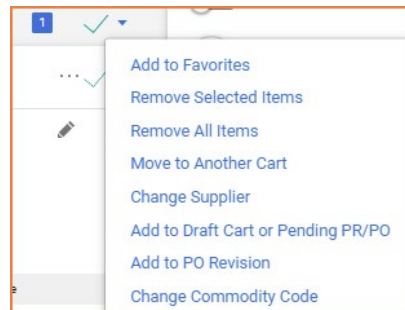


Other actions are available in the top right corner of the page:


- 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.

Account	Program	Budget Reference	Work Order (CO-9999999)	Task Code (99999)
53100 Supplies	no value	no value	no value	no value

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.

Business Unit GL	Speedchart	Fund	Dept	Project/Grant	Activity	Function	PC Business Unit	Account
BGSUN BGSUN	301000OPER Business Ops-OPER	10000	301000 BGSU - BGSU Campus	no value Business Operations	no value	6000 multifunctional Support	no value	53100 Office Supplies

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.

Account *	Program	Budget Reference	Work Order (CO-999999)
53100	Search		
			+ ✓ ♥

Add the split by percentage and edit the accounts.  
Click the validate check mark, and then select save.

% of Quantity

50  
(7.48 USD)

50  
(7.48 USD)

---

**Split Total 100%**  
(14.95 USD)

+ ✓ ♥

Save Close

## Foundation Accounts

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

**General**

Cart Name: 2021-10-29 MKALB 01

Description: no value

Priority: Normal

Prepared by: Melanie Kalb

Blanket PO: ✗

Business Unit: BGF DN

**Accounting Codes**

Business Unit GL: BGF DN

Speedchart \*: 300000300

Fund \*: 55000

## Submit Requisition

Select one of the action buttons to go to the next step.

Assign Cart

Submit Requisition

## Submitted Requisitions

Submitted Requisitions are displayed in a document configuration that is like the Checkout page.

Requisition 3181250

Summary Taxes/SSH Comments Attachments History

<p><b>General</b></p> <p>Status: ✓ Completed (7/19/2021 5:58 PM)</p> <p>Purchase Order: 2695634</p> <p>Submitted: 7/19/2021 5:57 PM</p> <p>Cart Name: 2021-07-19 bwilson 01</p> <p>Description: no value</p> <p>Prepared by: Brynn Wilson</p> <p>PO Clauses: View details</p> <p>Tax Code: no value</p> <p>Accounting Codes</p> <p>Internal Notes and ... External Notes and ... Additional Notes ...</p> <p><b>2 Items</b></p> <p>Staples Advantage (formerly Corporate Express) - 2 Items - 16.52 USD</p>	<p><b>Shipping</b></p> <p>Ship To: Attn: Brynn Wilson, Department: 3020 Carrington Mill Blvd, Suite 100, Morrisville, NC 27560, United States</p> <p>Delivery Options: Expedite ✗</p> <p>Ship Via: Best Carrier-Best Way</p>	<p><b>Billing</b></p> <p>Bill To: Contact Line 1 Brynn Wilson, 6501 Weston Parkway, Cary, NC 27513, United States</p> <p>Credit Card Info: No credit card has been assigned.</p>	<p><b>Completed</b></p> <p>Total (16.52 USD)</p> <p>Subtotal: 16.52</p> <p>Tax1: 0.00</p> <p>Tax2: 0.00</p> <p>Shipping: 0.00</p> <p>Handling: 0.00</p> <p>Related Documents: Purchase Order: 2695634</p> <p>What's next?</p> <p>Submitted: 7/19/2021 5:57 PM, Approved: Brynn Wilson</p> <p>Order Consolidation: Approved: Brynn Wilson</p> <p>Spend Collection-Check Robot: Completed</p>
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## Icons

- \*\*\* Click to display actions for items in a panel or page
- ✎ Click to edit information
- ⌵ Collapse section
- ⌵ or ➤ Expand section
- ♥ Click to add an item to Favorites
- ♥ Item is a user's personal Favorite