



**Northern Illinois
University**

Stock Order Portal

Central Stores

Accessing the order portal



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

The screenshot shows the 'Central Stores stock order system' interface. At the top, it features the Northern Illinois University logo and the text 'NORTHERN ILLINOIS UNIVERSITY Facilities Management & Campus Services Division of Administration & Finance'. Navigation links include 'A-Z Index', 'Directory', 'Calendar', 'Visit Campus', 'Apply', and 'Quick Links'. A search bar is present with the text 'Search NIU'. On the left, a sidebar contains links for 'Campus Services Home', 'Search for items', 'View Cart', and 'Checkout'. The main content area is titled 'Central Stores stock order system' and includes a description: '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?'. Below this is a dropdown menu for 'Item Type' set to 'Commodity'. A table with columns 'Item Code', 'Description', and 'Avail' is shown, but it contains no data, displaying 'No data available in table'. At the bottom, there is a footer with 'NIU Links' (Libraries, Contact Us, Emergency Information, Accessibility), 'Jobs @ NIU' (Directions/Maps, Regional Sites, Huskies Athletics), the Northern Illinois University logo and name, and copyright information: '© 2017 Board of Trustees of Northern Illinois University. All rights reserved. Web Site Privacy Policy' and contact details: '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:

Show 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](#)

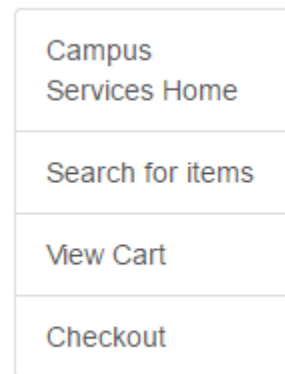


Price and availability are subject to change without notification.

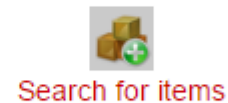
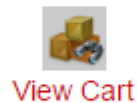
Item details & adding to shopping cart



- 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



- 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	<input type="text" value="4"/>	<input type="checkbox"/>

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 * fschwant@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.