Basic Science Administration

PO Tool Guide

Lab Requests	Instructions
1. **How do I access the PO Tool?**	• Go to https://bsa.po.northwestern.edu/ in a browser • Enter your Net ID and password • You must be connected to the Northwestern network/VPN
2. **How do I enter an order?**	• Go to the New Order tab • In the Vendor Information section, select a vendor • See question #9 below if vendor is not available
3. **How do I edit an order?**	• Go to the View Orders tab • Click on the date of an order to open it • Click Edit Order (bottom right) – if you cannot edit an order, make a comment instead
4. **How do I mark an order received?**	• Go to the Receiving tab • Enter the Purchase Order number • Click on Find Purchase Order • Click the date of an order to open it • If you received the entire order, click Receive All (bottom right) – this will put corresponding numbers in the Receive box then click Update Record • If you only received some of the items, enter the amount in the Receive box and click Update Record
5. **How do I cancel an order?**	• Go to the View Orders tab • Click the date of an order to open it • In the Cancellation Request section, fill in reason for cancellation • Click Cancel Order (bottom right) • Contact vendor to cancel order • Email bsa-procurement@northwestern.edu so that order can be canceled within NUFinancials
6. **How do I return an item?**	• Contact the vendor • Email bsa-procurement@northwestern.edu with details of the return
7. **How do I search for an order?**	• Go to the View Orders tab • Search by PO number or keyword • Check box next to Search all orders • Click Find Orders
8. **How do I add a chartstring?** 9. **How do I add a new vendor?** 10. **Questions and training**	• Contact bsa-procurement@northwestern.edu