## PO Tool Guide

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<th>Lab Requests</th>
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| 1. How do I access the PO Tool?                   | • Go to [https://bsa.po.northwestern.edu/](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?                     | • Contact bsa-procurement@northwestern.edu |
| 9. How do I add a new vendor?                      |                                                                                                                                                                                                           |
| 10. Questions and training                         |                                                                                                                                                                                                           |