Central Stores

Central Stores stocks a variety of products that can easily be obtained for campus use. We also welcome window orders. When ordering, please make sure your delivery "Ship To" **address** reflects where the **product** is to be delivered.

Please contact the Central Stores Coordinator or Assistant Director of Purchasing with questions about delivery or products.

Central Stores and Receiving
3401 N. Tillotson Ave
Muncie, Indiana 47306
Hours: 7:30 a.m. - 4 p.m.

Phone:
Central Receiving 765-285-1801
Central Stores Coordinator 765-285-1802
Assistant Director 765-285-1803

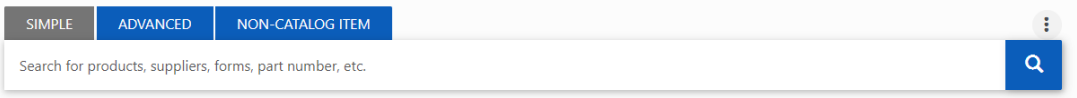
How to Search for "Central Stores" Products in JAGGAER

There are two ways to search for "Central Stores" Products from the homepage:

1. General Search Bar at the top of the Showcase
2. University Catalog Showcase Sticker

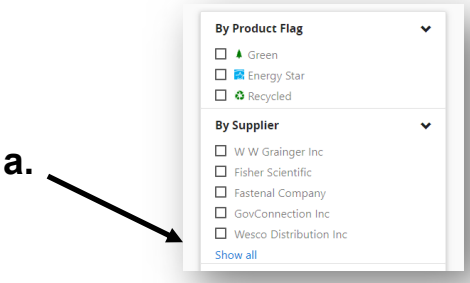
General Search Bar for "Central Stores" Products

Users can search for particular items using the main search bar on the top of the JAGGAER home page. When utilizing the menu bar at the top for a product search you can utilize the filter items listed below to find items in Central Stores.

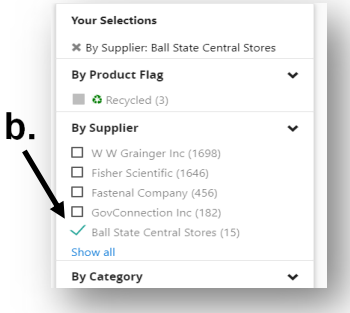


The search will contain all suppliers within JAGGAER that provide that item for Ball State University. When utilizing the top menu search bar, users need to narrow the search when they want to see only **"Central Stores."** Users need to select **"Ball State Central Stores"** from the filter option menu located on the left side in the shopping view, under the filter section labeled: **"By Supplier"**

1. Enter key word for the search. [i.e. paper]
   a. Filter down the search by selecting the "By Supplier" option on the filter menu on the left side of the view screen. Select the "Show All" option button, .select "Ball State Central Stores"
   b. Proceed on with shopping experience as listed above.
   c. Select Ball State Central Stores.



d. Once you have located your item, you can utilize the same shopping experience steps as listed above to either shop or add items to favorites for your future shopping experience.



University Catalog Search for "Central Stores" Products

1. From the home page select the "Central Stores" University Catalog Showcase sticker; <CLICK> the magnifying glass icon.

2. To search the catalog, utilize the filters next to the action bar.
   a. To see all items available in the filter bar section, select the "Show All" hyperlink located at the bottom of that section.

   b. We suggest using the "**By Category**" filter option for most product searches.

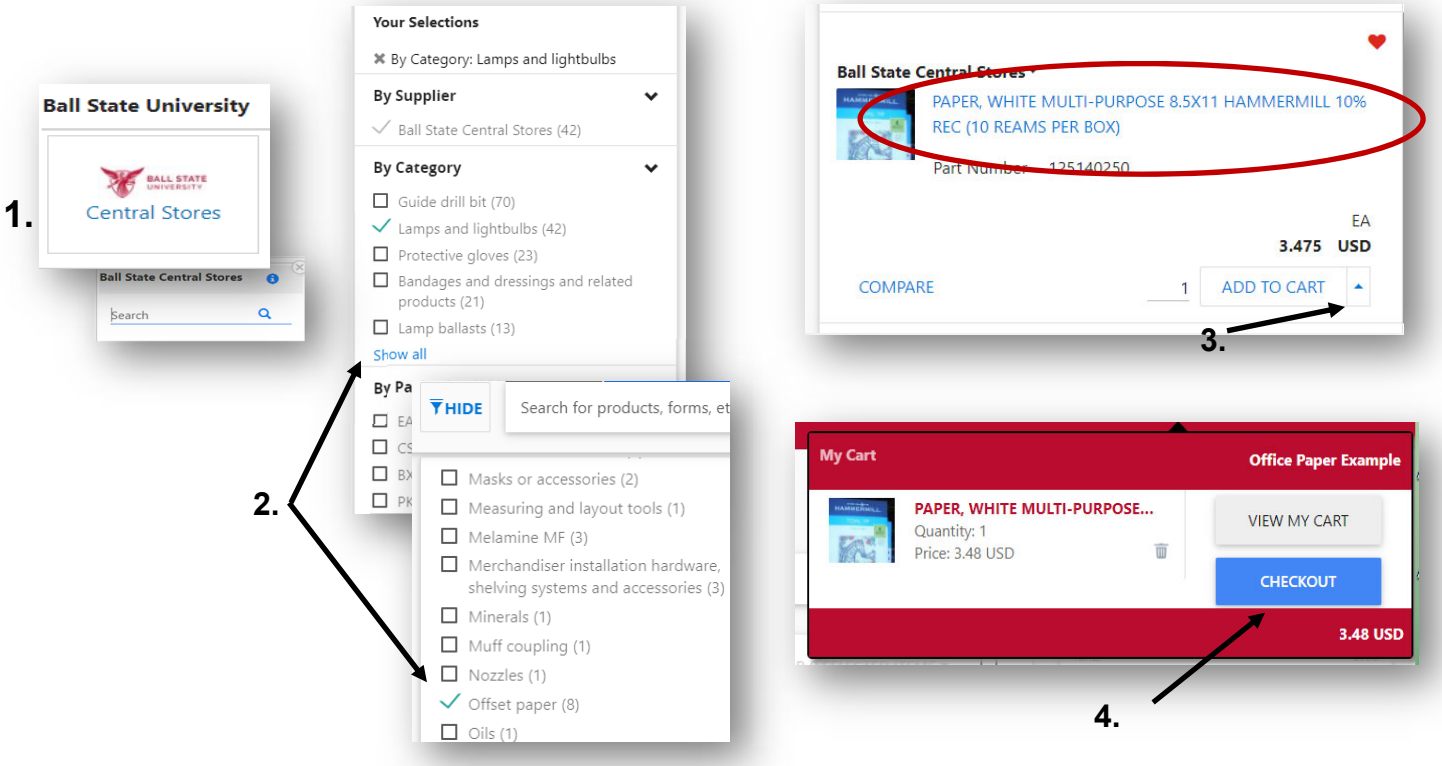
3. Select your product choice. We suggest that you review the package size and description. Select the "Add to Cart" button at the bottom of the item. Users have other options to choose from if not adding directly to cart.

4. Next, click: "proceed to "Check out the Cart."
   a. Select Draft Cart at top right by profile or action bar on left under Shop.
   b. Next select the Checkout option

5. Review prior to submitting the cart, confirm items such as: **Quantity**, **Ship to** and **FOAPAL** information are correct.

6. Select the "Place Order" button to send the order through to Central Stores or Assign your cart to your department's requestor.
7. Now your order has been started to request item from "Central Stores"

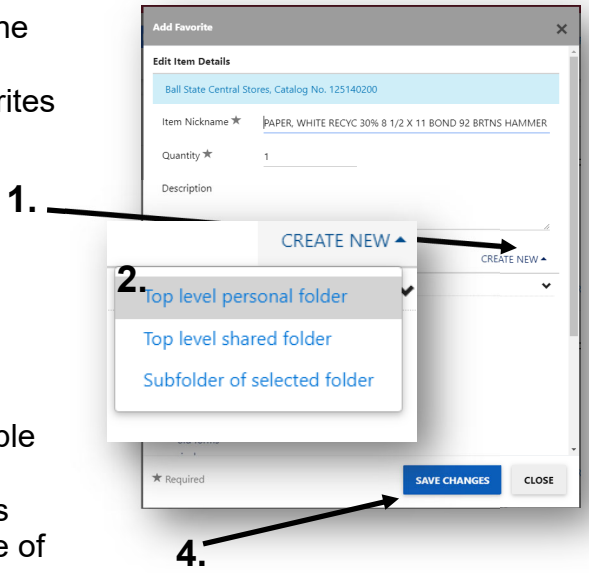
Ball State University
Central Stores



Ball State University
Central Stores

How to use Favorites list for Central Store Purchases

Using shopping favorites will stream line your shopping experience, and reduce search time for selecting items in the future. Once you have located your item, we suggest if it is something that you order often, that you add it to your favorites list for future orders.



Creating a folder for Shopping favorites:

Select item you want to add as a favorite.

1. Select “Create New”
2. Select “Top Personal Folder”
3. Name the folder: “**Shopping Favorites”**
4. Then select “Save Changes”.
5. Users can have one general folder for favorites or multiple folders for different suppliers.
6. When adding a new item to a folder, select the favorite’s folder that you have created previously, by selecting title of folder to place the item in from the favorites list.

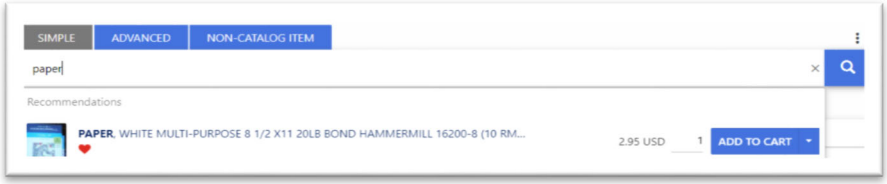
Adding Shopping favorite:

1. To add an item to the favorites list select the heart option in the top left hand corner of the product window.
2. Create or select the Favorites folder to save the favorite item.
3. Select a folder to save the favorite in by selecting the folder name.

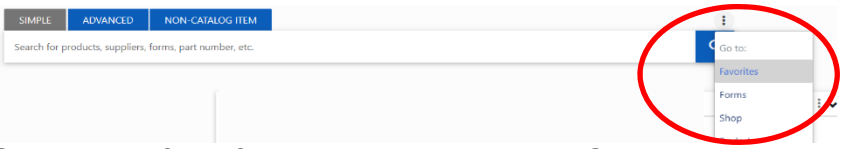
Selecting Shopping favorite:

To select favorites when shopping:

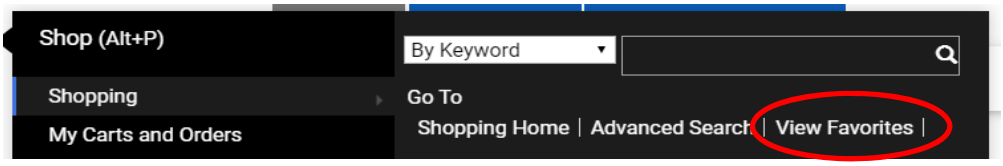
1. Go to General “Search bar” at top of showcase and type key word filter.



2. Go to the Ellipse beside the go button on the “General Search Bar”



3. Shop items from favorites list by going to: Side Navigation bar > Shopping Cart > Shop > View Favorites



4. You can also use the following to access the Favorites
   a. View my profile; Manage Searches
   b. Select the folder that you have created to contain your favorites.
   c. Select Item from favorites list.