LOG INTO MYPURDUE

LOG INTO COOL

Health & Safety
- Student Health Center (PUSH)
- Retail Pharmacy
- Rec Sports Center
- Counseling Services (CAPS)
- Safety & Threat Assessment
- Purdue ALERT: Emergency Warning System

Academic Success
- Academic Success Center
- Academic Help Labs
- Supplemental Instruction
- Online Writing Lab
- Purdue Libraries
- GPA Calculator
- CODO Requirements

Student Services
- B-Involved @ Purdue
- Event Scheduling
- BOSO/COOL Online
- Student Government
- Student Services

Places to Live
- On Campus
- Off Campus
- Fraternity
- Sorority
- Cooperative

Announcements
- Welcome to the new look and feel of myPurdue

University Offices
- Office of Admissions
- Office of the Bursar
- Office of the Dean of Students
- Division of Financial Aid
- Housing & Food Services
- Information Technology @ Purdue
- International Students and Scholars Office
- Office of the Registrar
- Student Success at Purdue
• E-commerce works similar to COOL.

• Choose the Organization Name and Account you wish to use. Some students are in multiple clubs.

• E-commerce is only available on your organizations general account or Charity accounts with approved events in BoilerLink, not SOGA or OEG accounts.
E-COMMERCE LOG IN

Choose the E-Commerce Tab

Use this URL for club storefront page. It is not for specific items.

- Have you attached all your documents, i.e. receipts; vendor invoices?
- Do NOT scan contracts with the Social Security Number or Federal ID number.
- Please deliver to BOSO or Fax to 765-496-7208.
- Does this expense involve an approved Activity Form?
E-COMMERCE OVERVIEW

## Catalog Items in Process

<table>
<thead>
<tr>
<th>Item Image</th>
<th>Item Description Brief</th>
<th>Item Description Full</th>
<th>Income Account</th>
<th>Category</th>
<th>Item Cost</th>
<th>Business Office Income</th>
<th>Restricted To Payments</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>registration</td>
<td>5k glow</td>
<td>Food and Drink Sales</td>
<td>Registration</td>
<td>9/15/2017</td>
<td>9/30/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>registration</td>
<td>conference registration</td>
<td>Registration Income</td>
<td>Registration</td>
<td>11/30/2017</td>
<td>12/1/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Midwest Soccer Tournament</td>
<td>3/17/18</td>
<td>Registration Income</td>
<td>Registration</td>
<td>3/8/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Devotional Books</td>
<td></td>
<td>Merchandise Sales</td>
<td>Books</td>
<td>4/25/2018</td>
<td>4/30/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ski trip</td>
<td>123456789</td>
<td>Ticket Sales</td>
<td>Travel</td>
<td>8/18/2018</td>
<td>8/24/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walrus Club</td>
<td>Annual Dues</td>
<td>Local Dues</td>
<td>Local Dues Annual</td>
<td>8/23/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales-Deposit</td>
<td>1234abc</td>
<td>Trip/Travel Income</td>
<td>Travel</td>
<td>9/28/2018</td>
<td>10/4/2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM Day</td>
<td>COM</td>
<td>Registration Income</td>
<td>Registration</td>
<td>2/8/2019</td>
<td>3/1/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>hats</td>
<td>hats</td>
<td>Merchandise Sales</td>
<td>Caps</td>
<td>3/18/2019</td>
<td>4/1/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CREATING A NEW ITEM FOR SALE OR COLLECTING DUES

Select the ‘Catalog Items in Process’ tab then ‘ADD’ icon.

Reminder, you must have the image (*.JPGS) on your computer in order to be able to attach to the item you are selling on your storefront.
Give an ‘Item Description Brief’ This will show on the store front as item title.

Required Categories:
- **Category**
- **Income Account**
- **Sales Tax** (will be assessed based on income code)
- **Item Cost**
- **Units** (each, pair, box)
- **Item Description Full** (Full description of item details for store front)
- **Start/End Date** (store front item will be available during these dates)

Non Required Categories:
- **Shipping Costs** (Not Required, Club is responsible for shipping.)
- **Shipping Costs Per** (item or order)
- **Serialize Item**: Order for item has quantity 10, serialization allows club to track when items are completed. Serialized items have scanable, unique bar codes
- **Generate Certificate**: Creates a ticket. Must have image for item AND organization loaded to generate ticket. Has bar scanable bar codes
- **Active**: On/Off switch for store front
- **Members Only Area**: Item is restricted to someone who has “member only” access. Item can NOT be seen by Non-Members
- **Limit to University Email**: Only individuals with a Purdue email will have access to item
- **Allow Customer Note**: If you are requesting additional information from customer this will allow them to submit a note on order. Ex: banquet dinner preference- chicken or ham
- **Limit Individual Purchase**: Limits the total number if items that an individual can purchase.
- **Limit Individual Purchase Quantity**: Limiting number for “Limit Individual Purchase”
- **Limit Order Purchase**: Limits the number of an item that can be purchased in a single order
- **Limit Order Purchase Quantity**: Limiting number for “Limit Order Purchase” (How Many?)
- **Pick up Location**: Where and when can item be picked up
- **Note**: This will put a small line note under image of store front item
- **Internal Note**: This is organizational note only- this will not show up on store front and BOSO will not have access to see this note

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**ADD CATALOG ITEM**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active</strong></td>
<td>On</td>
</tr>
<tr>
<td><strong>Members Only Area</strong></td>
<td>Restrict</td>
</tr>
<tr>
<td><strong>Limit to University Email</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Allow Customer Note</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Limit Individual Purchase</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Limit Individual Purchase Quantity</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Limit Order Purchase</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Limit Order Purchase Quantity</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Pick up Location</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Note</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Internal Note</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Complete all above fields and click “continue”**
After you have clicked “continue” you will come to the page to add your image and inventory.

- Images must be jpegs only
- You can have multiple line items for inventory - click on “add icon” to add inventory. Ex: Lg, Med, Small
- Complete all fields-check “Email notice to officers for approval” for second officer review and approval-a second approval is NOT required by BOSO
- When ready for store front- check “Ready for Business Office Approval
- SAVE –this will submit item to BOSO for review and approval
PRE-ORDERS FOR MERCHANDISE CAN BE SUBMITTED ON TOOCOOL WITH THE FOLLOWING INFORMATION:

1. CLEARLY STATE IN DESCRIPTION IT IS FOR PRE-ORDER- ITEMS NOT IN STOCK
2. GIVE DATE WHEN ITEM WILL BE READY FOR PICK-UP OR SHIPMENT

EDIT CATALOG ITEM

- Description Brief: SK T-shirts
- Category: Registration
- Income Accounts: 115 - Clothing Sales (Income)
- Sales Tax: Yes
- Item Cost: $25.00
- Units: Each
- Shipping Cost: 0.00
- Start Date: 9/15/2017
- End Date: 9/26/2017
- Immediate Electronic Charge: Yes
- Serialize: No
- Generate Certificate: No

Thumbnail Image (ips only)
Orders In Process - Overview of orders that customers have submitted – club has not marked as filled.

To mark as fulfilled - click on edit order button - check shipped-delivered-completed.

Fulfilled Orders - Orders that have been completed. Click on magnifying glass to view who and when completed.

Catalog Items in Process - Shows what items are currently pending to go out on the TooCool store front. They will move to Catalog Items once BOSO has approved. Only the person that created the item can edit.
To access TooCOOL Store front, go to www.purdue.edu/boso and then click on the TooCool Store Front tile.
Once you have created your store front and BOSO has approved, you can retrieve the direct URL to your organizations page from your COOL homepage.
THE COOL URL WILL BRING YOU TO YOUR ORGANIZATIONS “HOME” PAGE. ALL ACTIVE STORE FRONT ITEMS WILL BE AVAILABLE FOR CUSTOMERS TO REVIEW AND PURCHASE. BUT WILL THE URL IS NOT ITEM SPECIFIC.
THANK YOU

www.purdue.edu/BOSO

BOILER

UP

PURDUE