

## Instructions for making a purchase through a university supplier.

These are instructions for using the website <https://bgufin.bgu.ac.il/MENU1/START.csp> in order to place an order with a university supplier paid by grant or other funny money. The same system may be used also to request reimbursement for purchase of books, to deauthorize an electronic device, to create a voucher for purchases at the Akademon totaling no more than NIS 450, or to check your current budget levels.

These instructions were compiled by Ishai Dan-Cohen <[ishaida@bgu.ac.il](mailto:ishaida@bgu.ac.il)>. If you find a mistake, please let me know.

Start by sending an email to [help@cs.bgu.ac.il](mailto:help@cs.bgu.ac.il) to request a price quote on the items you wish to purchase. You'll receive a pdf with a price quote from one of the university's suppliers.

At the same time, contact the administrator in charge of your budget to ask which "budget clause" ("se'if") to use. This can be done by phone or email.

Once you have the price quote and know which budget clause to use, navigate to

<https://bgufin.bgu.ac.il/MENU1/START.csp>

Not all standard browsers are supported. For instance, Safari doesn't work, but Chrome does. If you've installed a popup blocker, you'll need to disable it.

Once logged in, on the panel on the right, click on

רכש ואספקה

This will bring down a drop-down menu. Click on

דרישה לרכש מקומי

This brings you to a form to fill out. Many fields are not self-explanatory. Here are some hints which will help you try to fill out the form yourself. If you get stuck, consider dropping by Shirly's desk with the form ready to be filled out.

The screenshot shows the 'דרישה לרכש מקומי' (Local Purchase Request) form in the BGU system. The form is divided into several sections for data entry:

- Header:** Includes the user's name (ד"ר ישי דן-קאהן), date (19/06/2024), and various system identifiers.
- Supplier Information:** Fields for supplier name (חברת האספקה), ID (מספר דרישה: 5175619), and date (תאריך דרישה: 19/06/2024).
- Request Details:** Includes 'שם ספיקה תקינה' (Valid Invoice Name), 'סוג ספיקה' (Invoice Type), 'סל תקינה' (Valid Rate), and 'תאריך ספיקה' (Invoice Date).
- Financials:** Fields for 'סכום' (Amount: 6,976.62), 'דמי ספק' (Supplier Fee: 6,976.62), and 'סכום ספיקה' (Invoice Amount: 91150799).
- Accounting:** Fields for 'חשבון' (Account: 1200) and 'מחלקה' (Department: 5102).

At the bottom, there is a summary table:

תיאור	כמות	מחיר	סך הכל
הוצאות	0.00	17.00	17.00
הכנסות	0.00	85.17	85.17
סה"כ	0.00	586.17	586.17

The interface also features a right-hand navigation menu with options like 'דרישה לרכש מקומי', 'דרישה לרכש חוץ', and 'דרישה לרכש מלא'.

שנת תקציב  
leave blank

מיספר דרישה  
leave blank (will be automatically generated upon submission of the form)

תאריך דרישה  
leave alone

תאריך הזמנה  
leave blank

סטטוס  
leave blank

מפיק הדרישה  
I believe this gets filled in automatically.

בעל הדרישה  
Same

מחלקה  
5102

מהות הדרישה  
select anything from the drop-down menu.

תאריך אספקה  
leave alone

דחיפות  
leave alone

סעיף תקציבי  
enter the budget clause number you received from your budget manager

שם סעיף תקציבי  
should appear automatically

שם תקציבן  
same

טל' תקציבן  
same

יתרת סעיף במטבע  
same

יתרת סעיף בש"ח  
same

ספק

clicking will give you the opportunity to search for the supplier listed on the price quote you received.

דוא"ל ספק

will appear automatically

סכום מקסימלי לספק

same

ללא פיצול

leave alone

שליחת הזמנה בדוא"ל לספק

leave alone (should be checked by default)

From the tabs click on

נספחים

This will give you an opportunity to upload the price quote.

Under the heading

סוג

select

הצעת מחיר מועדפת

from the dropdown menu.

Under

תאור

write a one-word description of the items being ordered.

Clicking on one of the buttons below the word

קובץ

will generate a button labeled

האלעת קובץ לשרת

Clicking on it will bring up a popup window in which you'll be able to click on "Choose file". Select the price quote pdf for upload.

ישי דן-כהן - מתמטיקה / א.ב.ג. 1

bgufin.bgu.ac.il/TAFNITWIN/TAFNIT.CSP?namespace=BIL&wbstCOB=54371016dl71dl67010,40561&%ForceHtml5=1

**(Upload) העלאת קובץ מקומי לשרת**

Choose File InkPriceQuote.pdf אשר בחירה

Pu-670102976187916820 שנה שם ל...

הערה

סוג	שם קובץ	ספירה מקומית
35 MB	גודל מקסימלי מותר להעלאה	drishottakziv10

Click

אישור

to close the popup.

Now click on the green check mark at the end of the line to ok the given item.

From the same line of tabs, click on the tab

אפיון הדרישה

If ordering multiple different items, you'll have to create one row for each item. Leave the fields under

מק"ט

and

מק"ט יצרן

alone. Enter a short description of the item being purchased under

תאור

The next field may be left blank.

Under

קיטלוג

choose appropriate categories from the dropdown menu.

Under

כמות

enter the number of (identical) items.

Leave the field under

מטבע הצמדה

alone. Enter the price of an individual item (without tax) in the appropriate column. The system will multiply by the number of items and add tax. Leave remaining columns alone. Click the green check-mark at the end of the line.

At the bottom of the page, click on

אישור

Good luck!