

# stores & receiving

*STORES & RECEIVING PROVIDES THE CAMPUS WITH QUALITY PRODUCTS AND SERVICES, COMPETITIVE PRICING, AND TIMELY DELIVERY IN A PROFESSIONAL MANNER.*



## STORES

Through Stores, departments are able to purchase:

- Copy paper
- Janitorial supplies
- Materials and equipment for maintenance, repair, and operations (MRO)
- Restaurant supplies

Ordering these products is simple using iStores, the my.FS Portal on-line ordering system. Customers can shop easily and electronically by charging their departmental account numbers.

## RECEIVING

The Campus Receiving area is responsible for pickups and deliveries to all areas of the campus. In addition to delivering orders placed through iStores, Receiving is also the centralized receiving site for orders placed by any department. Freight companies, generally unwilling to deliver to a street address, deliver the package to the Receiving department which delivers it to the specific room or lab. This also reduces the amount of truck traffic navigating the main sections of the campus.

**Purchase items through the my.FS Portal iStores. For additional information or assistance, contact Stores at 217-244-0139.**

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