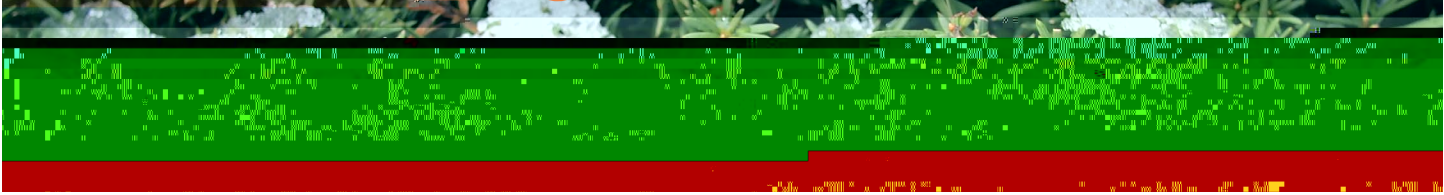


Do



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**PERSONAL PURCHASE
DISCOUNTS AVAILABLE**

During recent bids, more vendors
have offered personal purchase
discounts which are extended to

SHI/Adobe

Adobe is shifting to a cloud-based software as a service model that will require a monthly usage fee. Last month, they discontinued the availability of maintenance on licenses that we purchase through SHI. It is anticipated that in early April 2013, they will also discontinue selling perpetual licenses for all of their products. PRS and NUIT is hoping to have additional information about pricing for the new cloud-based model for the campus and departments. Once we have that information, we will be able to decide what will be Northwestern's position on Adobe.

Peapod

Peapod is a cost-effective solution that will save time for departments and schools who need snacks, cheese trays, fruit trays, deli platters, beverages, etc. for various events. When you plan ahead and place a minimum \$75 order, you only pay a \$7.95 consumer delivery fee. Northwestern accounts with Peapod are automatically tax-exempt. Visit the [Peapod Vendor Profile](#) for details about opening an account, and receive \$20 off your first order. Use of an official Northwestern Procurement Card is the preferred method of payment at this time. (Please note: Peapod should only be used when there is a legitimate, approved need for their products.)

Creating Requisitions/Purchase Orders by Dollar Amount

When creating a new requisition in NUFinancials using the special requisition type "Receive by Dollar Amount," remember the following to ensure there are no issues with processing invoices or requested changes to your Purchase Order.

- Price: Enter an amount equal to the total known or estimated amount of the line.
- Quantity: Always enter a quantity of 1.
- Unit of Measure: Always enter an amount of Each (EA).

Also note that a "Receive by Dollar Amount" requisition should only be used for the following types of transactions:

- Service projects that involve more than one invoice to be paid over the course of the project.
- Services where a deposit is required prior to the event, with an additional payment(s) due after the event.
- Orders for products (such as office furniture) where the list of products being ordered is too lengthy to enter every item into a requisition; therefore, a single line item is entered with a copy of the detailed quote attached.

The "Receive by Dollar Amount" box should NOT be checked for every requisition entered and this process should NOT be used if only one payment will be made. The "Receive by Dollar Amount" process is also NOT to be used to support an open line of credit or to pay for informal orders placed outside of NUFinancials.

To learn more about how to create a "Receive by Dollar Amount" requisition, review the [Project Café Job Aid "Non-Catalog Special Requisition: Receive by Dollar Amount"](#).