



IN THIS ISSUE

Preferred Vendor Updates

B&H Photo Video

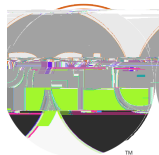
As announced in the [Spring 2014 Dollars & Sense](#), PRS leveraged a competitively-bid contract with B&H Photo Video established by E&I and adopted it as a Preferred Vendor. Departments and schools receive 10-12% off regular prices plus free delivery. The B&H catalog is now available in iBuyNU to streamline the process for ordering, invoicing, and payment.



If you have any questions regarding the contract or catalog, contact Dave Zohfeld, Procurement Administrator, at 847-491-8122 or d-zohfeld@northwestern.edu.

PGi

PGi is NU's Preferred Vendor for conference call services. PRS and NUIT recently collaborated to negotiate lower rates for a savings to the University. Aggressive pre-negotiated calling rates for all departments now start at \$.01 per person/minute for toll calls and \$.012 per person/minute for toll-free calls. Features and benefits of the PGi GlobalMeet® service include:



- No monthly minimum charge for service
- No reservations required
- Private phone number for secure conference calls
- Up to 125 participants per call
- Easy to integrate with Adobe Connect Web conferencing
- 24/7 tech online support including tutorial videos and Live Chat

Set up your GlobalMeet® account today so that it is ready to go. Questions? Visit the PGi profile in the [Preferred Vendor Matrix](#), or contact Laura Norton, Procurement Administrator, at 847-467-3345 or laura.norton@northwestern.edu.

Cintas

Cintas, NU's Preferred Vendor for document shredding services, recently merged with ShredIt. Service levels and pricing have not changed and the University contacts remain the same, so please continue scheduling pick-ups as usual. The vendor name change to "ShredIt" will officially take place in January 2015. Please note that if you issue a blanket order in September to Cintas, you will need to cancel and re-issue a new blanket order to ShredIt in January. Customers may also choose to receive monthly invoices and pay them using the online voucher process.

New Preferred Vendor Reps

Sigma Aldrich

Ian Silber
708-689-7452
ian.silber@sial.com

Qiagen

Lisa Compton Richards
331-222-2567
lisa.richards@qiagen.com

The Peninsula Chicago

Lucia Trevino
312-573-6703
luciatrevino@peninsula.com

Warwick Allerton Hotel Chicago

Sharon Smith
312-274-6474
ssmith@warwickhotels.com

Santa Cruz Biotechnology

Mallory Hurst
800-457-3801 ext. 662
hurstm@scbt.com

Doubletree Hotel

Pamela Dorneden
312-477-0162
pamela.dorneden@kokuahospitality.com

Canteen

Canteen is NU's Preferred Vendor for Coffee and Refreshment Services. PRS has now added a catalog in iBuyNU to improve the process of ordering supplies: you will no longer need to issue a blanket order, and the invoicing and payment process will also be streamlined.



If you have any questions regarding the contract or catalog, contact Laura Norton, Procurement Administrator, at 847-467-3345 or laura.norton@northwestern.edu.

Lab Shipping Rates

PRS negotiated improved shipping rates with the following lab supply vendors:

Lonza

Orders less than \$1,000: \$37.50 (plus \$12.00 Refrigeration as necessary)

Orders exceeding \$1,000: Free shipping (plus \$12.00 Refrigeration as necessary)

Qiagen

Beginning September 1, 2014, orders \$500 or greater will ship for free.

Promega

30% off all shipping charges and free shipping on orders exceeding \$1,000. This includes 2nd Day shipping, plus all ice/hazardous/handling fees.

To learn more about our 3 U H I H U U H G 9 H Q G R U V D Q the Procurement Administrator who handles each Preferred Vendor contract, please visit our [Preferred Vendor Matrix](#)

NEW PURCHASING AND PAYMENTS TRAINING NOW AVAILABLE

Calling All Requesters, Shoppers, and Approvers!

University staff now have access to a new online training module focusing on Northwestern's Purchasing and Payment procurement process. The 16-minute

Purchasing and Payments: Introduction and Overview module is designed to assist

employees responsible for any aspect of purchasing and/or paying for goods and services here at the University, including Requesters, Shoppers, and Approvers.

HR Learning & Organization Development produced the module in partnership with Purchasing Resource Services, Financial Operations, and Accounts Payable.

The overview module is about the *process* of making purchases and payments, not step-by-step transactional details (but it will show you where to go for those).

OPEN ENCUMBRANCE AND MATCH EXCEPTION REPORTS HIGHLIGHT FISCAL YEAR END CLEANUP NEEDS

It's time to prepare for Fiscal Year End. Departments and schools should run their Open Encumbrance Report and Match Exception Report to confirm whether there are any active orders. These reports should be run regularly throughout the year to help manage orders submitted through NUFInancials.

Open Encumbrance Report: This report, entitled SC016–Open Encumbrance Report in Cognos, lists all active Purchase Orders or all active lines from a PO and provides the details of each order. Following are some reasons why a Purchase Order or line(s)



PRS BIDS AND CONTRACTS IN THE WORKS

Purchasing Resource Services is always working to establish Preferred Vendor contracts that best serve the needs of NU departments and schools. These are a combination of new contracts and timely rebids of current contracts. PRS is currently working on the following:

- Office Furniture
- Event Rentals (tents, chairs, tables, etc.)
- Prime Vendor Contract for General Lab Supplies
- Carpet and Flooring
- Window Treatments and Blinds
- Pre-Qualified Vendors for Facilities Management Services
- Commencement (regalia and diplomas)
- Outside Catering Services
- Promotional Items
- Hotels
- Lamp Recycling
- Janitorial Supplies
- Paint and Paint Supplies
- Retirement Plan Advisory Services for HR
- ORS Laser Survey/Audit
- Animal Racks and Cages for CCM
- Massage Therapists for NUFitRec
- Medical Supplies
- School of Continuing Studies Customer Relationship Management Software
- Computer Peripherals, Supplies,

Use of Membership Clubs for Departmental Purchases

PRS periodically receives inquiries from University staff regarding making departmental purchases at stores such as Sam's Club and Costco. The University strongly discourages use of membership clubs for the following reasons:

Potential for abuse: Often the membership is held in the individual's name. When vendors allow someone to make a purchase on behalf of the University using our tax exempt certificate, it exposes the University to considerable risk because of the possibility for individuals to make tax exempt *personal* purchases. This type of abuse could affect our tax exempt status in Illinois, which is worth millions of dollars annually to the University. Retailers are instructed to only accept our tax exempt certificate if a PO is issued or a Procurement Card is used.

Taxes: If the membership card is registered to Northwestern University, sometimes these entities allow purchases to be made tax-free and other times they do not. When the store does not allow the purchase to be tax exempt, the individual often expects to be reimbursed for the taxes, which is against University policy. As a tax exempt organization, appropriate University purchases need to be made tax free.

Risk: The University is exposed to a considerable amount of risk when an employee travels by car to a store for business purposes during their workday.

Perceived savings: Departments and schools cite cost savings as their reason for buying from membership clubs. There are, however, other real costs that should be taken into account: going to a store to shop and filing for reimbursement, for example, take time and effort for the individual and for other University staff who must process resulting requests.

Using established NU Preferred Vendors minimizes all of the above risks. Many of our contracts in iBuyNU include next-day delivery. For true emergency purchases, we recommend that you utilize a department Procurement Card.

