

PURCHASING RESOURCE SERVICES (PRS)
UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY

Use Preferred Vendors

Our primary goal in Purchasing Resource Services is to save departments and schools time and money. We do so by conducting formal processes that result in the establishment of great contracts. We then make it easy to order from many of these vendors by adding their catalogs to the iBuyNU marketplace. This is the most streamlined and cost-effective way for Northwestern staff to order and pay for products.

While we understand that many end-users have experience using certain vendors, it have awarded contracts. For example:

- If you need to order a book, order it from Barnes and Noble (rather than Amazon)
- If you need to buy a power tool, order it from MSC (rather than Grainger or McMaster Carr)
- If you need general lab supplies, buy them from VWR (rather than Fisher)
- If you need copy paper, buy it from Staples/Corporate Express

We are continuously monitoring these contracts to make sure the pricing is aggressive and correct and the service level is high. We also analyze spending to better understand what the University is buying from our preferred vendors. In addi-

these contracts provides us with the negotiating power we need to further improve

Changes to Official NU Purchase Order & Terms

Purchase Order that is sent to vendors.

- The Requester's e-mail address has been added in order to facilitate communication between departments/schools and vendors.
 - The font size of the words 'Change Order' and 'Cancel Order' has been enlarged.
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signed by the payee and by the approver before they can be submitted as Online Vouchers.

- In the case of Visitors' Expense Reports, the signed and approved form and receipts can be attached to the Online Voucher and submitted for payment.
- For Contracted Services Forms, the signed and approved paper form



We have recently updated the NU Purchasing Policy and Procedures document. This revised policy dated April 1, 2010 supersedes the previous version

HP Printers

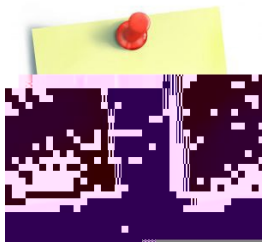
Two years ago, PRS established a

campuses to be in alignment with their standard delivery strategy for the Chicago area. This move provides a better delivery experience with increased package and driver tracking capabilities. In addition, this will help reduce the number of delivery trucks on campus since Veterans Messenger is also the delivery service for other vendors already delivering to the campus. Not only does this help reduce the carbon footprint,

Veterans Messenger is a local, family-owned business with experienced, uniformed drivers and a proven track record serving Chicagoland. For several years prior to the acquisition of Corporate Express, all Chicagoland Staples customers were serviced by Veterans Messenger. The partnership has proven

ing service to their customers and it was a logical step to bring this to all of their customers previously purchasing under the Corporate Express name. If you have any questions, concerns, or have

experienced delivery problems, please contact PRS at 1-8120 or purchasing@northwestern.edu.



Software

SHI has a new NU Representative: Kevin Farrell; PH: 800-477-6479; e-mail: TeamSHI@SHI.com

Books

discount for iBuyNU purchases has been increased from 5% to 7% off the online price for eligible products. You will still receive free ground shipping on orders of new books. For Customer Service, please contact sales@book.com for all order related questions.

Filterfresh Coffee Service

Effective April 1, 2010, a small price increase has been implemented. This is had since 2008.

Ice Mountain

Ice Mountain drinking water has a new NU Representative: Birgit Wheeler; PH: 847-400-3668; e-mail: birgit.wheeler@waters.nestle.com.

iBuyNU Upgrades

Below are some highlights of the latest upgrade of iBuyNU functionality recently implemented:

Changes To Cart Notification Emails

include the cart name

- Impacts both Shoppers and Requesters

Access to punch-out suppliers from product search results

- Before, when you performed a general search in iBuyNU and the keyword was included in the keywords for a punchout supplier, the punchout supplier would show in a box under

called Other Matches. Now we can display the punchout supplier in the product search results with a link to the punchout site.

- Users now have the option to display the punchout supplier in either the 'Other Matches' (new name 'Suppliers with Matches') box, in the 'Product Search Results' or both.
- Impacts both Shoppers and Requesters



Helpful Purchasing Tips

Non-catalog orders in iBuyNU

- There are times when non-catalog orders are issued to preferred vendors that are included in iBuyNU (i.e.

enter a receiver in order for payment to be generated for non-catalog orders issued to iBuyNU vendors.

- When issuing a non-catalog order to a preferred vendor that is included in iBuyNU, please remember to NOT select the iBuyNU location code for the vendor.

Blanket Purchase Orders

When creating a Requisition to set up a blanket, provided it meets the policy

into consideration:

- Blanket orders need to be done each
- The Requisition quantity for all blanket orders should be one (1).
- The total dollar amount should be your best estimate as to how much you will spend throughout the entire

estimate, consider how much the

monthly invoice will be and multiply by the number of months the blanket order will be used. Or, look at the actual amount paid during the previous

the Blanket Requisition.

- Monitor the blanket PO to ensure you are being charged appropriately.
- Enter a receiver in NUFInancials for each invoice.
- A blanket should NEVER be fully received immediately after it is approved in NUFInancials. Receivers should be done at the time each invoice is received.

Questions about PRS

If you have any questions about Purchasing Resource Services or the procurement environment, we'd be happy to help you. Contact us at j-konrad@northwestern.edu or call us at 847-491-8122, extension 3333, from your school or department. To schedule a presentation or meeting, please contact j-konrad@northwestern.edu.

PRS Welcomes Our New Employees

Matt Marzillo, Procurement Administrator: Matt graduated from the University of Illinois with a BS in 2006. He has spent the past several years as an Operations Manager for a medical equipment company in Chicago where he handled a wide array of purchasing responsibilities.

Matt is excited to be a part of the PRS team and will work primarily with the lab community to make sure we have agreements with the right vendors to support their research.

Alicia Schemel, Procurement Analyst: Alicia completed her MBA from Loyola University Chicago in 2005. She most recently worked as a Buyer for McMaster-Carr Supply Company. Alicia looks forward to utilizing her procurement skills at Northwestern.

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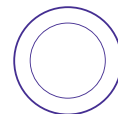
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