

NU Dollars &

PURCHASING RESOURCE SERVICES (PRS)
UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY

New System Enhancements in iBuyNU

Recent system enhancements should help shoppers and requesters more easily manage internal processes in iBuyNU. These include:

Expanded Cart Notes History:

When shoppers assign carts to requesters, the cart note will be included in both the cart assignment

iBuyNU cart history notes.

Substitution Option for Cart Assignments:

Requesters can select a substitute requester in the event that their

Additionally, an Apple authorized technician is available for repairs, technical issues, and questions for either departmental or personal needs. The store handles both warranty and non-warranty service.

Purchasing Apple products on iBuyNU or at the Apple Authorized Campus Store ensures that you'll receive the full contract discount for business purchases, technical and sales support, and proper licensing. University faculty and staff also receive better than educational discount pricing for most items on personal purchases. To learn more about pricing, visit:

www.northwestern.edu/userservices/purchasing.

For more information on the Apple Campus Store, visit www.norris.northwestern.edu/apple.php.

Double Your NU Discount at Barnes & Noble

From August 16th through August 28th, Barnes & Noble.com will double the NU discount from 5% to 10% off all books, textbooks, DVDs, and CDs purchased though BN.com on iBuyNU.

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The discount also applies to already reduced prices--save up to 45% off your order. Additionally, iBuyNU shoppers will still enjoy free shipping during this limited time.



To Redeem: Orders must be placed through iBuyNU to receive the 10% discount and free shipping. The discount will automatically be applied to your shopping cart under "Additional Discount."

Restrictions: This offer is only available through iBuyNU and cannot be combined with a Barnes & Noble membership. It is not available at Barnes & Noble retail stores or on the bn.com consumer retail web site.

New Contracts

We recently awarded several new contracts in a variety of areas:

Moving Services

Graebel Relocation Services Worldwide, Inc. and Stevens Worldwide Van Lines were awarded contracts for household moves, both within Illinois and across states. Both contractors offer a 68% discount off transportation costs and guarantee

estimated price. When planning new faculty or staff moves, we recommend that departments and schools consider one of these vendors. Please view the "Preferred Vendors" link at:

www.northwestern.edu/userservices/purchasing for discount details on storage and packing/unpacking.

Contact information:

Graebel

Shari Kangail
Customer Service Manager
Phone: (847) 808-8400
E-mail: skangail@graebel.com

Stevens

Debbi Baird
Assigned Move Consultant
Phone: (866) 955-5991
E-mail: dbaird@stevensworldwide.com

PRS Contract Administrator:
Sheila Watkins
Phone: 847-491-8125
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Janitorial Supplies and Paper Products

North American was awarded a contract for janitorial supplies and disposable paper products. North American offers a wide variety of products from diverse manufacturers,

requirements, has competitive pricing, and encompasses a strong "green" initiative. North American is now available in iBuyNU.

Grocery Delivery

Peapod has been awarded a contract for groceries based on the frequent need for departments and schools



to leave campus to obtain snacks and beverages for various events. Peapod is a cost-effective solution that will save personnel time in these circumstances.

Plan ahead and place a minimum \$75.00 order to only pay a \$7.95 consumer delivery fee. Northwestern accounts with Peapod are automatically tax exempt. Visit the Preferred Vendor link on PRS' website, www.northwestern.edu/userservices/purchasing, for details about opening an account

order. (Please note: Peapod should only be used when there is a legitimate, approved need for their products).

Cell Phones

T-Mobile, U.S. Cellular, and AT&T were awarded contracts for mobile communications/cell phones.

include:

- Individual liable and corporate accounts will receive the same special NU plan discounts.
- Activation fees waived.
- Dedicated NU customer service.
- Aggressive discounts on all plans and devices.

Additional information about each vendor's products, services and pricing will be provided once details

for wireless service, please contact the vendors via the information below:

AT&T

Nadir Khan
nk6666@att.com
312.953.4803

T-Mobile

Call 866.464.8662, use code:TMOFAV4247
Robert Cummings, Senior Account Manager
robert.cummings@t-mobile.com
773.444.5641

U.S. Cellular

Martin J. Heffron, Account Executive
martin.heffron@uscellular.com

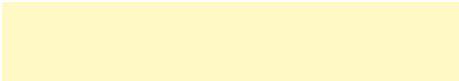
U.S. Cellular Retail Store

847.328.6199
1737 Sherman Avenue
George Zorbas, Store Manager
george.zorbas@uscellular.com
Nick Lomas, Wireless Consultant
nick.lomas@uscellular.com

For more information, please contact Betsy Costello, Procurement Administrator, at 7-0590 or m-costello@northwestern.edu.

Lab Gas

Airgas North Central was awarded a contract for laboratory gas. The new contract ensures competitive pricing and provides additional discounts for liquid nitrogen and tank rentals.



The following vendors were recently awarded contracts for various facilities supplies:

Graybar – Electrical Supplies
Columbia Pipe – Plumbing Supplies
Kimball Midwest – Fasteners
MSC – Tools, miscellaneous

All contracts were awarded based on best value, which included discounted pricing, next day delivery, free shipping, and no minimum order. Their catalogs will soon be added to iBuyNU.

For more information on PRS' bidding process, please visit the Purchasing

www.northwestern.edu/userservices/purchasing.

Contract Changes and Updates

Purchasing
Resource
Services has
negotiated
new Preferred
Hotel
agreements.

The Preferred Chicago Hotels are:

The Allerton Hotel
The Wyndham Chicago
Hilton Suites
Doubletree Hotel Chicago

Omni Chicago Hotel
The Peninsula Chicago

For more information or to make a reservation, visit the Hotel Information link at

www.northwestern.edu/userservices/travel.negotiated

Dell is transitioning its D Series laptops to their new E Series. NUIT and Purchasing Resource Services have collaborated on the creation of

models.

Our recommendations:

- E4200 for executives and highly mobile employees
- E4300 for general purpose mobile computing
- E5400 as a value option
- E6500 as a desktop replacement

These laptops are the most

Purchasing Tips

Below are some helpful tips on purchasing procedures:

Change Order Requests: Please cancel receivers before submitting a Change Order Request in iBuyNU. Also note that the "New

cost. For example, if the original line indicates 4 items at \$10 each, totaling \$40 and you need to increase the item's price by \$2

\$12, not \$48. When requesting to add money to a blanket purchase order, the "New Price" will be the original amount, plus the amount of increase.

Creating Requisitions: When creating a regular requisition, each item should be entered on a separate line.

Multiple Invoices: If multiple invoices are received for one regular PO, a

separate line must be created for each invoice. Multiple invoices cannot be paid on a single line PO.

Filling out Forms and Requests:

When completing BD and SSJ forms, Change Order Requests, Blanket Order Requests, or Hold from Further Processing Requisitions, please provide as much detail as possible to ensure the timely processing of your request.

NU Financials and iBuyNU Reminders

Please review these policy reminders when using NUFinancials and iBuyNU:

1. Purchases from outside vendors require an official Purchase Order from NUFinancials

- Submit requisitions at the time

- Please do not place orders

- PRS has offered some leeway with

- Please align your department

- Invoices should be sent after the

Three events must happen in order for a PO to get paid:

1. It should be entered into the system correctly.
2. A receiver must be entered for non-catalog orders.
3. Accounts Payable must enter the invoice into the system.

The primary reason match exceptions occur is due to departments/schools not completing the receiving process (step 2).

If an invoice is entered by Accounts Payable prior to the receiver being initiated, the requester will get an e-mail informing them of the incomplete receiver. If the products ordered have been delivered or the services ordered have been provided, a receipt must be completed in NUFinancials.

- Make sure roles have been

to purchase anything they need

This is the last step in the procurement process and



Looking for Help?

what issue. Below is a quick guide to frequently used purchasing numbers:

Vendor maintenance	Accounting Services, 1-5337
System/Technical Issues	Help Desk, 1-HELP
Blankets/Change Orders	Purchasing, 1-8120
Requisition Questions	Help Desk, 1-HELP
Hold for Further Processing	Purchasing, 1-8120
Resend Purchase Orders	Purchasing, 1-8120
iBuyNU	Purchasing, 1-8120
Receiving	Help Desk, 1-HELP
Vouchers/Invoices and payments	Accounts Payable, 1-7339

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 Northwestern University
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 2nd Floor
 Evanston, IL 60208-4303
 Tel: 847 491 8120
 Fax: 847 467 5400
 E-mail: purchasing@northwestern.edu
www.northwestern.edu/userservices/purchasing