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As a result of user feedback, several system enhancements were recently added to i*Buy*NU, including:

- New and improved i*Buy*NU home page
- User-friendly product search results that emphasize key information with large fonts and action buttons
- Option to sort product search results by price
- Ability to edit, move/copy, delete, and add items to an active cart
- Innovative screen layout making management of favorites simple

Visit i*Buy*NU on the NUPortal at https://nuportal.northwestern.edu. Click the or tab, then the tab. Scroll down to, “Buying at Northwestern.”

New Preferred Vendors

PRS recently awarded new contracts

is also available in i*Buy*NU.

ShredX by Rentacrate is Northwestern’s new preferred vendor for document destruction and storage services on both campuses. The new contract offers considerable flexibility and savings to departments and schools. For ordering information and pricing, please visit the link on PRS’ Preferred Vendors webpage: www.northwestern.edu/uservices/purchasing.

John Helm can help departments/ schools determine the best ShredX program for their needs: jhelm@rentacrate.com or 847.312.5077.

ANNOUNCEMENTS

i*Buy*NU IMPROVEMENTS 1

NEW PREFERRED VENDORS

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DOCUMENT DESTRUCTION 1
FACILITIES SUPPLIES 2
JANITORIAL SERVICES 2
MOBILE COMMUNICATIONS 2
LAB SUPPLIES 2

CONTRACT UPDATES

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TIPS & REMINDERS

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The following tips will save departments and schools time and money while ensuring purchasing procedures run smoothly.

Make sure system roles have been appropriately assigned. The system works best when the Requester role is assigned to as many people as possible, deep into the organization. This will allow end users to initiate a request to purchase anything they need (i*Buy*NU or a non-catalog requisition).

All users should receive training based on their assigned roles (shopper, requester, or approver). Find Project Café training information at :
http://cafe.northwestern.edu/training/matrix.html.

Departments/schools should align their internal business processes with the new system.

- When creating a non-catalog requisition, each item being ordered needs to be a separate line item on the requisition.
- Make sure the information entered for each line is detailed (i.e. quantity, description, price).
- Make sure the information is correct by confirming the price with the vendor or requesting a quote. This is the best way to ensure the system includes accurate information so appropriate reports can be run.
- It is not acceptable to simply include one line on a requisition with the description being “per quote number” or “per invoice number.”

Buy

There are two ways to search a supplier’s hosted catalog in i*Buy*NU. First, click on the vendor’s catalog icon. A search box will appear, then either:

1.Enter a keyword or product number into the search box. If the supplier has items related to that keyword, only those items will appear.

2.Enter the supplier’s full name in the search box. Search results will reflect the supplier’s entire catalog. At this time, this is the only way to view their catalog if you do not know a key word or product number.

Users are given the option to select a special requisition type (blanket, grant subcontract, one-time service) in step one of the requisition process. However, it is only necessary to select one of the special requisition types if it actually applies to the requisition. The majority of requisitions should

In an ongoing effort to improve Northwestern's business practices and ensure the procurement process works most efficiently, we'd like to remind you of some important policies and procedures:

We have the same expectation that we did prior to go-live. An official purchase order should precede all purchases from outside vendors.

- Initiate a requisition at the time a product or service is ordered, not when payment is due.
- Once a requisition is fully approved, a PO is promptly sent to the vendor.
- An official purchase order begins with the prefix PUR and includes the signature of the Director of Purchasing.

Departments/schools should always order goods and services through NUFinancials. Vendors are being notified that if they do not follow appropriate procedures, they may not be paid and could be removed from NUFinancials. Please do not:

- Send an unofficial PO to a vendor.
- Call in an order using the requisition number, unofficial PO number, or recycled PO number.

Utilize a requisition or DPR to pay an invoice after the fact. Exceptions will be granted on a very limited basis.

Establish a blanket to facilitate informal ordering.

Blanket orders are no longer being approved when it is used as an open line of credit or to support informal ordering. Blankets should be used for ordering an ongoing service or product when no individual ordering takes place, such as:

Monthly preventative maintenance of equipment

Regular bottled water delivery

The primary use of this option is to allow departments/schools to indicate when they need to have a PO sent to a vendor in a way other