Meet Northwestern’s Preferred Vendors at the Annual Vendor Expos

Does your department or school need new furniture? Looking to save some money on coffee service or catering? The University Services Vendor Expos are your annual opportunity to meet NU Preferred Vendors. From furniture to food to software to lab supplies and more, you’ll find it at the Expos. Stop by to talk to our Preferred Vendors and learn about their valuable products and services.

In response to your feedback from last year’s Expos, we are expanding the space for the events to better accommodate our vendors and attendees. In Evanston, the Lab Vendors will be in the Tech Lobby while all other Vendors will exhibit in the Norris Louis Room. In Chicago, the Expo will be held in the Lurie Atrium.

Visit the PRS News webpage for details or contact Jessica Jacobs at 7-2491.

Mobile Shuttle Tracker

You asked for it, and now it’s here—the Mobile Shuttle Tracker available for iPhone and Android. You can view it through the Northwestern mobile app available at http://mobile.northwestern.edu or by pointing your phone web browser to http://maps.northwestern.edu/mobile.

Currently, you are able to track all of the NU Shuttles except for the Frostbite Shuttles. We are working on adding this functionality to our website tracker as well. Thank you to University Relations and NUIT for developing this functionality. To learn more about our shuttles, visit the NU Shuttles web page.
**Transportation News**

**NEW FROSTBITE SHERIDAN SHUTTLE ROUTE**

From the Groundhog Day Blizzard to subzero temperatures, our recent winter weather certainly has been memorable. To help students, faculty, and staff cope with the elements, Transportation Services has added a Frostbite Sheridan Shuttle in addition to the Frostbite Express Shuttle.

As its name suggests, the Frostbite Sheridan travels up and down Sheridan Road between the Art Circle and Patten Gym. Both Frostbite Shuttles operate during the academic year on days with a single-digit temperature, a wind chill factor below zero, or during blizzard conditions.

For more information and complete schedules, visit the Frostbite Shuttle webpage or email shuttle@northwestern.edu.

**SHUTTLE HOTLINE: 847-467-5284**

Wondering if the shuttles are running on time? In addition to our Mobile & Web Shuttle Trackers, you can call the Shuttle Hotline at 847-467-5284 for a recorded message that gives shuttle status updates. This number also appears on all shuttle brochures and the shuttle signs.

**TRANSIT FAIR ON MARCH 29**

Transportation Services will host a Transit Fair on the Chicago Campus on March 29th from 11:00 am – 1:30 pm in the Lurie Atrium.

Representatives from University Services, Human Resources, CTA, RTA, Metra, i-GO, Zipcar, and Free Enterprise (shuttle buses) will be available for information and questions.

For more information, visit the Transportation News web page.

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**PRS Website Launches**

Purchasing Resource Services and University Services recently worked with University Relations on a complete overhaul of the PRS website. Thank you to everyone who responded to our PRS Website Survey. Our goals were to make the site more informative, easy to navigate, and user-friendly. Based on your feedback and our research, we incorporated some exciting changes on the site, including:

- Preferred Vendor Matrix that can be sorted by product category, product/service, company name, primary ordering method, and supplier diversity
- Comprehensive Preferred Vendor profiles
- Detailed instructions about procurement methods
- Document library

As you use the new site, let us know what you think at purchasing@northwestern.edu. We will continue to refine and improve the site, and your suggestions are welcome and appreciated.

[www.purchasing.northwestern.edu](http://www.purchasing.northwestern.edu)

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**Learn More about Your Integrated E-mail and Calendar**

You may have recently heard that the University is planning for a new integrated e-mail and calendaring system, called Northwestern Collaboration Services, which faculty and staff can begin using in mid-July.

What you may not know, however, is that whether you’re using Microsoft Outlook now or are planning to make the switch soon, you can pick and choose from a variety of training formats and experience levels to help you prepare for collaboration today.

- Learn without leaving your desk, and view one of several step-by-step online tutorials for most Microsoft Office products, including Outlook, Word and Excel.
- Register to attend one of the upcoming free Microsoft Outlook demonstrations to see how you can easily manage your inbox, schedule meetings in your new Outlook calendar and much more.
- Attend a more in-depth, instructor-led Microsoft workshop with the University’s resident software trainer if you’re more of a hands-on learner.
- Download a copy of the latest Microsoft Office on your personal computer for less than $10 and practice anytime at home.

Visit the Northwestern Collaboration Services site for more information about training opportunities and project updates.
New Vending Machines Allow Credit/Debit Card Purchases

New vending machines for Coca-Cola and Canteen (snacks/coffee) have recently been installed around campus. For added convenience, most new beverage and food vending machines will accept credit/debit cards in locations where a cellular signal is available.

You pay the same price whether you use cash, credit card or debit card. You can also make multiple purchases with one swipe (or “contactless” reading) of your card. In order to allow this capability, the vending system will temporarily place a “hold” on your credit/debit account for approximately 24-72 hours. The “hold” amount is $1.25 for food machines and $2.00 for beverage machines. Once your card-issuing bank settles the transaction, your charge will change to reflect the original purchase price.

In locations where a cellular signal is not available, vending machines will continue to accept the WildCARD cash stripe. All machines will also accept cash.

For more information or to offer comments and suggestions, visit the University Services Vending website.

**Call Lab Services to Pick Up Empty Gas Cylinders**

Did you know that lab gas cylinders incur a monthly rental charge while they’re in your lab? If your gas tank is empty or you no longer have use for the gas, contact Lab Services to collect the gas cylinder and prevent unnecessary charges. It’s easy – just fill out the Evanston Pick Up Form or the Chicago Pick Up Form.

**WildCARD Advantage Spotlight**

**ALLEY GALLERY**

The Alley Gallery has proudly served the greater Chicago area with the highest quality custom framing and fine art prints for over 25 years. Independently owned and operated by a small, friendly staff, they go above and beyond to make your custom framing experience phenomenal and fun. The gallery is tucked down an alley between Sherman and Benson Avenues. Parking is right outside, and their parrot, Jessica, will surely keep you company.

Alley Gallery
1712 Sherman Ave. Alley
Evanston, IL 60201
847.475.1535
www.thealleygallery.com

www.northwestern.edu/uservices/wildcard/advantage_discounts

**Follow WildCARD Advantage on Twitter**

Get the latest updates on new WildCARD Advantage members and promotions by following us on Twitter. We’ll send out a tweet every time a new member is added, and you’ll learn about new promotions and deals at current businesses. You can also receive your information via RSS. To subscribe, visit the WildCARD Advantage website or visit us on Twitter at www.twitter.com/NU_WildCARD.

**“Text to Win” Vending Promotion**

From February to June, Coca-Cola is conducting a “Text to Win” Promotion at NU and 17 other top colleges. EVERY cap code wins! All you have to do is text in your Coke 20 oz. “cap code” to a specific short code (“41461”), and you will automatically receive, via text message, either an instant win prize code valued at $10-$100 from one of the following prize partners: Napster, Target, Amazon, Visa, Netflix or an instant digital offer from snapfish.com. (One prize per cap code.)

In addition to receiving either a prize code or digital offer, every cap code will be automatically entered into the Grand Prize Sweepstakes which is a Trip for two to South Padre Island “Home of Coca-Cola Beach”. There will be four trips awarded during this promotion.

For more information or to offer comments and suggestions, visit the University Services Vending website.
NEW SSJ AND BD FORMS INCLUDE COI STATEMENT

Each year, members of the University community examine their activities for possible conflicts of interest between personal activities and University responsibilities. The most prevalent conflicts of interest relate to relationships and interactions with Northwestern University suppliers. In addition, individuals who select or direct a vendor to be added to NUFinancials have to complete a Conflict of Interest Certification Statement (COI). This document must be filled out and electronically attached to the portal form sent to Accounting Services. The COI form is similar to the annual disclosure form, but it focuses on the individual’s relationship with the proposed vendor.

In an effort to more routinely evaluate vendor relationships, PRS has also developed a new Bid Documentation Form and Sole Source Justification Form that includes a question regarding the relationship between the individual who selected the vendor and the vendor. The new forms are now available on the PRS website and the NUPortal. Please begin using these new forms, effective immediately. One of the forms must be attached to all requisitions of $25,000 or more. Effective March 1, 2011, any older versions of the BD and SSJ Forms received by PRS will not be accepted.

If you have any questions, contact PRS at 1-8120 or purchasing@northwestern.edu.

PRS INFO SESSIONS

Watch for the announcement for our upcoming Info Sessions in April. Topics covered will include:

- General Purchasing (processes and procedures)
- Sustainability – Learn more about the environmental qualities of many of our Preferred Vendors

Look for an e-mail to staff from PRS with more details and registration information.

United Way Campaign Results

Despite the continued economic downturn, Northwestern University faculty and staff came together to help those in need. This year, the NU community raised $279,629 for the United Way of Metropolitan Chicago and other non-profit organizations.

Congratulations to the 2010-2011 participation rate winners:

$1500 – First Place:
Controller’s Office 1 – Student Accounts and Loans
85% participation
Campaign Manager: Kay West

$1000 – Second Place:
University Relations
59% participation
Campaign Manager: Al Cubbage

$750 – Third Place:
Facilities Management – Design and Construction/Planning
40% participation
Campaign Manager: Steve Kendrick

$500 – Fourth Place:
Human Resources
25% participation
Campaign Managers: Sonya Brown and Leah Gidron

$250 – Most Improved:
Facilities Management – Design and Construction/Planning
25 percentage point increase

Thank you to everyone who contributed, our campaign managers, and our campaign co-chairs, Brian Peters and Lucile Krasnow. We greatly appreciate your time and generosity.

Postal Service Rates Increase on April 17

New Postage rates will go into effect on April 17, 2011. The cost of a First Class stamp will remain at 44 cents. However, the rates on other First Class pieces will increase:

- Postcards increase from 28 cents to 29 cents
- Postage for “flats”, or larger envelopes will increase an average of 5.3%
- Postage for parcels will increase an average of 3.8%
- Postage for International mail will increase 4%

Other classes of mail are also increasing by an average of 1.7%:

- Standard Mail
- Periodicals
- Certified Mail
- Registered Mail
- Return Receipts

For questions or more information, contact Tom Leczkowiak at t-leczkowiak@northwestern.edu or 1-8411.
New Pocket Travel Guide is Available

An updated version of the Pocket Travel Guide from Travel Services was recently sent to all faculty and staff on campus. This guide is very useful whether you’re at your desk or on the road. It includes discount numbers for car rental agencies, contact numbers for travel agencies and major airlines, helpful travel tips, and more.

Travel Services has negotiated competitive pricing with many vendors. To save you time and money, we encourage you to use these vendors and book through Compass, the online reservation system. For more information on Travel Services, visit the Travel Services website.

Supervisors Will Receive Pre-Trip Notifications

We have asked our approved travel agencies to send a copy of travel itineraries to each employee's supervisor. This implementation will simulate NUFinancials and give notice of travel being charged to an NU chart string. No notices should be sent for trips not being directly charged to an NU chart string.

If an employee (for whom you are a supervisor) books a trip and you do not receive an itinerary notification, or if you receive a notification in error, please contact Jeff Levin at jhlevin@northwestern.edu or 1-5993.

Hotels Accept Direct Billing

Does your department/school wish to pay the hotel expenses for a visitor? All of our listed Hotels in the Evanston area and Chicago accept direct billing to your Chart String. If you choose direct billing, follow these procedures:

• For hotels other than Club Quarters, complete the Hotel Reservation Agreement (pdf) to make the reservation.
• Use a Direct Payment Request to pay hotel charges.

You may also charge your hotel reservation to your personal credit card. All of this information and more is available on the Travel Services Hotels webpage. For questions, contact Jeff Levin at jhlevin@northwestern.edu or 1-5993.

Save on Car Rentals with National

Travel Services has negotiated preferred rates with National Rent-A-Car. In addition to the preferred rates, you can save $2/day by booking through the National/Northwestern reservation website. If you visit this site, you can also claim a $15 off weekly rental coupon or a 2-car-class upgrade coupon. All rates are valid for business or personal use.

For more information about rentals, visit the Travel Services Car Rentals webpage or contact Jeff Levin at jhlevin@northwestern.edu or 1-5993.

Computer Recycling

Pick-Up Form Requires More Information

We recently revised our online Computer Recycling Pick-Up Form to more accurately determine the equipment needed for pick-up. There are more specific questions about how many different items you have and their respective sizes.

We also ask that you identify any specific location considerations, such as how many stairs it will take to get to your location. In addition, we can pick up battery backups, overhead projectors, and various other peripherals.

Please remember to box up small peripheral items such as mice and keyboards. Do not cut any of the power cords to your machines. We are able to coordinate with the Office of Community Relations to donate many of our sanitized and refurbished machines to local non-profit organizations.

For more information and to schedule a pick-up, visit the University Services Computer Recycling website.
UPDATE: Chart String Required for All Outbound USPS Mail

In September, we required that all outgoing mail be accompanied by a barcode label that contained chart string information or a Request for Mail Services form with the barcode label attached. We encouraged the use of this barcode along with our “Request for Mail Services” form to provide departments with the best opportunity to reconcile their postage expenses, and yet provide us with accurate charge back information.

When used together, the barcode label and the numbered request form provide us with a chart string we can scan into our accounting system, eliminating key stroke errors. It also provides us with a contact name and phone number if there is a question about your mail. In addition, your department has a numbered receipt that shows up on your budget statement so you can also track your charges.

The response to this change has been terrific. All of the mail we are seeing contains either a barcode label or is accompanied by the form. However, we’ve received a few calls about charges for mail that was sent out using only the barcode label. As stated above, unless we receive a completed “Request for Mail Services” form with the barcode label attached and with the sender’s contact information, we cannot identify charges to your budget statement. The mail has been sent, along with the barcode label. For complete accuracy in reconciling your postage expenses, you must use the form and the barcode label.

For questions or more information, visit the Mail Services web page or contact Tom Luczkowiak at t-luczkowiak@northwestern.edu or 1-8411.

Preferred Method: Request for Mail Services form with barcode label attached

1. Attach your department’s barcode label

2. Complete contact information

3. Indicate mail class

4. Attach rubber band around form on top of group of mail to be charged to your barcode’s chart string.

Numbered receipt allows you to track charge in your budget statement.

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University Services
Northwestern University
1801 Maple Ave, Suite 2300
Evanston, IL 60201-3150
Phone: 847.491.7569
uservices@northwestern.edu
www.northwestern.edu/uservices