

Dollars & Sense



Fall 2014

Purchasing Resource Services

University Services Survey: We want to hear from you!

University Services provides a wide range of products and services to the Northwestern University community, including travel, shuttles, purchasing, the WildCARD, and more. As part of our commitment to offering high-quality services, we are conducting a survey of NU faculty and staff. Your opinion matters to us.

If you've already completed the survey, thank you! If you haven't, this is a great opportunity to provide feedback on services that impact you and your department or school. PRS would especially appreciate your opinion on NU's Preferred Vendors, iBuyNU, and the invitation to bid process.

This survey should take you about 5 to 15 minutes to complete, depending on how many sections you choose to fill out. You do not need to provide feedback on all of our services. Please note that the survey must be completed in one sitting. Click the following link to begin the survey: www.surveymonkey.com/s/userservices

Complete the survey by December 12 for a chance to win one of 50 \$10 Barnes & Noble gift cards! Please enter your email address at the end of the survey to be entered in the drawing. Email addresses will be separated from survey data in order to maintain anonymity.

Your input is highly valued and will help us continue to improve our service to you.



Complete our survey for a chance to win a Barnes & Noble gift card!

Updated One-Time Use Tax Exempt Letter

An updated Northwestern University one-time use tax exempt letter is now available. PRS updated the letter to clarify that it should only be used by University employees to make one-time University purchases. It should not be used to set up a tax-exempt house account or membership, and it is not for personal use by individual faculty, staff, or students. It also advises vendors that they should primarily accept only official forms of payment from the University when the letter is used, such as those associated with the issuance of a formal Purchase Order (check or electronic payment) or a Northwestern Procurement Card. Vendors should generally not accept a non-Northwestern form of payment such as cash, personal check, or personal credit card.

NU's tax exempt status is worth millions of dollars annually to the University and we need to continue to minimize the risk of it being abused for personal use.

The revised one-time use letter can be accessed on the [PRS Tax-Exempt Status page](#). NetID and password are required to access the form.

NEW CONTRACT AWARDED TO CDW-G FOR COMPUTER SUPPLIES AND PRINTERS

After a competitive bid process that included a committee of IT representatives from across campus, PRS selected CDW-G as the new NU Preferred Vendor for computer peripherals, supplies, and desktop printers. CDW-G's iBuyNU catalog has been updated to include peripherals and other supplies. There is also a new dedicated section for HP printers within the CDW-G catalog. The new contract will offer extremely competitive pricing, faster shipping times, and an improved overall shopping experience in iBuyNU.



Please note that the TIG and HP punchout catalogs in iBuyNU have been deactivated.

For questions about these changes, or to provide feedback, contact Dave Zohfeld, Procurement Administrator, at 847-491-8122 or d-zohfeld@northwestern.edu.

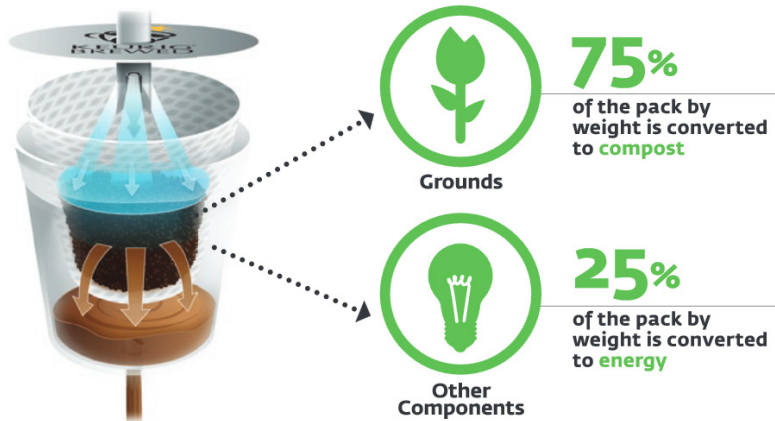
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Preferred Vendor Updates

GROUNDS TO GROW ON: K-CUP RECYCLING PROGRAM

Keurig's new Grounds to Grow On program allows workplace customers to collect used K-Cups and return them to Keurig's disposal partner for recycling. Once received by the facility, the recovered K-Cup pack is converted into useful alternatives, such as compost and energy.



Specifically, the K-Cup pack is processed through a grinding and separation method that ultimately separates the coffee and tea grounds from the other K-Cup pack components. The grounds are sent out for composting to be used in a variety of agricultural applications, while the remaining K-Cup pack grinds are provided to Covanta Energy and are used in an energy-from-waste process. To learn more about this recycling program, please visit [Grounds to Grow On](#).

Grounds to Grow On boxes can be ordered through the Canteen catalog in iBuyNU. Canteen is NU's Preferred Vendor for coffee service. The recovery bins are bundled in packs of five, made from at least 33% recycled content, 100% recycled after use, and shipped via the UPS Carbon Neutral Program. Each recovery bin includes a pre-paid return label affixed to the box. A 5-pack of large recovery bins (\$99.75), for example, can recycle up to 2,250 K-Cups in total.



Small Recovery Bin
5-Bin Pack: \$49.75
Capacity: 175 K-Cups per bin



Large Recovery Bin
5-Bin Pack: \$99.75
Capacity: 450 K-Cups per bin

80/20 ALUMINUM FRAMING SYSTEM AVAILABLE VIA STEINER

The 80/20 Industrial Erector Set is available at a reduced price via Steiner, an NU Preferred Vendor for Electrical Supplies.

This aluminum framing system is used in many Northwestern University labs and it can be easily assembled and reconfigured according to spec. Lighter than steel but just as strong, 80/20 T-slotted framing provides flexibility that changes with project needs. With over 80 profiles, and 6,000 component parts and accessories, 80/20 can help create a system that is modular, easily assembled and retrofitted, structurally sound, and economical.



NU has contracted an aggressive pricing structure with Steiner for the 80/20 product line distribution. To learn more, please contact our Steiner Representative, Jack Sweeney, at 847-343-8801 or jsweeney@stner.com.

FISHER SCIENTIFIC IS NOW NU'S PREFERRED PROVIDER OF R&D SYSTEMS' PORTFOLIO

PRS recently negotiated a campus-wide pricing agreement with R&D Systems, a specialty manufacturer of biological products serving the basic and clinical research and diagnostic markets with products for cell biological research.

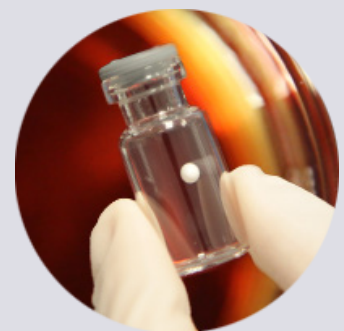
R&D Systems has been a leading supplier of cell biology research reagents for over 25 years and their areas of research include:

- Cancer
- Developmental Biology
- Endocrinology
- Glycobiology
- Immunology
- Neuroscience
- Signal Transduction
- Stem Cells

It was determined during this negotiation process that Fisher Scientific would be our best provider option. Special pricing has now been established with Fisher for R&D items:

- Discounts ranging from 4% to 49% off of published list price on 15,000 item catalog
- Order via Fisher's catalog in iBuyNU
- Free Freight, F.O.B. Destination (dry ice charges may apply)

If you have any questions or need more specific instructions, contact Kim Li, Procurement Administrator, 847-467-0837 or kimberly.li@northwestern.edu.



Preferred Vendor Updates

Amazon MTURK

It has been brought to our attention that departments/labs are experiencing an issue when setting up accounts with Amazon Mechanical Turk (MTURK) to compensate research subjects. PRS spoke with Amazon Payments, who explained that this has been a common question from universities. Amazon Payments suggested that each lab should create its own business account. The accounts can share the same Northwestern University tax ID with no issue. Each account will have a different physical address, allowing MTURK to treat the accounts as separate.

If you have any questions or need more specific instructions, contact Kim Li, Procurement Administrator, 847-467-0837 or kimberly.li@northwestern.edu.

Ice Mountain

Nestle's Route Management System schedules filter changes for all accounts every 15-18 months. The filters are good for 1,500 gallons. If your department notices an issue with the taste or service of the water before the routine 15-18 months, Ice Mountain will exchange the filter at no cost. The specialized filter with biological reduction reduces bacteria, parasitic cysts, mold spores and algae.

If you have any questions regarding your department's filter please contact NU's Ice Mountain Representative Tony Cayton at 847-493-9739 or tony.cayton@waters.nestle.com.



Life Technology

PRS identified an issue with Life Technology's orders in iBuyNU. Some orders that were submitted and invoiced via iBuyNU were charged shipping for every line on the PO. Per our contract, we are only to be charged shipping once per order. We worked with Life Technologies to resolve the issue and received a credit for all orders impacted. If you have an order that was impacted by this issue, you will soon see a credit on your budget statements.

New Preferred Vendor Reps

EMD Millipore

Jim Henderson, Ph.D.
765-481-1369
james.henderson@emdmillipore.com

Bio-Rad Laboratories

Ramya Prabakaran
630-401-7223
ramya_prabakaran@bio-rad.com

Ice Mountain

Tony Cayton
847-493-9739
tony.cayton@waters.nestle.com

Premier Global Services (PGI)

Tracey MacDonald
866-402-9208
tracey.macdonald@pgi.com

Swoon Technology Resources, LLC

Ashley Burbick
312-348-1344
ashley.burbick@swoontech.com

Advanced Resources LLC

Pam Schieber
312-980-2808
pschieber@advancedresources.com

The Hearty Boys Caterers, Inc.

Katie Martin
773-244-9866 ext. 209
corporate@heartyboys.com

Omni Chicago Hotel

Liane Mannes
312-266-3097
lmannes@omnihotels.com

Apple

Northwestern and Apple have come to terms on a new contract agreement. Apple products will continue to be featured in the iBuyNU marketplace at a discounted price and in the Norris Center bookstore. We look forward to this continued partnership.



Reebie Storage & Moving

As previously announced, Reebie Storage and Moving was selected to handle Internal Moving Services. In order to continue the improved communication, efficiencies, service level, scheduling, and costs associated with the new contract, it is important for us to reinforce the following with departments and schools:

- All on-campus moves are now handled by Reebie
- Departments/schools on the Evanston and Chicago campuses should submit move requests directly to Reebie using the [Moving Service Request Form](#).
- It is important that move requests are submitted with as much advanced notice as possible.
- Departments/schools are required to provide a chart string and will be charged by University Services via the central bill process.

Bob LoBianco, NU's Reebie representative, can be reached at 708-307-2107 or rlobianco@reebieallied.com.

If you have any questions regarding the contract, contact Sheila Watkins, Procurement Administrator, at 847-491-8125 or s-watkins@northwestern.edu.

To learn more about our Preferred Vendors, and to find the Procurement Administrator who handles each Preferred Vendor contract, please visit our [Preferred Vendor Matrix](#).

Process & Procedures

REVIEW TERMS & CONDITIONS FOR FASTER APPROVAL OF REQUISITIONS

If a vendor submits their Terms and Conditions (T&Cs) or states in their quote “This offer is subject to [Vendor’s] Standard Terms and Conditions” those T&Cs must be reviewed and approved by the Office of General Counsel (OGC). Their review may include manually marking up the Vendor’s T&Cs and/or writing an Addendum between NU and the Vendor. A person with authorization to bind Vendor’s company should approve and sign the respective NU addendum.

Another option for reconciling T&Cs is for the Requester to ask the Vendor to accept NU’s standard Purchase Order Terms and Conditions. This is often a quicker solution. There is a link to NU’s standard T&Cs printed on the PO, and you can review the document on the PRS website: [Purchase Order Terms and Conditions](#).

A copy of NU’s T&Cs should be sent to the Vendor along with a request for their written approval. A copy of the Vendor’s response accepting NU’s standard T&Cs (an email is acceptable) should be saved for submission along with the Requisition.

Whichever option is used—OGC approval or Vendor acceptance of NU’s standard PO T&Cs—approval/acceptance documents must be electronically attached to the Requisition at the time it is submitted for approval. Requisitions that are submitted including T&Cs that do not have documented approvals will likely be ‘Sent Back’ or will be put on hold until such documentation is obtained and attached.

Taking these steps will ensure that the University and ordering department/school interests are protected and risk is minimized.

SIGNATURE AUTHORITY

This is a reminder that end users within departments/schools typically do *not* have the authority to sign any contracts or agreements with outside parties in the name of the University or one of its departments/schools. Contracts and agreements that need to be signed by the University *must* be sent to the Office of General Counsel (OGC) for review. OGC may also forward contracts and agreements for the purchase of products and services to PRS for review to make sure appropriate policies and procedures were followed in the selection of vendors. Once the contract/agreement is reviewed and approved, it will be forwarded to the appropriate officer of the University for signature. Check with your unit or department to determine if a particular person has been delegated authority, or the end user can contact the [Office of General Counsel](#).

FISCAL YEAR END REMINDERS

- Receipts on rolled purchase orders can no longer be added via Manage Requisitions. Please enter all receipts for rolled POs in NUFinancials via Purchasing > Receipts > Add/Update Receipts.
- Any ‘receive by dollar amount’ or ‘blanket’ POs that were created in FY14 were closed at the end of the fiscal year.
- All requisitions that are fully approved will source into POs and be dispatched systematically when the next NUFinancials batch processing occurs. NUFinancials batches take place every two hours with the first batch at 8 a.m. and the final batch at 6 p.m. daily. If a vendor has not received your PO after it has been dispatched, please contact purchasing@northwestern.edu with your request to resend the PO.

PO COMMENTS CAN NOW BE SENT TO VENDORS

We are pleased to announce that NUFinancials will now allow comments to be passed along to the vendor on iBuyNU purchase orders. Please note, comments can only be included at the line level of your purchase order. When creating your requisition, you must check the ‘Send to Vendor’ box for your message to be sent with your PO.

It is recommended that comments be used only when special instructions are necessary for your order, such as requesting a specific lot number for sequencing, special delivery instructions, etc. Using the comment field to simply request ‘rush,’ however, may only cause delays because it could cause the PO to be processed manually by the vendor. Therefore, please use this feature only when necessary for the successful completion of your order.

The following iBuyNU vendors can accept PO comments:

- BD Biosciences
- Bio-Rad
- Canteen
- CDW-G
- Clontech
- Grainger
- Johnson Pipe & Supply
- Lonza
- EMD Millipore
- Santa Cruz
- Sigma-Aldrich
- SHI

For questions, please contact Keith Paddy at 847-467-6963 or k-paddy@northwestern.edu.



Process & Procedures

VERIFY SHIP-TO CODES FOR ACCURATE ORDER DELIVERY

When submitting a Requisition, a ship-to code must always be selected. The ship-to code selected will determine the shipping address that will be displayed on your Purchase Order. If your department's orders have not been delivered to the correct location you may want to verify that your department's ship-to code is correct.

If your department has recently moved or is planning to move, a request should be submitted to PRS to update your code accordingly. Ship-to code requests are generally processed in NUFinancials within 48 hours of receiving the request. Please be aware that the list of ship-to codes on the PRS website is updated monthly.

If you would like to request a new ship-to code or update an existing ship-to code, please complete the ship-to request/change form and email it to purchasing@northwestern.edu. You will be notified by email once your ship-to code has been updated or added into NUFinancials. For questions regarding ship-to-codes please contact PRS at 847-491-8120 or purchasing@northwestern.edu.

All ship-to codes are listed online along with the [ship to request/change form](#).

BID DOCUMENTATION AND SOLE SOURCE JUSTIFICATION FORMS

A few reminders...

- Departments and schools should make sure the person identified on the Bid Documentation (BD) or Sole Source Justification (SSJ) form responsible for selecting the vendor is a University employee that has the authority to spend money on behalf of the department/school.
- Please note that the SSJ and BD forms were designed to be completed electronically. The boxes will expand to accommodate additional comments or lengthy descriptions when necessary. Handwritten forms are discouraged.
- When attaching an SSJ or BD, please make sure the 'send to vendor' box is not checked. These are internal documents that should not be sent to the vendor with the PO.
- The BD form should be used whenever quotes were received from more than one bidder.
- The SSJ form should be used only when there is no ability to get multiple bids because the product or service is available from only one source.

PURCHASING AND PAYMENTS TRAINING NOW AVAILABLE

New to NU? Need a refresher?

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.

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). Specifically, you'll learn how to: find appropriate vendors; explore the best ordering and payment methods; and maintain compliance, fiscal responsibility, and stewardship of NU resources.

This module is self-paced and accessible anytime - no sign up required! Visit [HRD 715 - Purchasing and Payments](#) to view the module.



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:

- Shuttle Services
- Security Guard Services
- Appliances/Electronics
- Office Furniture
- Copiers
- 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
- Janitorial Supplies
- Paint and Paint Supplies
- Medical Supplies
- NUIT Next Generation Voice Solution

For questions about these or other bids or vendors, contact PRS at 1-8120 or purchasing@northwestern.edu.

COMPUTER SOFTWARE RFP

NU's software contract with SHI will expire on May 31, 2015. PRS plans to issue an RFP to establish a new contract in early 2015. If you are an IT professional who wishes to be a part of the evaluation committee, please contact Dave Zohfeld at 847-491-8122 or d-zohfeld@northwestern.edu.

PRS Staffing Changes

Julie Maul **Procurement Administrator**

Julie Maul has joined Purchasing Resource Services as a Procurement Administrator. Previously Julie worked with LifeSource Blood Services as a Senior Buyer specializing in process improvement and standardization in product procurement. She is also Six Sigma certified. Prior to LifeSource, Julie held purchasing positions with a residential builder and a nursing home company.

Orbitz Leisure Share for Personal Travel

Northwestern University's Orbitz for Business website is for University-related travel only. For personal travel, faculty and staff can enjoy exclusive benefits from Orbitz through their Leisure Share program. These money-saving promotional deals will change a few times per year – the current deal is a \$30 discount on your next 3+ night flight and hotel package. The coupon has no blackout dates, so you can even redeem it for a vacation over holidays. Visit the [Orbitz listing](#) on the WildCARD Advantage site for the promo code and full details.

New massage therapists for NU Fitness and Recreation

The Henry Crown Sports Pavilion on the Northwestern University Evanston campus recently completed a major renovation and 30,000-square-foot expansion. The Henry Crown Sports Pavilion's new wellness area includes two new massage therapy suites, and PRS worked with NU Fitness and Recreation to evaluate and establish contracts with licensed massage therapists to provide services there. Services are open to the University community and the public.

For more information on massage therapy services and pricing, visit [NU FitRec's website](#). First-time massage therapy clients receive \$10 off the first hour appointment or \$5 off the first half-hour appointment. Gift certificates are also available. If you have any questions, contact Nancy Tierney, Director of Fitness/Wellness, at n-tierney@northwestern.edu.

Henry Crown Sports Pavilion Open House for NU Faculty & Staff



The Henry Crown Sports Pavilion Fitness & Wellness Staff would like to invite NU staff and faculty to an open house at their new Wellness Suite. Stop by on November 21, December 5, December 12, or December 19 to learn about the new facility. The open house will run from 11 a.m.–2 p.m. and 4–7 p.m. on each of those days. Massage therapists, trainers, and staff will be on hand to give tours and answer questions. During the open house, faculty and staff may try out the new and improved workout facility for free, including the 7,000-square-foot cardio/strength training room.

Light refreshments will be served, and those who stop by will have a chance to win prizes – including a free massage. For more information, and to register for the event, visit [NU FitRec's website](#).

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