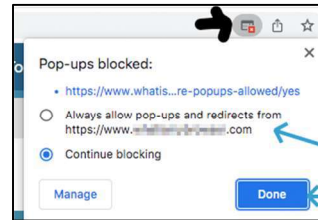
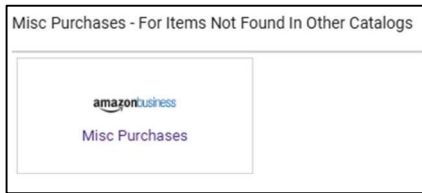


iBuy – Amazon Guide

iBuy is a way for employees to purchase without using their personal cards and is tax free for the University. Charges are applied directly to a department's budget.

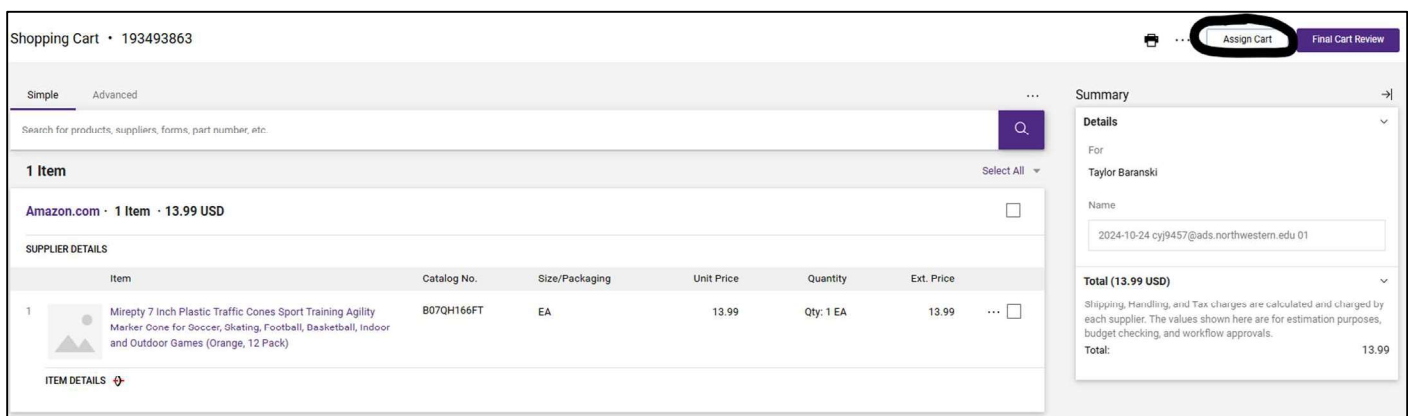
1. Use this [link](#) and click “Shopper Login” using your NetID and password.
2. Scroll to the bottom of the page and select Amazon Business (you may need to allow pop-ups).



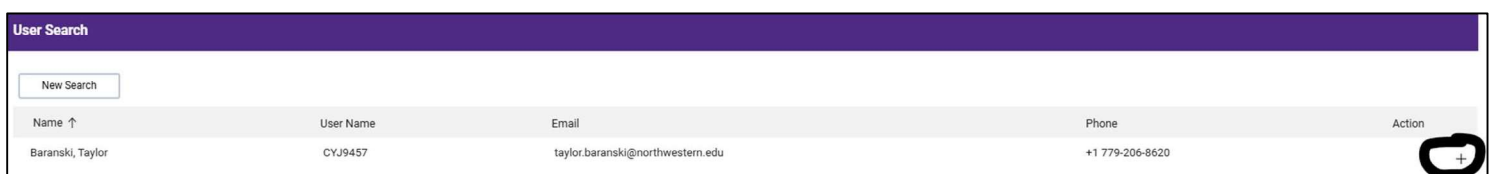
3. Search for and add items to your cart like you normally would on Amazon.
4. ***If you cannot find the item you are looking for, please email bizoffice@northwestern.edu with the link to the item on regular Amazon, and ask for the item to be unblocked - this process typically takes less than a day***



5. When shopping is complete, proceed to checkout, and submit order for approval.
6. This will take you to the page shown below, where you will click “assign cart” in the top right corner.



7. Click “search” and search by last name. Use Baranski (Taylor) or Donatelli (Gabe). Press the plus and click “assign”.



8. Fill out a [PO Request form](#) (example below), and email to bizoffice@northwestern.edu or whoever was assigned the cart.

Req. # _____

P.O. # _____

NORTHWESTERN ATHLETICS

REQUEST FOR PURCHASE ORDER

Date 10/24/2024Team/Department AdministrationRequested by Taylor Baranski

Chart String(s)

110	2000100				\$ 13.99
					\$
					\$
Fund	Dept	Project	Activity	Account	Amount

VENDOR INFORMATION

Name Amazon

Address _____

Contact Person _____

Vendor's Phone _____

Vendor's Fax _____

Vendor's Email _____

Vendor's copy of purchase order

- ☐ Fax to vendor
- ☐ Email to vendor
- ☐ Do not send out

Deliver purchase to:

- ☐ Anderson Hall (2701 Ashland)
- ☐ Equipment Room (2703 Ashland)
- ☐ Ryan Field Gate M (1501 Central)
- ☐ McGaw Hall (2705 Ashland)
- ☐ Nicolet Football Center (2707 Ashland)
- ☐ Patten Gym (2407 Sheridan)
- ☐ South Ryan Field (1501 Central)
- ☐ Henry Crown (2311 Campus Dr.)
- ☐ Training Room (2703 Ashland)
- ☒ Walter Athletics Center (2255 Campus Dr.)
- ☒ Admin
- ☐ Facilities
- ☐ Football
- ☐ Equipment
- ☐ Training Room

Delivery date: _____ - _____ - _____
Month Day Year

Purpose of request:

Cones for administration

Taylor Baranski 10/24/24

Signature & Date

REQUISITION FORM

[illegible]

Total Cost: \$13.99