

# Student Organization Finance Office

## How To Use IBuyNu (Amazon)

- 1 Go to IBuyNU and login as a shopper  
(only NU employees can login into IBuyNU)
- 2 Once on homepage select suppliers

Service Catalog / Administrative and Business / Finance and Procurement Systems / IBuyNU

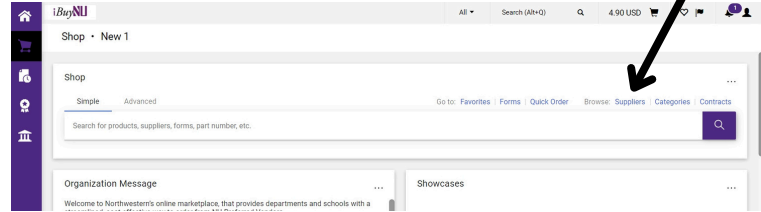
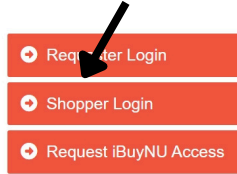
### iBuyNU

PeopleSoft Financials • Financials • SciQuest • TMI

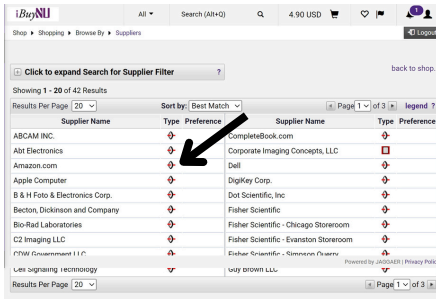
iBuyNU is a web-based ordering tool integrated into NUIFinancials. It provides departments and schools with a streamlined, cost effective way to order from University Preferred Vendors.

#### Features and Benefits

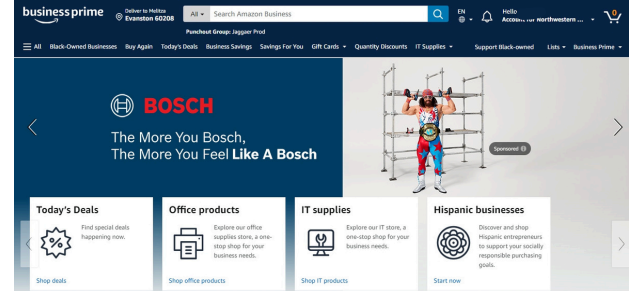
iBuyNU's integration with NUIFinancials allows:



- 3 Click on punchout for your supplier of choice
- 4 Enter the amazon portal and add items to your cart

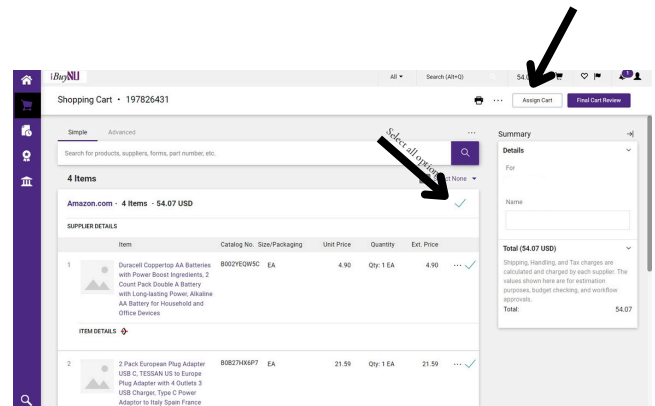
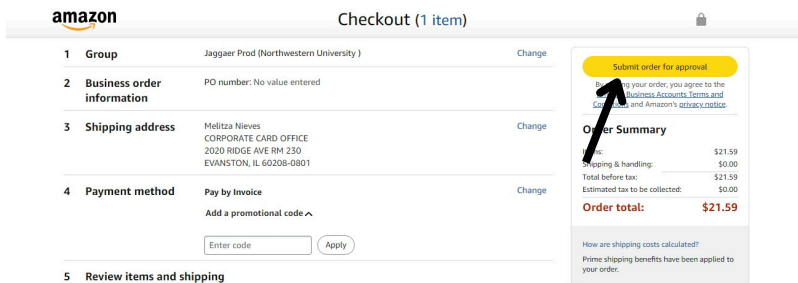


\*\*Some products may not be available/blocked on the portal because NU has contracts with other suppliers in the IBuyNU portal



- 5 After adding everything needed to the cart, click "submit order for approval"
- 6 Select all items from the cart just created then assign cart

\*\*At this point, set the shipping address to the corporate card office for the time being



## 7 Search for a SOFO professional staff then click the plus sign

\*\*Pro-Staff that can be assigned a cart are:

- Lisa Edwards
- Jimmy Onate
- Evelyn Mazariego
- Ana Laura De Hoyos

New Search

Name ↑	User Name	Email	Phone	Action
Reotutar, Ana	ALR8346	ana.reotutar@northwestern.edu	+1 312-384-9180	+

Close

## 8 Assign the Cart

Assign Cart: User Search

Assign Cart To:

Reotutar, Ana  
or SEARCH

Add to Profile

☐

Note To Assignee:

Assign

Close

## 9 Go to your assigned carts and click view to take a screenshot of the cart

\*\*To get to assigned carts, go to shop, my carts and orders, view carts and then assigned carts

Cart Management

Draft Carts

Assigned Carts

Filter Assigned Carts

Type	Shopping Cart Name	Cart Description	Date Created	Total	Created By	Assigned To	Action
Normal			3/16/2025	\$4.01 USD		Ana Reotutar	View

\*\*Example of cart screenshot

Summary - Draft Cart 197826431

General

Ticket Number  
Cart Name  
Prepared By  
Prepared for

no ticket  
Ana Reotutar

Supplier / Line Item Details

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Est. Price
Danwell Coppering AA Batteries with Power Boost Ingredients, 2 Count Pack Double A Battery with Long-lasting Power, Alkaline AA Battery for Household and Office Devices	B002Y02M5C	EA	4.10 USD	1 EA	4.10
2 Pack Surgeprot Plug Adapter USB C, TESMAN US to Europe Plug Adapter with 4 Outlets 3 USB Charger, Type C Power Adapter to Italy Spain France Portugal Ireland Germany Gray White	B0827H9MP7	EA	21.59 USD	1 EA	21.59
Cable Zip Ties, 400 Pack Black Assorted Sizes 12-in-4-in 4 Inch Multi-Purpose Self-Locking Nylon Cable Cord Management, Plastic Wire Ties for Home, Office, Garden, Workshop, by HAVS ME TO	B08TK09300	EA	5.99 USD	1 EA	5.99
2 Pack Surgeprot Plug Adapter USB C, TESMAN US to Europe Plug Adapter with 4 Outlets 3 USB Charger, Type C Power Adapter to Italy Spain France Portugal Ireland Germany Gray White	B0827H9MP7	EA	21.59 USD	1 EA	21.59
Supplier subtotal =					\$4.01 USD
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.					
Subtotal =					\$4.01
Total =					\$4.01

## 10 Submit Submission Form

- Go to SOFO northwestern and under officer resources is the SOFO transaction submission form
- IBuyNU can only be shipped to non-residential campus addresses so we need a ship-to code and contact person
  - Student groups typically use ship-to codes for their advisor's office
  - Can find ship-to codes by looking up ship-to codes northwestern
- Fill out the transaction form as prompted for an IBuyNU purchase and submit the screenshot of the cart
  - In description of expense, please also provide the cart number or cart name