

Dollars & Sense

Fall 2012 Volume 6, Issue 5

Purchasing Resource Services

Complete Book Selected as Preferred Vendor for Book & Media Supplies

As mentioned in the Summer Express Edition of the *Dollars & Sense* newsletter, PRS recently established a new Preferred Vendor contract with Complete Book for NU's book and media supply needs. The agreement was finalized and a punch-out catalog for Complete Book was enabled in iBuyNU on September 18, 2012.

Complete Book provides access to over 3 million books, subscriptions and media titles through their catalog. Their comprehensive selection includes both books and subscriptions in all fields, available in electronic or print format. Complete Book is also a certified HUB/Small/Minority-Owned Business. Our contract with Complete Book features the following benefits:

- Discounted pricing (very competitive with Amazon)
- Additional discounts on bulk orders
- Ease of ordering: Complete Book's catalog is included in iBuyNU, so after shopping, an official PO will be sent to Complete Book (no need to purchase using a personal credit card and then go through the expense reimbursement process).
- Free standard ground shipping on total orders of \$15 or more
- Free 'mailroom services' including bundling of multiple packages into a single carton with detailed packing slip, contents individually labeled for easier processing and handling (or as required by purchaser), and the shipping of bulk orders to separate addresses
- Services to locate and procure hard to find titles
- Personal purchase discounts



For additional details about Complete Book's products and services, visit the [Complete Book PRS Vendor Profile](#). For information on bulk discounts or hard to find titles, contact our NU Complete Book representative, [Cameron Bird](#).

Use Preferred Vendors for Office Furniture

Northwestern currently has three Preferred Vendors for Office Furniture: Kayhan (Haworth products); Office Concepts (Steelcase products); and Henricksen (AllSteel products). Each vendor can provide superior office furniture to meet your space needs and budget, both large and small. There are two methods for ordering office furniture from one of these Preferred Vendors:

1. For basic straightforward purchases, such as office chairs or file cabinets, place orders in the iBuyNU marketplace. PRS actively partners with these vendors to ensure that their catalogs are as comprehensive and user-friendly as possible.
2. When making larger, more complex office furniture purchases that involve design services, it is recommended that you contact the representatives from the Preferred

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Save the Date for the Annual Vendor Expos

The University Services Vendor Expos are your annual opportunity to meet NU Preferred Vendors. Stop by to talk to our Preferred Vendors and learn about their valuable products and services.

**MARCH
26**

**Chicago Campus
Tuesday, March 26
11:00 am – 2:00 pm
Lurie Center Atrium**

**MARCH
28**

**Evanston Campus
Thursday, March 28
11:00 am – 2:00 pm
Lab Vendors: Pancoe Hall,
Second Floor
All Other Vendors:
Norris Center, Louis Room**

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Use Preferred Vendors for Office Furniture

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Vendors so that a customized quote can be created. While speaking with our sales representatives, be as detailed as possible when describing your particular needs so that the quote will reflect items with features that appropriately meet those needs. Once you receive the quote, confirm that all items discussed are included. This is your final opportunity to catch any discrepancies before the order is placed. Since most office furniture is “made to order”, once the items are received, the ability to return or exchange them decreases significantly. Once the information on the quote has been reviewed and approved, a non-catalog requisition can be created in NUFinancials to submit the order.

To review more information about Preferred Vendors for Office Furniture, visit the [Preferred Vendor Matrix](#) on the PRS web site. For questions regarding ordering office furniture from Preferred Vendors, contact [Laura Norton](#), Procurement Administrator, at 7-3345.



Transgroup Provides Customs Clearance and Freight Forwarding Solutions

Transgroup Worldwide Logistics is Northwestern’s Preferred Vendor for customs clearance and freight forwarding. If your department is making a purchase in which items will be imported/shipped from outside the country and require customs clearance, please adhere to the following guidelines:

- If the shipper is paying for the freight charges, advise shipper to list Transgroup as “notify party” on all documents. Upon arrival, Transgroup will handle customs clearance and any other necessary arrangements.
- If Northwestern is paying the freight charges, contact Transgroup. The NU representative will provide complete pricing and advise what documents are needed for customs clearance. In order to process a payment to Transgroup for services, create a purchase order, submit the invoice via online voucher or pay Transgroup directly with a procurement card.

Transgroup can also advise in matters regarding exporting items. Contact our reps at 630-521-9801 with any questions on rates, customs procedures or documentation. For imports contact [Eugen Miu](#), and for exports contact [Cecilia Abrahamsson](#).

Supplier Diversity Symposium Introduces Diverse Vendors

Purchasing Resource Services recently hosted a Supplier Diversity Symposium for Professional Services at the Norris University Center on June 26, 2012. A select group of 25 best-in-class minority-owned, women-owned, and Evanston-based professional services firms spoke about their services spanning five different categories: Information Technology, Human Resources, Marketing/Communications, Finance/Accounting/Consulting, and Investments/Asset Management.

Eugene Sunshine, senior vice president of business and finance, stated “An important part of the University’s strategic plan is to give our students, faculty and staff the tools to grow stronger through the richness of diversity,” said Sunshine. “It reflects Northwestern’s commitment to diversity not only in the classroom but also in the purchasing and business decisions we make.”

More information about the event can be found in the [NU News Center](#). For information about PRS’s involvement in Northwestern’s supplier diversity program, visit the [PRS Supplier Diversity Program webpage](#).

PERSONAL PURCHASE DISCOUNTS AVAILABLE

Several Preferred Vendors also offer discounts to faculty and staff for personal purchases. Below are some of the more recent personal purchase discounts that have been extended as well as some discounts that have been in place for awhile.

OfficeMax

10% off nearly all supplies, furniture, ink and toner and OfficeMax ImPress® services; 30% off on all CtrCenter Services; as well as 5% off nearly all technology items at any OfficeMax retail location [OfficeMax Customer Perks website](#)

Complete Book

Contract pricing, free shipping on orders more than \$50 [NU Personal Purchase Portal](#)

Quartet Digital Printing

10% off on all products/services [Quartet Wildcard Advantage webpage](#)

U.S. Cellular

15% off service plans [NU Personal Purchase Portal](#)

AT&T

20% off on service plans [NU Personal Purchase Portal](#)

T-Mobile

15% off [T-Mobile Advantage Web Portal](#)

Learn more about these discounts and others by choosing the vendor on the [Preferred Vendor Matrix](#). For questions, contact PRS at 1-8120 or purchasing@northwestern.edu.

DIVERSE VENDOR AWARDED NUIT CONTRACT

NUIT and PRS recently collaborated to select a vendor to provide a new intrusion prevention system (IPS) for NUIT. After a formal competitive bid process, the contract was awarded to Sayers, a certified MBE (minority business enterprise). Eight vendors submitted a bid, and Sayers was determined to provide the best value to the university.

Representatives from NUIT attended the recent NU Supplier Diversity Symposium. Sayers Group gave an excellent presentation at the symposium, and they were then invited to bid on this contract.

New Preferred Vendors

Quartet Digital Printing

After an extensive competitive bid process, University Services and Purchasing Resource Services, with the help of a formal evaluation committee consisting of representatives from several departments and schools, have selected Quartet Digital Printing to replace FedEx Office as NU's Preferred Vendor for Copying & Digital Printing. Features of the new contract include:

- Improved pricing
- Streamlined ordering process
- Payment via chart string
- Better, local customer service
- Quick turnaround times and delivery options

Anyone from Northwestern that was previously using Quartet will save money as a result of the new contract and by going through the program.

Effective Oct. 1, the FedEx Office location at the Searle Building on the Chicago campus became a Quartet Digital Printing location. Quartet will not be moving into the FedEx Office location at Norris University Center, but provides daily pick-up and drop-off service at the Norris Information Desk. Quartet's Evanston office is adjacent to campus at 825 Clark Street.

In mid-November, Quartet also took over responsibility for the operation of the copy center located in the Jacobs Center. While this center has historically been for Kellogg use only, all faculty and staff are invited to use this center if face-to-face interaction is required and this location is more convenient than the 825 Clark Street office.



To order from Quartet, you can email your project info, department/school chart string, and digital files to quartet-chicago@northwestern.edu, quartet-evanston@northwestern.edu or quartet-jacobs@northwestern.edu. Or, you can stop by the Evanston or Chicago locations with your materials, WildCARD and department/school chart string. Services will be billed monthly by University Services.

Learn more about Quartet Digital Printing and Copying & Digital Printing services on the [University Services site](#). For questions, contact [Tom Luczkowiak](#) at 1-8411.

Note: All business card, letterhead and envelope purchases should continue to be processed through [Corporate Business Cards](#), NU's Preferred Vendor. Their catalog is available in iBuyNU.

Aramark

As mentioned in the University Services *First Choice* newsletter, Aramark has been recently selected as the new vendor to provide custodial services for Facilities Management and Athletics. This decision was also made as a result of a formal competitive bid process. Aramark will be utilizing "Blue Cleaning" processes on campus. Blue Cleaning is a chemical-free, state-of-the-art technology that uses a mixture of tap water and salt. An electrical charge is applied to the mixture, which separates the harsh acidic material and leaves behind a safe, effective alkaline cleaning solution. The Electronically Activated Water (EAW) can then be used to clean organic soils from floors and surfaces leaving campus spaces fresh and clean.

Blue Cleaning provides many environmental and health benefits. In addition to eliminating harsh chemicals, no additional packaging or waste is produced like traditional cleaning products. Furthermore, by excluding the use of

chemicals, toxicity and asthmatic/allergic reactions are eliminated, and there are no eye or skin irritations.

Five Star Valet

As a result of a formal competitive bid process, PRS recently established a Preferred Vendor contract with Five Star Valet for use by the Kellogg School of Management during corporate recruiting events. As part of the contract, Five Star can also be utilized by other departments and schools appropriate and approved events such as alumni reunions, University fundraisers, Board of Directors meetings, corporate recruiting events, or private parties where valet services might be necessary. Five Star Valet will customize a program that will fit your needs and budget.

For questions regarding Five Star Valet and how they can best service your event, contact [Michael Munao](#) at 847-312-6898.

Vintage Tech

After a thorough and competitive bid process, NU has selected Vintage Tech to be the new Preferred Vendor for computer and electronic recycling. Items eligible to be responsibly recycled through the program at no cost to departments/schools include computers, televisions, printers, toner cartridges and other electronics.

For more on electronic recycling at NU and information on how to participate in the program, visit the [University Services Computer & Electronic Recycling webpage](#).



Preferred Vendor Updates

OfficeMax

Northwestern University imprinted items are now available in iBuyNU. To order NU custom products such as blue book exam books, interoffice envelopes, name tags, binders, legal pads and pens, visit the OfficeMax punch-out catalog in iBuyNU. Click “Create New Office Product Order”, the “Shopping Lists” tab, and then “Northwestern Custom Logo Product”.

For questions regarding NU imprinted items or general OfficeMax inquiries, contact our NU OfficeMax customer service representative, [Evan Webb](#) at 224-279-7588.



Preferred Hotels

Two of NU's Preferred Hotel Vendors were recently purchased and now operate under different names. The Affinia Chicago, acquired by Destination Hotels & Resorts, is now known as MileNorth. The Wyndham Hotel, acquired by Sunstone Saint Clair LLC, is now known as the Hyatt Chicago Magnificent Mile. Despite the ownership/name changes, Northwestern's rates and agreements with these hotels remain the same.

Don't forget — all of NU's Preferred Hotels offer WildCARD Advantage discounts for select restaurants within the hotels. For more information, visit the [Travel category WildCARD Advantage webpage](#). For information on a specific hotel, contact the appropriate hotel representative, which can be found on the WildCARD Advantage web pages or through the [Preferred Vendor Matrix](#) on the PRS website.

For questions, contact PRS at purchasing@northwestern.edu or 1-8120.

MJ Catering

PRS was recently informed that MJ Catering, one of NU's Preferred Vendors

for catering, has gone out of business. For questions regarding outstanding orders or invoices with MJ Catering, contact PRS via [email](#) or at 1-8120. For a list of NU's Preferred caterers visit the PRS [Preferred Vendor Matrix](#).

Apple

The AppleCare Repair Agreement (ARA) will not be available via their punch-out catalog in iBuyNU until further notice. There is no ETA on its availability; however, the Apple Parts Program (APP) will be available.

If you want to purchase the ARA or have questions about the program, contact our Apple inside sales rep, [Jessica Morris](#) at 512-674-2873. She can generate a quote with ARA plus coupon discount. Once you receive your quote, process your purchase as a non-catalog order. For PRS questions, contact [Devi Patel](#) at 1-8122.

Ice Mountain

As previously announced, Northwestern University's Preferred Vendor contract for water service was recently put out to bid and awarded to Ice Mountain once again. Through the bid process, we were able to establish improved pricing as well as a wider selection of service options. These expanded service options include the addition of 'bottleless' water filtration systems.

In addition, Ice Mountain has also extended a personal purchase discount to all NU faculty and staff. More information can be found on Ice Mountain's [Employee Home Services Packages flyer](#) (pdf).

For details and ordering information visit the Ice Mountain Preferred Vendor profile or contact our NU representative, [Susan Baxter-Cardona](#) at 847-919-3816.



VWR

The Chicago Campus VWR stockroom in the lower level of Ward will be expanding. Stay tuned for a grand re-opening in the coming weeks. Some advantages of the larger space will be:

- Larger inventory
- Greater breadth of product offerings
- Same great service

For questions about VWR contact the NU representative, [Amy Van Arsdale](#) at 847-274-9152.

Fisher Scientific

As previously announced, due to a significant amount of lab supply spend now going to VWR (as they are NU's primary vendor for general lab supplies), it was decided that it was time to negotiate an agreement with Fisher Scientific for items that are exclusively available through Fisher. A catalog has been added to iBuyNU for those exclusive items. If there is an item that you can't find in the iBuyNU Fisher catalog, it is probably an item that should be purchased through the VWR punch out catalog (most likely at a lower price).

For more information visit the [Fisher Scientific Preferred Vendor Profile](#) on the PRS website. For questions, contact Procurement Administrator [Matt Marzillo](#) at 7-0837.

eBioscience

eBioscience, one of NU's Preferred Vendors for lab supplies, has a new NU Representative. [Rosie Weilbacher](#) can be reached at 314-943-2854.

PGI

Northwestern University has a new representative at PGI, NU's Preferred Vendor for audio conferencing. [Dana Nikoloulis](#) can be reached at 312-794-6703.

Process & Procedures

iBuyNU Now Features a “Free Shipping Flag”

A recent upgrade to iBuyNU includes the addition of a “Free Shipping Flag”. Prior to this implementation, the only way for vendors to indicate free shipping was through a notation in the description under the supplier’s logo. We can now check a box in the vendor profile and free shipping will be indicated by the free shipping flag.

If available, free shipping will be noted at the header of each supplier’s shopping cart in both punch-out and hosted catalogs. For hosted catalogs only, free shipping will also be noted at the line level for each item available in the supplier’s catalog. See screen shot examples below.

If you have questions, contact [Keith Paddy](#) at 7-6963.



Receiving Requisitions/Purchase Orders by Dollar Amount

Effective November 12, 2012, there was a change to step one of the requisition process in NUFinancials. Under special requisition type, the “One Time Service” option has now been replaced with “Receive by Dollar Amount”. The reason for this change is because it was decided that ‘One Time Service’ did not appropriately reflect what this type of transaction should be used for and was misleading and/or confusing. Some departments and schools were checking this box for every transaction whether it appropriately met the definition or not. Below is the revised section from the Northwestern Purchasing Policy document:

When creating a new requisition in NUFinancials, the special requisition type “One Time Service” will now be called ‘Receive by Dollar Amount’. On a standard requisition, the receipt will be entered by quantity after the product is received or service is performed to initiate payment. Checking the “Receive by Dollar Amount” box as a special requisition type allows the department/school to enter a receipt in NUFinancials against the purchase order by dollar amount, as opposed to receiving by quantity. By following this process, a purchase order is issued to the vendor for the full amount of the project and then several invoices/payments can be processed against the purchase order. A ‘Receive by Dollar Amount’ requisition should only be used for the following types of transactions:

- Service projects that involve more than one invoice to be paid over the course of the project.
- Services where a deposit is required prior to the event, with an additional payment(s) due after the event.
- Orders for product (such as office furniture) where the list of products being ordered is too lengthy to enter every item into a requisition, therefore a single line item is entered with a copy of the detailed quote attached.

The ‘Receive by Dollar Amount’ box should NOT be checked for every requisition entered and this process should NOT be used if only one payment will be made. The ‘Receive by Dollar Amount’ process is also NOT to be used to support an open line of credit or to pay for informal orders placed outside of NUFinancials.

Finally, please note that ‘Receive by Dollar Amount’ purchase orders do not roll at the end of the fiscal year.



Use Current SSJ and BD Forms

When attaching Sole Source Justification (SSJ) and Bid Documentation (BD) forms to requisitions in NUFinancials, be sure to use the most current versions of the forms. A conflict of interest question was added to the forms some time ago, and it is important for auditing reasons that the question is answered on SSJs and BDs.

Requisitions are being submitted with previous versions of the forms—please do not use older versions of the forms that may have been saved on your computer. To obtain current versions of the forms, visit the [Policies and Forms page](#) on the PRS website.

PRS BIDS AND CONTRACTS IN THE WORKS

Purchasing Resource Services is always working to ensure that Preferred Vendor contracts are established that best serve the needs of NU departments and schools. Some of our work is on new contracts while others were due for re-bid. PRS is currently working on the following:

- Temporary staffing
- Appliances and electronics
- Imaging/scanning services
- Chicago food service
- Maintenance, Repair, Operations (MRO) items – i.e. tools and hardware
- Travel services
- Computers
- Computer supplies
- Audio visual equipment

If you have any questions regarding upcoming bids or would like to recommend that a Preferred Vendor be established for a particular product or service area, contact PRS at 1-8120 or purchasing@northwestern.edu.

Destroy Documents Safely With Shred-X

Did your department miss the annual shredding event this past July sponsored by University Services? If you need regular shredding services, you can set up service any time with Shred-X by Rentacrate, NU's Preferred Vendor for shredding and document destruction services. For ordering information and pricing, visit the [Shred-X Preferred Vendor Profile](#). For questions or concerns regarding document destruction services through Shred-X, contact NU's Shred-X reps, Susan Soto or Frank Piche, at northwestern@rentacrate.com or 800-427-2832 or [Laura Norton](#), Procurement Administrator at 7-3345.

Contact NU Representatives to Arrange Moving Services

Northwestern University has two Preferred Vendors for external moves/household relocation services: Graebel Relocation Services Worldwide and Stevens Worldwide Van Lines. When using one of the external movers for out-of-state moves, it is especially important that you speak to one of our specific NU designated representatives when calling for a quote and coordinating service so that the correct NU rate is applied and you receive the appropriate level of service. Please do NOT direct people to contact the general number or local branch for either of these two vendors. For information on our Preferred movers, visit the [PRs Preferred Vendor Matrix](#).

Graebel Relocation Services Worldwide
Representative: [Mindy Vazquez](#)
847-808-8400

Stevens Worldwide Van Lines
Representative: [Debbie Baird](#)
866-955-5991

PRs Welcomes New Employees and Announces Promotion

Alexis Karas, Procurement Administrator

PRs is pleased to welcome Alexis Karas as Procurement Administrator. Alexis brings over ten years of procurement experience to her new position. She most recently worked as a Buyer for the City of Wichita where she managed the procurement process for a number of departments. Alexis is excited to be part of the PRs team and looks forward to utilizing her strong procurement background at Northwestern.

Samantha Kustra, Procurement Analyst

Samantha Kustra, previously PRs's Department Assistant, was recently promoted to Procurement Analyst. Samantha is excited to apply the skills and knowledge that she has gained from her two years in PRs to her new role.

Holly Golcher, Department Assistant

PRs is pleased to welcome Holly Golcher as Department Assistant. Holly comes to Northwestern with a background as a legal assistant for an intellectual property law firm. She recently earned her Master's degree in Public Administration from the University of Illinois at Springfield.

CLARIFICATION: NU'S RECYCLING PROGRAM

In the Spring 2012 edition of *Dollars & Sense*, we published an article that highlighted the benefits offered by our new Preferred Vendor, OfficeMax. Within the article, we mentioned that the use of their environmentally-friendly shipping tote program helps to reduce the number of Northwestern boxes that find their way to landfills. We would like to clarify that Northwestern University does recycle its shipping boxes. However, OfficeMax's delivery tote program promotes re-use and helps to eliminate any chance that recyclable materials end up in landfills. The University has a great recycling program in place through which we recycle more than 1,800 tons annually including paper, corrugated cardboard, plastic bottles and a number of other materials. For more information, please visit the [Facilities Management Sustainability web page](#). We apologize if our previous article was misleading in any way.

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