

Dollars & Sense



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Purchasing Resource Services

Focus on Sustainability at Vendor Expos

The University Services Vendor Expos are your annual opportunity to meet NU Preferred Vendors. From furniture to software to lab supplies and more, you'll find it at the Expos. This year's Expos will be on March 26 in Chicago and March 28 in Evanston (see details to the right).

Preferred Vendors are those that have been awarded a contract by Purchasing Resource Services on behalf of the entire University, based on the results of a formal competitive bid or negotiation. Many of our Preferred Vendors also have web-based catalogs in iBuyNU.

Focus on Sustainability

This year, we have encouraged the Preferred Vendors coming to our Vendor Expo to tell their sustainability story. They will have information about the green products and services that their organization offers along with samples and demonstrations of these products and solutions.

We consistently work with our partners to find opportunities to improve the sustainability of our operations through the procurement of products and solutions that are more environmentally friendly. We also seek to work with vendors who have committed to environmental sustainability in their operations by reducing their ecological footprint. On the manufacturing and management side, this could be through the reduction of energy use and greenhouse gas emissions, improvement of logistics and transportation, or by the reduction of packaging and waste. On the product and services side, this could be through the sales of products that are less harmful to the environment, products that are composed of recycled materials, products that can be completely recycled, and products designed to reduce consumption.

For questions about Preferred Vendors' sustainable practices, visit the [Preferred Vendor Matrix](#) and look for the green leaf. For information on the Vendor Expos, visit the [PRS News Page](#).



Annual Vendor Expos

Need new software or printers? Looking to save money on office supplies or toner? Curious about the products and services available to you through the University? Stop by to talk to our Preferred Vendors and learn about their cost-effective 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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Don't Get Scammed by Toner Pirates

Several departments have recently been contacted by “toner pirates”. Toner pirates are companies that will call departments and give the impression that they represent the company from which you leased or purchased your printer or copier. Sometimes they will be promoting a special deal on toner. Another tactic is to appear as if they are confirming an order that has already been placed. If you order or confirm an order from them, you will receive the toner, but you will also get an invoice that most likely reflects much higher pricing than you expected.

Below are a few things to remember about toner purchases at Northwestern:

- If you have a copier from one of our Preferred Vendors in the Copier Management Program (Ricoh, Regal Business Machines, or Gordon Flesch), **your toner is included in your monthly cost so there will never be a need for you to order toner and pay extra for it.**
- You should never receive a call from these companies or from the manufacturers they represent (Ricoh, Konica, Canon, and Kyocera) asking if you need toner.
- Normal delivery is included. (You will only be charged for delivery if you specifically request next-day delivery).
- Toner for desktop printers can be ordered in iBuyNU from OfficeMax, our office supplies vendor, and from TIG, our computer supplies vendor. You will need to pay for this toner, but you initiate the order. The vendor should never contact you.

If you receive a call from a person that would like to ship you toner, just say no—more than likely, it's a scam. For questions, contact [Tom Luczkowiak](#) at 1-8411.



OfficeMax Merging with Office Depot

OfficeMax and Office Depot recently announced plans to merge business operations. As OfficeMax is Northwestern's Preferred Vendor for Office Supplies, you may be wondering how this will affect Northwestern.

Our contract will remain in effect during and after the merger process. You will continue to see the great pricing and terms that we have had in place since 2011, and we expect the combined company will provide even more opportunities for savings and synergies.

Until the transaction closes, OfficeMax and Office Depot will continue to compete as two separate companies. The transaction is expected to be completed by the end of calendar year 2013, subject to stockholder approval from both companies, the receipt of regulatory approvals and other customary closing conditions. Purchasing Resource Services will continue to work closely with OfficeMax and will keep you informed in order to make this transition as seamless as possible for our faculty and staff at Northwestern. You can learn more about the merger on the [OfficeMax website](#).

If you have any questions, contact [Sheila Watkins](#), Procurement Administrator, at 1-8125.



PERSONAL PURCHASE DISCOUNTS AVAILABLE

During recent bids, more vendors have offered personal purchase discounts which are extended to the University's faculty and staff and occasionally students. Below are some of the more recent personal purchase discounts that have been extended.

New 2013 Preferred Vendor Hotel Rates

Friends and family of NU faculty and staff are also eligible for the NU discounted rates at these hotels:

- [Allerton Hotel](#)
- [Club Quarters](#)
- [Doubletree Hotel Chicago](#)
- [Hyatt Chicago Magnificent Mile](#)
- [MileNorth Hotel](#)
- [Omni Hotel Chicago](#)
- [The Homestead](#)
- [The Peninsula Chicago](#)

To view the new rates, visit the Vendor Profile by clicking on the hotel name above.

Ice Mountain Drinking Water

Ice Mountain offers discounts to NU faculty and staff on selected home service packages.

For more information, visit the [Ice Mountain Vendor Profile](#).

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.



COMING SOON: PURCHASING RESOURCE SERVICES SURVEY

We would like to know what you think about the procurement process at NU, Preferred Vendors, iBuyNU, and more PRS services. Keep an eye out for an invitation to give your feedback later this year.

Preferred Vendor Updates

SHI/Adobe

Adobe is shifting to a cloud-based software as a service model that will require a monthly usage fee. Last month, they discontinued the availability of maintenance on licenses that we purchase through SHI. It is anticipated that in early April 2013, they will also discontinue selling perpetual licenses for all of their products. PRS and NUIT is hoping to have additional information about pricing for the new cloud-based model for the campus and departments. Once we have that information, we will be able to decide what will be Northwestern's position on Adobe.



Adobe® Creative Cloud

Peapod

Peapod is a cost-effective solution that will save time for departments and schools who need snacks, cheese trays, fruit trays, deli platters, beverages, etc. for various events. When you plan ahead and place a minimum \$75 order, you only pay a \$7.95 consumer delivery fee. Northwestern accounts with Peapod are automatically tax-exempt. Visit the [Peapod Vendor Profile](#) for details about opening an account, and receive \$20 off your first order. Use of an official Northwestern Procurement Card is the preferred method of payment at this time. (Please note: Peapod should only be used when there is a legitimate, approved need for their products.)



ShredX by Rentacrate

ShredX by Rentacrate was recently purchased by Cintas. Cintas has now taken ownership of the NU contract and is providing document destruction services for the University community. Please note that our contract pricing and service requirements will not be affected.

If you are a current customer, the shredding bins in your department will remain, and a "Cintas" sticker will be placed over the ShredX name. Cintas has begun coordinating the route service and has already visited many of our end users.

If you have not already done so, any current Blanket Purchase Orders under the previous name "ShredX by Rentacrate" should be cancelled. This vendor account has been deactivated in the NU accounting system, and you will no longer be able to issue orders under your previous Blanket PO.

Any previous invoices from "ShredX by Rentacrate" will need to be paid via an online voucher.



You will then need to issue a new Blanket PO for your shredding services to: "Cintas Document Management".

The [Cintas Document Management \(formerly ShredX\) Vendor Profile](#) has been renamed and revised to include the updated vendor form and pricing sheet.

Embassy Coffee

Embassy Coffee has recently been purchased by Compass Group USA and is now doing business as Embassy Canteen Refreshment Services. Please note that our contract pricing and service requirements will not be affected.

If you have not already done so, any current Blanket Purchase Orders under the previous name "Embassy Coffee" should be cancelled by the end user. This vendor account has been deactivated in the NU accounting system, and you will no longer be able to issue orders under your previous Blanket PO.

Any previous invoices from "Embassy Coffee" will need to be paid via an online voucher.



End users will need to issue a new Blanket PO for coffee orders payable to: "Embassy Canteen Refreshment Services".

The [Embassy Vendor Profile](#) has been revised to include the updated vendor pricing sheet, which also includes the updated product code numbers. Please contact Embassy Canteen Refreshment Services to obtain your new order form.

Apple

Apple recently rolled out enhancements to their punchout online store in iBuyNU. Enhancements include the option to add AppleCare Auto Enroll to the cart when purchasing a CPU. In addition, buttons have been added to the top and bottom of the screen and "Submit Proposal" is more prominent. These changes should enhance your shopping experience.



Dell

Dell has implemented new functionality that will allow quotes to be saved to their punchout in *iBuyNU*. Our Dell representatives can now save quotes to the punchout instead of sending them to end users. This new process will eliminate the need for end users to manually enter a non-catalog requisition from quotes into NUFinancials, resulting in a more efficient process for both Dell and the end user.



Ricoh Business Solutions

Ricoh, a Preferred Vendor for copiers, has a new representative for the Evanston campus. Bill Jepsen is now the representative for both campuses and can be reached at 312-446-8543.

Clontech Laboratories

Clontech Laboratories, a Preferred Vendor for lab supplies, has a new representative. Tammy Fumusa can be reached at 608-698-2460.

T-Mobile

T-Mobile, a Preferred Vendor for cell phones, has a new representative. Steve Wille can be reached at 773-444-5488.

Doubletree Hotel

Doubletree Hotel, a Preferred Vendor for hotels, has a new representative. Dan McMahon can be reached at 312-224-2127.

Hearty Boys

Hearty Boys, a Preferred Vendor for catering, has a new representative. Charles Hoven can be reached at 773-244-9866.

Sigma-Aldrich

Sigma-Aldrich, a Preferred Vendor for lab supplies, has a new representative. Melissa King can be reached at 708-606-8207.

PGI

PGI, NU's Preferred Vendor for teleconferencing, has a new representative. Suzanne Crain can be reached at 719-884-1591.

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. Some of these are very close to being completed. PRS is currently working on the following:

- Travel Services
- Shuttle Bus Service for Commencement
- Chicago Food Service
- Temporary Staffing
- Computer Hardware
- FM Grease Trap Service and Maintenance
- A/V Products
- A/V Integration
- Residence Hall Furniture
- Book Printing for NU Press
- Internal Moves
- Pest Control
- Maintenance Repair Operations (MRO) items
- FM Pre-qualification of Contractors and consultants
- Pharmaceuticals
- Animal Bedding
- Taxi Service for Health Services
- Appliances/Electronics
- FM garage door maintenance
- R&D Systems- Lab Supplies
- Flooring (carpet, laminate, tile, etc.)
- Chicago Hotels
- Evanston Hotels
- Promotional Items
- Lab Casework furniture
- Medical Supplies

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

Alcohol Rider Forms Now Available Online

In the Winter 2013 edition of *First Choice*, we told you that hotel booking, restaurant reservations, and catering agreements no longer need to be reviewed by the Office of General Counsel (OGC). However, any such agreements still require review and signature by an authorized Northwestern University signatory.

All vendors must carry insurance and name Northwestern University as an additional insured. This is particularly important when alcohol is being served because the University does not carry liquor liability insurance. Accordingly, beverage providers must have liquor liability insurance if alcohol is being served at a University event. All vendors will need to provide evidence of insurance. The OGC has drafted standard template contract terms which must be added to the restaurant's or caterer's agreement. You can download these standard templates from the PRS website.

Remember that bids are required for purchases of \$25,000 or more, and bids are recommended for purchases of \$5,000 or more. For more information or assistance with the bid process, visit the PRS Bid Process page.

For questions or further information on agreements for these kinds of events, contact the Office of General Counsel at 1-5605 or Purchasing Resource Services at 1-8120.

Process & Procedures

Creating Requisitions/Purchase Orders by Dollar Amount

When creating a new requisition in NUFinancials using the special requisition type “Receive by Dollar Amount,” remember the following to ensure there are no issues with processing invoices or requested changes to your Purchase Order.

- Price: Enter an amount equal to the total known or estimated amount of the line.
- Quantity: Always enter a quantity of 1.
- Unit of Measure: Always enter an amount of Each (EA).

Also note that 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 products (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.

To learn more about how to create a “Receive by Dollar Amount” requisition, review the [Project Café Job Aid “Non-Catalog Special Requisition: Receive by Dollar Amount”](#).

New Vendor Code Requests Must Include Fax Number or Business Email Address

In an effort to eliminate any dispatch processing issues, all new vendor code requests for companies include either a fax number or a business email address where Purchase Orders should be sent. A missing fax number or email address will cause the purchase order to fail dispatch and will delay in the receipt and processing of your order by the vendor.

If a new vendor request for a company is submitted without a fax number or email address, there may be a delay in processing your vendor request. The Accounting Services Transaction support team will attempt to contact you for the missing information.

Please note: If your vendor wants to receive purchase orders via email, it is strongly recommended that you use a general email account that can be viewed by more than one person.

This will eliminate the risk of your order not being processed in the event someone is unavailable to receive emails.

The portal form to add vendors will be changed this summer in conjunction with the upgrade of NUFinancials, when either a fax number or e-mail address will be required. For questions, contact the Accounting Services Transaction Support Team at 1-4707.

Vendor Order Information

* Address 1:

Address 2:

* City:

* State:

* Zip:

Fax No. to place order:

The standard PO dispatch method is fax. Check box if the vendor prefers to receive PO via email instead and provide email address below:

Email Address to place order:

[Note: If Fax No. or Email is not provided, PO will be mailed]

Telephone No.:

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