

# Dollars & Sense



Spring 2015

Purchasing Resource Services

## Use of Amazon.com at Northwestern University

Beginning February 1, 2015, Internet retailers began collecting sales tax in Illinois. Northwestern University is a private, not for profit, coeducational institution that is exempt from sales tax. University Administration is working with Amazon.com on a process that will enable departments and schools to continue using Amazon for certain purchases using the University's Illinois sales tax exemption. Additional information will be communicated once a new procedure is in place.

As a reminder, departments and schools are strongly encouraged to utilize iBuyNU, which provides end users with a web-based ordering experience that is integrated with NUFinancials. iBuyNU currently includes catalogs from 40 Preferred Vendors representing millions of items that may be needed on a day-to-day basis, all of which reflect competitive discounted pricing, often delivered within 1-2 business days at no additional cost, and no sales tax will be charged.

In order to avoid unforeseen consequences, departments will not be able to apply the University's sales tax exemption to their existing business account until a procedure is approved and in place. In the interim, if your department places an order with Amazon, you can email a request to PRS to have the tax-exempt certificate applied to that particular purchase so sales tax is refunded.

Also, as a further reminder, Northwestern's tax-exempt status can only be used for authorized University business purposes. Personal or other unauthorized use may result in disciplinary or legal action and could affect our tax-exempt status.

Another communication will be sent when the process is finalized. Please direct your questions regarding Amazon sales tax issues to PRS at 847-491-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

## Household Relocation

There are three Preferred Vendors for moving and relocation (Reebie, Stevens, and Wheaton). Please be sure to provide the [Best Practices When Moving Household Goods](#) document to the individual making arrangements to move so they can review it before calling the Preferred Vendors to set up a survey and request quotes. Also listed in the Best Practices guide are the Preferred Vendor's contact information.

The individual making arrangements to move will need to provide the Preferred Vendor with the department/school personnel contact information who will be processing the purchase order; the Preferred Vendor will email the quotes to that person. Please note that it is recommended that at least two quotes be solicited before making a decision. Once the department/school creates the requisition and it receives all required approvals, a purchase order will be sent to the vendor.

PRS does not create requisitions for departments/schools.

If you have questions or problems with any of the Preferred Moving and Relocation Vendors, please contact Sheila Watkins, Procurement Administrator at 1-8125 or [s-watkins@northwestern.edu](mailto:s-watkins@northwestern.edu).

## FREE DOCUMENT SHREDDING DAY



University Services has hired Shred-it, Northwestern's Preferred Vendor

for document destruction, to offer free paper shredding in July to help you safely dispose of confidential paperwork in an environmentally responsible way. Shred-it will have document drop-off trucks posted at convenient locations on the **Chicago Campus on Tuesday, July 14th and on the Evanston campus on Wednesday, July 15th** for you to bring sensitive materials from your department/school for free shredding. Materials must be from a Northwestern department or school. Personal documents will not be accepted. Details will be announced at a later date through a bulk email.

If you have more frequent shredding needs, please contact Shred-it at 847-737-7346 to arrange regular service at a competitive rate. For questions, please contact [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

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# Preferred Vendor Updates

## Pierce, Fermentas, Thermo Biosciences Now Available Through Life Technologies Punchout

As a result of Thermo Fisher's acquisition of Life Technologies, an additional 42,000 Thermo items are no longer available via the Fisher punchout in iBuyNU, effective January 26, 2015. Pierce Biotechnology, Fermentas, and Life Technologies products can now only be found in the Life Technologies punchout. In order to minimize the use of non-catalog requisitions for these products and avoid invoicing errors, it would be best to utilize the Life Technologies punchout to shop for these items.



Listed below are the affected Thermo Scientific life sciences products that are now in the Life Technologies catalog:

### Thermo Scientific Molecular Biology Products

- PCR enzymes, master mixes and reagents, including DreamTaq™, Phusion™, Phusion U and Phire™ PCR enzymes and master mixes
- qPCR assays and master mixes, including Luminaris™, Maxima™ and DyNAmo™ qPCR master mixes
- Reverse transcription enzymes and kits, including Maxima™ and RevertAid™ reverse transcriptases and cDNA synthesis kits
- Plastic consumables for PCR, qPCR and sample storage
- Nucleic acid purification kits
- Restriction enzymes and DNA/RNA modifying enzymes
- Enzymes and kits for cloning and epigenetics
- NGS library preparation kits
- Nucleotides
- TurboFect™ transfection reagents

### Thermo Scientific Protein Biology & Antibody Products

- In vitro protein expression systems
- Cell lysis and fractionation reagents
- Slide-A-Lyzer™ dialysis cassettes and Zeba™ spin desalting kits
- Protein isolation and purification reagents
- Mass spectrometry sample prep, quantitation, and calibration reagents
- Protein electrophoresis gels, buffers, and reagents
- Protein ladders and stains
- Protein quantitation assays
- SuperSignal™ detection substrates
- Western blotting reagents and myECL™ imager
- Enzyme reporter protein assays
- Protein-protein interaction kits
- ELISA consumables and reagents
- Protein labeling, crosslinking, and modification reagents
- Pierce™ antibodies
- DyLight™ fluor labeling reagents and kits

## OFFICE CONCEPTS IS NOW FORWARD SPACE

Office Concepts, one of Northwestern's Preferred Office Furniture Vendors, has merged with another company and is now **FORWARD SPACE**. Our discounts remain the same. Please refer to the [Preferred Vendor Matrix](#) page for Forward Space for the updated representative's email address and website.



## NEED TONER? CHECK iBuyNU!

iBuyNU features two great options for purchasing toner: CDW-G and OfficeMax. Along with regular shopping and searching, both punchout catalogs offer functionality that allows end users to input a printer model number to find all associated toner options.

- **CDW-G** usually offers the most competitive pricing for manufacturer-original toner, especially HP.
- **OfficeMax** usually offers extremely competitive pricing on re-manufactured and recycled toner.

Before purchasing toner, end users are encouraged to check both catalogs to see which offers the best pricing for your specific toner. Please do not purchase toner from other outside vendors, which will likely be at a much higher price point.

# Preferred Vendor Updates

## New Preferred Vendor Personal Purchase Programs



Dell recently revamped their site that is dedicated to personal purchases for Northwestern faculty, staff, and students. The new site is located at [www.dell.com/northwestern](http://www.dell.com/northwestern) and features Northwestern-recommended models, along with other bundles and packages. Pricing shown is already reduced for all Northwestern community members. Please contact [james\\_case@dell.com](mailto:james_case@dell.com) with any questions.



Ice Mountain recently updated their [Employee Discount Program](#), along with adding brand name teas, lemonades, sparkling imports, and flavored waters. Please contact [tony.cayton@waters.nestle.com](mailto:tony.cayton@waters.nestle.com) with any questions.

Available brands include: Ice Mountain, Nestle Pure Life, Nestea, Perrier, S.Pellegrino, Sweet Leaf, Tradewinds, resource, Acqua Panna, and more.

## New ITB for Primary Laboratory Supplies and Stockroom

PRS is in the midst of an ITB (Invitation to Bid) that was issued in January 2015 to select a new primary laboratory supplies vendor. This is a contract currently held by VWR. This ITB is a strategic initiative which would formally select a vendor to be the University's primary lab supply vendor in iBuyNU as well as assume responsibility for operating the stockrooms on both campuses. As new technology has developed in the life sciences industry we look to leverage these advancements to benefit our shoppers through improved e-catalog purchasing capabilities, automated transaction implementation for stockroom purchases, more robust on-site supplier programs, and access to a broader range of vendors in the scientific portfolio.

As many of you know, our current relationship with VWR has been strong and they have been a good business partner. Whether it is VWR or a new vendor partner we identify as a result of this bid, the anticipated effect of this process will be an improved contract in technology, service, and pricing.

This is a critical part of the scientific catalogs. The award will be made in May and the transition to the new contract will occur by August. This is a transparent process conducted with the help of an evaluation committee comprised of members of the research community from both campuses.

If you have questions about this bid, please contact Kimberly Li, Procurement Administrator at 7-0837 or [kimberly.li@northwestern.edu](mailto:kimberly.li@northwestern.edu).

## Hazardous Waste Disposal at Northwestern University

Clean Harbors Environmental Services is Northwestern's Preferred Vendor for hazardous waste disposal and was chosen through a formal, competitive Request for Proposal (RFP) process. Clean Harbors has seven full-time staff working at Northwestern and are fully integrated into the Office for Research Safety.

If a department or school is in need of hazardous waste pick-up and disposal, or industrial cleaning services, contact Clean Harbors representative Hemang Rana at 847-491-5581 or [hazardous-waste@northwestern.edu](mailto:hazardous-waste@northwestern.edu). Departments/schools in need of hazardous waste disposal will be linked to internal Northwestern contract pricing with Clean Harbors. All drum pricing for the Northwestern is at a preferred margin level with transportation, disposal, and recovery fees included in the price. Any bulk or reactive materials are priced on a case-by-case basis, keeping Northwestern-based margins intact. Clean Harbors Environmental Services has been added to the PRS Vendor Matrix page for further reference.

The Office for Research Safety has oversight over related compliance activities. They may be reached at 847-491-5581 or [ors-operations@northwestern.edu](mailto:ors-operations@northwestern.edu). The Northwestern hazardous waste guide can be found at [www.research.northwestern.edu/ors/forms/purpleguide.pdf](http://www.research.northwestern.edu/ors/forms/purpleguide.pdf).

# Preferred Vendor Updates

## Lenovo

Lenovo and CDW-G will be co-conducting a lunch & learn session at Hardin Hall on Thursday, April 2, from 11am to 1pm. Lunch will be provided. The session will include demos of the latest Lenovo hardware. Please contact [angieandbrian@cdwg.com](mailto:angieandbrian@cdwg.com) for further details.

## Lynda.com

PRS recently assisted HR Learning & Organizational Development and NUIT in executing an extension of the previous one-year contract for Lynda.com online training content. The new contract will provide free, unlimited access to Lynda.com for all departments and schools for another three years.



lynda.com

Thanks to HR and NUIT for offering this exceptional training platform for all faculty and staff!

## SHI Computer Software

In late 2014, SHI launched a newly-designed website in iBuyNU. The new catalog offers easier searching and shopping, along with an improved overall experience. Please contact [michael\\_lamdagan@shi.com](mailto:michael_lamdagan@shi.com) for more information.

## Shred-it USA

As of February 16, 2015, shredding services for Northwestern University will be handled by Shred-it USA. All terms and conditions, scheduling procedures, and pricing shall remain the same. Current blanket orders with Cintas should not be closed until all outstanding invoices have been paid (or you have the option of paying any lingering invoices using an online voucher).

## New Preferred Vendor Reps

### Canteen Coffee Services

Daniel Alspach  
847-291-0470 (work)  
224-229-7139 (cell)  
[daniel.alspach@compass-usa.com](mailto:daniel.alspach@compass-usa.com)

### EMD Millipore

Jerry Aultz  
847-848-2364  
[jerry.aultz@emdmillipore.com](mailto:jerry.aultz@emdmillipore.com)

### Lake County Press

Mark Schoenherr  
847-406-2623  
[mschoenherr@lakecountypress.com](mailto:mschoenherr@lakecountypress.com)

### PGI

Ashley Cookas  
612-825-1753  
[ashley.cookas@pgi.com](mailto:ashley.cookas@pgi.com)

Customer Services contact for PGI:  
888-569-3848  
[northwestern@pgi.com](mailto:northwestern@pgi.com)

### Roche Diagnostics

Debra Norton  
708-465-8018  
[debra.norton@roche.com](mailto:debra.norton@roche.com)

### Sigma-Aldrich

Joe Stachewicz  
920-980-9094  
[joe.stachewicz@sial.com](mailto:joe.stachewicz@sial.com)

### Stevens Worldwide Van Lines

Lisa Soule  
800-955-5421  
[movecenter@stevensworldwide.com](mailto:movecenter@stevensworldwide.com)

## Microsoft Surface Pro

Although iBuyNU does not have a Microsoft-specific catalog, the Surface Pro 3 and other Surface Pro models can be purchased at very competitive, discounted pricing through the CDW-G catalog in iBuyNU. You should not be purchasing Microsoft Surface products directly from Microsoft, as the pricing is better through CDW-G in iBuyNU.



## Club Quarters

Northwestern is a member of Club Quarters, full-service hotels in prime locations. Faculty, staff, alumni, students, friends, and family have access to low member rates from \$114.00 during the business week, and \$68.00 during the weekends at Chicago Club Quarters at Wacker at Michigan or Central Loop. These rates are available for group blocks as well as individual reservations. Even lower rates are available for long-term stays. Unlike at traditional hotels, all Club Quarters guest rooms are available at member rates all the time, even when the city is full. Most amenities – such as Wi-Fi, bottled water, snacks, refreshments, coffee, and laundry – are free.



Club Quarters, Wacker at Michigan



Club Quarters, Central Loop

To book any of the 17 Club Quarters locations (Chicago, New York, London, Boston, Philadelphia, Washington DC, Houston, San Francisco) at our low member rates, please call 1-203-905-2100 and mention Northwestern University. For more information visit them online at [www.clubquarters.com](http://www.clubquarters.com).

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

## Reminder to use iBuyNU

When searching for a product to purchase, please remember to use iBuyNU as your first choice over Amazon.com and other online retailers whenever possible. Benefits of using Preferred Vendors – which were all selected based on a competitive bid/negotiation – include savings due to consolidated purchasing power and leveraged volume, reduced risk due to improved contract administration, and streamlined ordering and payment processes. For a full list of the benefits of using Preferred Vendors please visit: [www.northwestern.edu/userservices/purchasing/vendors/benefits.html](http://www.northwestern.edu/userservices/purchasing/vendors/benefits.html). Also, remember that Northwestern has contract pricing with Preferred Vendors, therefore it is always best to look in the iBuyNU catalog instead of going to the vendor's public website.

For example, someone recently looked up an item on the retail OfficeMax website and found an item for \$13.86 per pack. They decided to purchase the items from Amazon because they were only \$6.34 per pack. The actual contract price through the OfficeMax catalog in iBuyNU, however, is only \$5.28 per pack.



For anyone considering purchasing computer equipment such as monitors or laptops, please remember that our contracts not only include special pricing with our Preferred Vendors, but also adhere to minimum specification requirements identified by the IT community on campus as well as extended warranties. Also, Preferred Vendors will never charge sales tax or shipping, which provides an easier buying process for the end user.

For example, someone recently paid \$604.98 for a consumer grade Dell desktop and monitor from Best Buy. They also added sales tax and the computer had a one-year limited warranty. The cost in iBuyNU from Dell was a business grade machine with a three-year, next-day, on-site warranty with accidental damage coverage for \$721.43. To upgrade the warranty from Best Buy to match the one that comes automatically when you purchase from Dell through iBuyNU would have cost an additional \$179.98, raising the total to \$784.96 and the quality still would not match the level through the contract because the Best Buy version is a consumer grade product. In addition, there is no ability to upgrade the warranty on the monitor from Best Buy because it was actually being sourced through a third party (not Best Buy).

As always, if you do not see the specific product you are looking for in iBuyNU or at a comparable price please directly reach out to our Preferred Vendor representatives to see if they can closely match the price or specially order you the item if it is not in our iBuyNU catalog. All Preferred Vendor representatives contact information can be found on the Preferred Vendor matrix: [www.northwestern.edu/userservices/purchasing/vendors/](http://www.northwestern.edu/userservices/purchasing/vendors/).

The moral of this story is that buying through online retailers like Amazon and Best Buy is not always as it seems. Assuming it is cheaper is a mistake, and there is more risk associated with the purchase. Using Preferred Vendors helps the university keep contracts great.

## Policy Reminder

It is inappropriate to make purchasing decisions based on marketing strategies by vendors that provide gifts or gift cards which could benefit them personally. Often the pricing offered, as well as future pricing, is much higher than pricing available from Preferred Vendors.

## PRS BIDS AND CONTRACTS IN THE WORKS

Purchasing Resource Services is always working to establish Preferred Vendor contracts that best serve the needs of Northwestern departments and schools. These are a combination of new contracts and timely rebids of current contracts. PRS is currently working on the following:

- Appliances/Electronics
- Carpet and Flooring
- Commencement (regalia and diplomas)
- Copiers
- Event Rentals (tents, chairs, tables, etc.)
- Hotels
- Janitorial Supplies
- Medical Supplies
- NUIT Next Generation Voice Solution
- Office Furniture
- Outside Catering Services
- Paint and Paint Supplies
- Pre-Qualified Vendors for Facilities Management Services
- Prime Vendor Contract for General Lab Supplies
- Promotional Items
- Security Guard Services
- Shuttle Services
- Window Treatments and Blinds

For questions about these or other bids or vendors, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

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## PRS Process Reminders and Tips:

A few reminders...

- When creating a requisition, please be sure to select the appropriate category in the “Category” field for the purchase. To view the category options, select the folder icon, then select the appropriate category for your purchase. By just clicking on the link titled “Click Folder for Categories”, the Category field is populated with ALLCATEGORIES and your transaction will not be properly defined. This could result in inaccurate university spend reporting.
- When creating a non-catalog requisition for a vendor in iBuyNU, do not select the Vendor ID with the default location “MARKTPLACE”. Use the alternate location that is available. When selecting the vendor ID with MARKTPLACE, your purchase order will fail dispatch causing delays in your order getting to the vendor.
- If closing a purchase order with open line(s), you do not need to cancel each open line. Instead, select “Check here to close PO” and all lines will be closed.
- POCs in the following statuses will be withdrawn after 30 days or more of no activity:
  - “Initial Ready” and “Initial Sent Back from PRS” will be withdraw with 30 days or more of no activity.
  - POCs in workflow will be reviewed and discretion will be used in determining if the POC should be withdrawn with 30 days or more of no activity.
- When creating a POC request to change the PO to receive by dollar amount, make sure to have all vouchers and receipts removed before submittal. Note that if the purchase order has already had vouchers processed and paid, the PO cannot be changed to receive by dollar amount.
- Before submitting a request to cancel a PO, iBuyNU or non-catalog, please make sure the vendor has been informed and has acknowledged the cancellation. This will lower the risk of orders being shipped and eliminate any invoice and payment issues.

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## Compare Air Travel Savings Before You Book

Even if you are not booking your air travel through our Travel Services program, you are still encouraged to always compare our discounted rates to ensure you are not leaving substantial savings on the table, particularly for full-fare coach and business class tickets. Northwestern University is able to offer discounts on select domestic and international itineraries through a partnership with United Airlines and its joint venture partners, including Lufthansa, SWISS, Austrian Airlines, Brussels Airlines, Air Canada, and All Nippon Airways.

To view and compare Northwestern’s airfare discounts, please visit the [Travel Services section](#) of our website.

## PRS Directory

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**purchasing@northwestern.edu**

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