

# Dollars & Sense



Summer 2015

Purchasing Resource Services

## Northwestern University's Annual Preferred Vendor Expo

Join us on August 20 for the 2015 Northwestern University PRS Preferred Vendor Expo! This year we will only have one show on the Evanston campus, but promise to return to the Chicago campus next year as well. Below are the details:

<b>Date</b>	Thursday, August 20, 11:00am to 3:00pm
<b>Location</b>	Norris University Center Louis Room (2nd Floor)

The Preferred Vendor Expo is a great opportunity to meet our Preferred Vendors, connect with high-quality product and service providers, and discover cost-effective solutions to make your job easier. You will gain product knowledge and information from Preferred Vendors and network with faculty and staff. From software and office supplies to travel and shredding services, you will find it at the Preferred Vendor Expo.

In conjunction with the Procurement-to-Payment strategy at Northwestern, Preferred Vendors have been selected by PRS 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.

Attendance for the Preferred Vendor Expo is free and no registration is necessary. So stop by, meet Northwestern's Preferred Vendors, sample products, and walk away with new ideas and information for saving time and money!

Make sure to scan your WildCARD at the check-in desk to be eligible for this year's prize drawing! There will be a special drawing for staff attending from the Chicago campus for making the extra effort to attend. Below is the Intercampus shuttle schedule for August 20th:

Shuttle to Evanston Campus:		Shuttle to Chicago Campus:	
Depart Ward	Arrive at the Arch	Depart Chicago/Sheridan	Arrive at Ward
10:10	10:46	1:10	1:42
11:00	11:36	1:45	2:17
11:35	12:11	2:15	2:47
11:55	12:31	2:55	3:27
12:30	1:06	3:15	3:55

If you have any questions about the Preferred Vendor Expo, please contact Samantha Kustra, Procurement Analyst, at 7-0839 or s-kustra@northwestern.edu.

### NOTE REGARDING LAB SUPPLIES VENDORS

Please note the lab supply vendors will not be at this expo. We will be hosting another Vendor Expo specific to lab supplies this fall on both campuses, in conjunction with the grand re-opening of the on-site stockrooms (see page 3).

## FREE DOCUMENT SHREDDING DAY



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

for document destruction, to offer paper shredding to help you safely dispose of confidential paperwork in an environmentally responsible way.

Materials must be from a Northwestern department or school. Personal documents will not be accepted. The schedule is as follows:

### Tuesday, July 14 (Chicago campus)

- 11am to 12:45pm – Rubloff Dock
- 1:15pm to 3pm – Tarry Dock

### Wednesday, July 15 (Evanston campus)

- 11am to 12:45pm – 720 University Place
- 1:15pm to 3pm – Norris University Center dock

### Wednesday, July 15 (Evanston campus)

- 11am to 12:45pm – 2031 Sheridan Road (outside Shanley Hall)
- 1:15pm to 3pm – Hogan Dock

### IN THIS ISSUE

UPDATED PURCHASING POLICY	2
PREFERRED VENDOR UPDATES	3
NEW PREFERRED VENDOR REPS	4
NEW PROCESS FOR ADDING VENDORS	5
PROCESS & PROCEDURES	5
FISCAL YEAR END REMINDERS	6
STAFF CHANGES	7
PRS DIRECTORY	7

# PRS News & Updates

## New Northwestern Procurement and Payment Services Organization Announced

Effective July 1, 2015, several units from University Services and Financial Operations were consolidated into a new **Procurement and Payment Services** organization. This new organization will include Purchasing Resource Services, from University Services, plus several functions that are currently part of the Controller's Office including Accounts Payable, Procurement Card, and Vendor Processing and Maintenance. The new organization will be a unit in Financial Operations. It will be led by Jim Konrad, currently the Director of Purchasing. In this role, Jim will report to Ingrid Stafford, Vice President for Financial Operations and Treasurer.

This organizational structure will build upon the successes we have achieved in recent years in both purchasing and payment services. Purchasing Resource Services provides value to the University community through strategic sourcing, establishment of preferred vendors, expanded catalogs in iBuyNU, and dedicated internal consulting assistance to schools and departments regarding their purchasing needs. New technology has been continually developed to assist in payment processing through vendor management, accounts payable, procurement card services, and other e-payment solutions.

Procurement and Payment Services will continue to strive to be an essential strategic partner, helping Northwestern departments and schools make informed decisions, while also working to drive down costs through improved contracts and more efficient processes. This re-alignment merges all units related to purchasing and payment under a single management umbrella, enhancing our ability to provide the highest level of service from the point at which a vendor needs to be entered into the system to the point at which the vendor needs to be paid. We firmly believe this will strengthen the procurement strategy at Northwestern, further streamline processes, and ultimately save time and money. The new unit will be comprised of the following functions:

- Accounts Payable
- Vendor File Management
- Purchasing and Strategic Sourcing
- e-Procurement Solutions
- Procurement Card Program
- e-Payment Solutions
- Business Diversity Program

Additional details, such as website changes and more, will be communicated as the transition progresses.

## Updated Northwestern Purchasing Policy and Procedure Document Released

Purchasing Resource Services recently coordinated an internal review of the Northwestern University purchasing policy. Many updates and improvements have been made. The policy section was changed to include the 'must know' policy information, while related 'nice to know' information was moved to the Procedure section. Several new sections were added such as Service Provider Security Assessment, PCI Compliance, Electronic Payments, Export Controls, Web Accessibility, Membership Clubs, and Confidentiality. Several sections were updated such as Ethics, Signature Authority, Purchasing Through Auctions, and Alternative Procurement and Payment Methods. Certain changes based on new NUFInancials functionality, such as PO Change Order processing, Hold From Further Processing, Receivers, and Receive by Dollar Amount, are incorporated. Finally, the title of the policy was changed to Purchasing and Payment Policy. It reflects the new Procurement and Payment Services organizational structure that went into effect on July 1, 2015, which includes Vendor File Management, Purchasing, e-Procurement, Accounts Payable, Procurement Card, e-Payment, and Business Diversity. Considerable effort was made to improve the overall flow and streamline the document.

The Purchasing and Payment Policy is a very important document because considerable authority has been delegated to departments and schools to make purchasing decisions. Employees involved at every step of the process must take full responsibility for understanding policy and procedures as it relates to purchasing, payment, and vendor relations. Purchasing decisions are business decisions made on behalf of Northwestern and therefore should be made with the utmost consideration for what is in the best interest of Northwestern. Purchases also need to be made in the most efficient and cost effective manner. Following this policy and using the recommended procedures ensure that we can achieve the best overall outcome for the University.

Below is a link to the Purchasing page where the policy is referenced, as well as a link directly to the policy:

- [northwestern.edu/userservices/purchasing/policies\\_forms/index.html](http://northwestern.edu/userservices/purchasing/policies_forms/index.html)
- [northwestern.edu/userservices/purchasing/policy.pdf](http://northwestern.edu/userservices/purchasing/policy.pdf)

# Preferred Vendor Updates

## Fisher Scientific Awarded New Prime Vendor Laboratory Supplies Contract

### Secondary Awards to Sigma-Aldrich and Dot Scientific

Northwestern is nearing the end of a 10-year contract with VWR to be our prime vendor for general Lab Supplies, including operation of the on-site stockroom on each campus. PRS went through an extensive ITB process to evaluate proposals and establish a new contract.

**Fisher Scientific** has been selected as the vendor that represents the best value to Northwestern. The evaluation committee consisted of representatives from the Department of Chemistry, Department of Neurobiology, FSM - Allergy, FSM - Pulmonary, FSM - Cardiology, FSM - Basic Sciences, Proteomics Center of Excellence, Department of Molecular Biosciences, McCormick - Chemical and Biological Engineering, University Services, and Purchasing Resource Services.

Fisher proposed aggressive discounting for day-to-day purchases that will result in direct cost savings to departments and schools. Customers will also be able to request additional package discounts for new lab startups. The new contract with Fisher includes free shipping. Streamlined processes to purchase through the stockroom, as well as improved operation of the stockrooms, will be implemented. Northwestern will also receive improved pricing and free shipping on all LifeTech products. By going to Fisher as the first stop for scientific supply purchases, we will be able to leverage more volume discounts year over year.

Secondary awards were made to DOT Scientific and Sigma-Aldrich. Partnering with DOT Scientific, a woman-owned business, will give researchers direct access to a distributor to more easily fulfill federal grant requirements for small business spending. The Secondary Award to Sigma-Aldrich will allow us to officially have on site access to their products through the stockroom. Both DOT and Sigma have offered improved pricing and free shipping, and their catalogs will be in iBuyNU.

A detailed communication and transition plan is currently being developed. We expect all catalogs in iBuyNU to go live by August 17 and the new stockrooms to be up and running shortly thereafter.

For any questions, please contact Kimberly Li, Procurement Administrator, at 847-467-0837 or [kimberly.li@northwestern.edu](mailto:kimberly.li@northwestern.edu).

## New Pricing Agreement with Abcam

PRS has signed a new pricing agreement with Abcam and their catalog is now available in iBuyNU. Abcam supplies primary and secondary antibodies, biochemicals, proteins, peptides, lysates, immunoassays and other kits. Abcam will offer a discount of 1% on all catalog products.

This discount would go into effect with the onset of the new eCatalog. This discount is not applicable to freight, handling, tax, or custom reagents. Abcam's standard shipping rates will apply.

If you have questions, contact Kimberly Li, Procurement Administrator at 847-467-0837 or [kimberly.li@northwestern.edu](mailto:kimberly.li@northwestern.edu).



## COPIER MANAGEMENT CONTRACT ANNOUNCEMENT

PRS recently worked with the University Services Copier Management Program to solicit proposals for new copier contracts. All vendors were evaluated based on a variety of factors such as quality, past performance, delivery turn-around, pricing, etc.

After an extensive evaluation and negotiation, the evaluation committee decided that the three current vendors in the program still represented the best value to Northwestern. The Preferred Vendors will remain as follows:

- **Gordon Flesch Co.** offers Canon and Sharp models
- **Ricoh Americas Corp.** offers Ricoh machines
- **Regal Business Machines** offers Konica Minolta & Lexmark items

If you have questions, contact Sheila Watkins in PRS at 1-8125 or [s-watkins@northwestern.edu](mailto:s-watkins@northwestern.edu), or Tom Luczkowiak in University Services at 1-8411 or [t-luczkowiak@northwestern.edu](mailto:t-luczkowiak@northwestern.edu).



## NEW CONTRACT FOR RETIREMENT PLAN ADVISORY SERVICES

PRS also worked with Human Resources to go through an Invitation to Bid to establish a new contract for Retirement Plan Advisory Services.

# Preferred Vendor Updates

## American Hotel

PRS leveraged a competitively-bid contract with **American Hotel** that was established by E&I, which Northwestern is a member of, and adopted it as a Preferred Vendor. Departments and schools will receive a discount off the advertised price plus free delivery on a wide variety of items. The American Hotel catalog will be available in iBuyNU by early September.

If you have any questions regarding the contract, please contact Laura Norton, Procurement Administrator at 847-467-3345 or [laura.norton@northwestern.edu](mailto:laura.norton@northwestern.edu).

## Henry Schein

After a competitive ITB process, an evaluation committee comprised of representative departments across the University has selected **Henry Schein** as the Preferred Vendor for medical and surgical supplies. This contract will help reduce costs, improve access to products, and streamline the ordering and payment process. The contract will provide access to a complete portfolio of medical/surgical supplies and equipment. By leveraging the University's overall purchasing power, you should see an immediate impact on your spend.

A dedicated representative from Henry Schein will be working with you to ensure the highest level of service and support. We expect the catalog to be available in iBuyNU by early September. We will have more details and promotional activities to formally launch this partnership in the fall.

For questions about this award, or to provide feedback, contact Kimberly Li, Procurement Administrator at 847-467-0837 or [kimberly.li@northwestern.edu](mailto:kimberly.li@northwestern.edu).



## ABT Electronics

PRS also recently issued an ITB for Appliances and Electronics. Bids were received from several vendors including Home Depot, Sears Commercial, and Best Buy. Ultimately, the evaluation committee (which was comprised of representatives from several departments and schools) determined that **ABT Electronics** represented the best value to Northwestern.



As part of the contract, Northwestern will receive a discount off the lowest advertised price, free delivery, and discounted installation on a huge breadth of product. There will even be an employee purchase program.

A dedicated representative will be assigned to Northwestern, and we expect the catalog to be available in iBuyNU by early September. If you have questions, please contact Julie Maul, Procurement Administrator at 847-491-5321 or [julie.maul@northwestern.edu](mailto:julie.maul@northwestern.edu).

## JC Licht

PRS worked with Facilities Management to establish a new contract for paint and paint supplies. After reviewing several proposals, it was determined that **JC Licht** represented the best value to Northwestern. Their iBuyNU catalog is in the process of being updated to reflect their new, improved contract. Their catalog should be added to iBuyNU by September.

If you have questions, contact Julie Maul, Procurement Administrator at 847-491-5321 or [julie.maul@northwestern.edu](mailto:julie.maul@northwestern.edu).

## North American

PRS also recently worked with Facilities Management, Athletics, Kellogg, and Housing to solicit proposals to establish a new contract for Janitorial Supplies. The evaluation committee decided that **North American** still represented the best value to Northwestern and will therefore remain the preferred vendor. Their iBuyNU catalog is in the process of being updated to reflect their new, improved contract.

If you have questions, contact Sheila Watkins in PRS at 1-8125 or [s-watkins@northwestern.edu](mailto:s-watkins@northwestern.edu).

## New Preferred Vendor Reps

### AT&T

Zabrina Mihelic  
Illinois Government and Education  
GEM-SI-AT&T Business & Home  
Solutions  
847-765-4077  
847-326-2271 (fax)  
[zz1217@att.com](mailto:zz1217@att.com)

### Lynda.com

John Bauson  
415-483-7359  
[jbauson@lynda.com](mailto:jbauson@lynda.com)

### MileNorth Hotel

Colleen Utesch  
Business Travel Sales Manager  
312-523-0903  
[cutesch@milenthotel.com](mailto:cutesch@milenthotel.com)

### Unique/Active Printing

George Hayes  
708-329-1352  
708-656-2176 (fax)  
[george.hayes@active-us.com](mailto:george.hayes@active-us.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](#).

# Preferred Vendor Updates

## Roche Biochemical Reagent Products Now Sold Via Sigma

Effective July 1, 2015, **Sigma Aldrich** became the exclusive distributor for global Roche Biochemical Reagent products, which include products for conventional genomics, proteomics, and cell analysis applications. Shoppers will no longer be able to order these items from Roche and will need to place orders via Sigma's punchout in iBuyNU. Products covered by the agreement include:

- Genomics – Products for DNA labeling and detection, restriction enzymes, molecular cloning kits, and conventional PCR applications
- Cellular Analysis – Tissue dissociation reagents, transfection reagents and functional cell assays
- Proteomics – Protease and phosphatase inhibitors, assay substrates, antibodies and protein detection and purification reagents

The Roche product numbers will not change in the Sigma-Aldrich system. Roche will continue to serve customers in the life sciences market and will continue to provide products and support in nucleic acid purification (NAP) or qPCR instruments and reagents (LightCycler® and MagNA Pure portfolios). The Sigma agreement also does not include products for in vitro diagnostic use. A comprehensive list of included products will be available on the following websites: [lifescience.roche.com/distributionagreement](http://lifescience.roche.com/distributionagreement) or [sigma-aldrich.com/roche](http://sigma-aldrich.com/roche).

# Process & Procedures

## New Process for Adding Vendors

Near the end of July, you'll be able to enter a new vendor request through the NUPortal or the new Vendor Request Center in NUFinancials. **Features include:**

- Built-in vendor and address search – no need for separate report
- Ability to save and update requests before submitting
- New automated notifications: Submission, Send Back, Approval, Withdrawal
- Approval notification email includes vendor ID
- Option to notify someone else of an approved request
- Ability to review and correct requests after they have been submitted
- Foreign vendor address support
- Downloadable forms

### Users will now be able to:

- Correct and resubmit a request that has been sent back
- View status and history of your own vendor add/change requests
- Save a vendor request and return to submit it later (e.g., if you don't have all the required forms)

### Along with the increased functionality there will be a number of changes to vendor procedures and policy:

- Vendor requests that are sent back due to missing or inaccurate information can be corrected by end-user and resubmitted
- Foreign addresses can be entered directly into a country-specific template
- Requests to modify vendor addresses will require back-up documentation

### Access to New Vendor Request Center

- Only people with access to NUFinancials will be able to create and submit Vendor Requests
- Current Requester and Online Voucher users will be given access automatically
- New users will need to request the Vendor Request role
- Supervisors will see additional Vendor Request role in yearly audit
- Updated security forms listing the new role will be posted on the FFRA Security page by July 15
- Prior to this update, any individual with access to the NUPortal was able to submit a request for a vendor

Training will be offered the week of July 20 via webinar. In-person training classes will be offered as well. Please watch for an email from FFRA which will include more detailed information. Questions should be directed to Elizabeth Gladic from Vendor File Management at 847-491-5338 or [egladic@northwestern.edu](mailto:egladic@northwestern.edu).

## 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:

- Office Furniture
- Event Rentals (tents, chairs, tables, etc.)
- Carpet and Flooring
- Window Treatments and Blinds
- Pre-Qualified Vendors for Facilities Management Services
- Commencement (regalia and diplomas)
- Outside Catering Services
- Promotional Items
- Hotels
- NUIT Next Generation Voice Solution
- Shuttle Services
- Security Guard Services
- Window Washing
- After Hours call center for Health Services

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

# Process & Procedures

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## Fiscal Year End Reminders

### FISCAL YEAR END KEY DATES:

#### August 31, 2015

This is the last day for FY15 Requisitions to be approved and sourced into POs. Any Requisitions that have not been approved and sourced by 6 p.m. will be cancelled and closed. All iBuyNU orders that were created in FY14, rolled to FY15 last year, and are not completed will be closed. All other FY15 iBuyNU POs will be rolled to FY16.

#### September 1, 2015

FY16 opens for the creation of Requisitions for goods and services to be received in the new fiscal year. Any Requisition created on or after this date will default to FY16. This is the first day to submit new Blanket Requisitions.

#### September 11, 2015

All non-catalog orders that were created in FY14, rolled to FY15 last year, and are not completed will be closed. All other FY15 non-catalog POs will be rolled to FY16.

### OPEN ENCUMBRANCE AND MATCH EXCEPTION REPORTS HIGHLIGHT FISCAL YEAR END CLEANUP NEEDS

It's time to prepare for Fiscal Year End. Departments and schools should run their Open Encumbrance Report and Match Exception Report to confirm whether there are any active orders. These reports should be run regularly throughout the year to help manage orders submitted through NUFInancials.

- **Open Encumbrance Report:** This report, entitled SC016–Open Encumbrance Report in Cognos, lists all active Purchase Orders or all active lines from a PO and provides the details of each order. Following are some reasons why a Purchase Order or line(s) from a PO will appear on your Open Encumbrance Report:
  - **No Invoice:** If a PO has been issued and you have received the product or service but have yet to be invoiced by the vendor, reach out to the supplier to request the invoice and forward it to Accounts Payable once it is received. If you have any questions about open POs for iBuyNU Suppliers, contact Keith Paddy, eProcurement Manager, at 847-467-6963 or k-paddy@northwestern.edu
  - **Items Unavailable:** If you received notice from a supplier that an item on a particular order (either iBuyNU or non-catalog) is unavailable and will not ship and it is still showing on your Open Encumbrance Report, you must submit a Purchase Order Change request to have the PO closed.
- **Match Exception Report:** This report is titled SC027–Match Exception Report by Department in Cognos. Following are a couple of reasons why a Purchase Order or line(s) from a PO will appear on your Match Exception Report:
  - **Invoice Not Within Tolerances:** If an invoice has been entered that does not fall within tolerance, a payment will not be processed. Tolerance issues can be caused when the price listed on the invoice is 25% or more than the price listed on the Purchase Order. Discrepancies in quantity and unit of measure can also cause orders to appear on your Match Exception Report.
    - If the price listed on the invoice is incorrect, contact the vendor to request a corrected invoice.
    - If the invoice price is correct but does not match the price on the PO, submit a Purchase Order Change request to PRS to have the price adjusted.
  - **Open Receipts (for non-catalog orders only):** It is important that you enter receipts once your order has been received. If you have any open Purchase Orders on your Match Exception Report, confirm whether a receipt needs to be entered. If so, enter the receipt, and if there are no other issues with the PO, it will automatically be removed from your Open Encumbrance Report within 15 days.

For more information on match exceptions, review the Match Exception Report. For assistance locating or running the Open Encumbrance Report or Match Exception Report, contact the NUIT Support Center by dialing 847-491-HELP (4357), option 2, or access a Reporting Resources guide.

If you have questions regarding the necessary steps to remove a PO on your department's Open Encumbrance Report or Match Exception Report, contact PRS at 1-8120 or purchasing@northwestern.edu

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## Update on 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. This change in Illinois law has caused many questions and heightened the need to put better controls in place regarding the use of Amazon and other internet retailers.

Departments and schools should use Preferred Vendors and iBuyNU as often as possible. Use of membership clubs and setting up online accounts like Amazon is generally discouraged, purchases over the internet should be minimized, and individuals should not advance their own personal funds to purchase supplies and services on behalf of Northwestern.

However, we acknowledge that there are times when Amazon may be the best option for hard to find items or items not available from Preferred Vendors. To continue using Amazon for occasional Northwestern purchases, the following must be complied with:

- Departments/schools can no longer have an account with Amazon that is used for both personal purchases and business purchases.
- Existing accounts must be either cancelled or revert back to personal accounts using a personal e-mail address (you will need to remove the Northwestern tax exempt information, P-card information, Northwestern ship to address, and Northwestern email address from the account).
- Departments/schools can send a request to the Procurement Card Office to set up a new business account under the primary Northwestern Amazon account. Please note the following:
  - An official Northwestern ship-to address must to be used for deliveries.
  - An official Northwestern P-Card must be used for payment. If you do not currently have a P-Card, work with your department and the Procurement Card Office to obtain one.
  - Tax exempt information will be provided in a follow up enrollment email.
- If you have a prime account for personal use, you may share it with your new business account, however the cost will no longer be paid for by Northwestern.
- As with all purchases, use of personal funds to purchase from Amazon (with a subsequent reimbursement request) is discouraged and will be approved on a very limited basis. Please note that sales tax paid will not be reimbursed.

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.

Registering to use Amazon as described above begins July 20. All accounts must be converted by October 1.

[Click here](#) for additional information about ordering from Amazon. Questions should be directed to Mary Hallissey in the Procurement Card Office at 847-491-5340 or [m-hallissey@northwestern.edu](mailto:m-hallissey@northwestern.edu).

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## Staff Changes

**Holly Golcher** recently left Purchasing Resource Services. She was with the department for almost three years. She has started a new position at Kellogg. We all wish her nothing but the best and thank her for the excellent service she provided departments and schools as our Department Assistant. We are currently in the process of filling the position.

## PRR Directory

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