

# Dollars & Sense



Fall 2011 Volume 6, Issue 2

Purchasing Resource Services

## Office Supplies Contract Awarded to OfficeMax

After an extensive competitive bid process, Purchasing Resource Services, with the help of a formal evaluation committee consisting of representatives from several departments and schools, has selected OfficeMax as our new Preferred Vendor for Office Supplies. Features of the new contract include:

- Access to a wide range of products – a 13,000 item catalog
- Improved pricing, including a weekly retail promotional price match
- Better, local customer service
- Environmentally-friendly shipping with the use of reusable plastic totes instead of cardboard boxes
- Improved delivery provided by OfficeMax drivers on OfficeMax trucks

The OfficeMax catalog will be available in iBuyNU on Monday, December 12.

The Staples catalog will no longer be accessible as of 6:00 pm on Friday, Dec. 9. All Staples requisitions that are not approved before 6:00 pm will be cancelled.

**Print Your Favorites Lists:** If you have any items saved in your Staples “Favorites” folder, these items will not be transferred to OfficeMax.

**Please print out any Favorites or previous orders that you would like to keep prior to 6:00 pm on Dec. 9.** If you do not print these lists, this information will be lost.

Learn more about Purchasing Resource Services, receive training about OfficeMax, and meet some of the OfficeMax key suppliers at an upcoming PRS Info Session. Details are in the sidebar on the right.

## Environmentally-friendly Shipping Totes

When your department receives its first OfficeMax order, your shipment will be delivered in the new reusable OfficeMax totes instead of traditional cardboard boxes. Once you’ve unpacked your office supply order, please make sure to save and store the tote(s) in an accessible area. Upon delivery of your department’s next office supply order, your OfficeMax delivery driver will pick up the tote(s) from your previous order. This process will continue on all subsequent

OfficeMax orders. Re-using the boxes is a key component of our contract that allows us to keep our overall costs down.

For more information, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).



## PRS Info Sessions

Join us at an upcoming Purchasing Resource Services Info Session to learn more about PRS and OfficeMax, the new NU Preferred Vendor for Office Supplies.

**NOV. 29** **Chicago Campus**  
**Tuesday, Nov. 29**  
**10:00 am – 12:00 pm**

Thorne Auditorium, Rubloff Building  
10:00 - 11:00 am – Info Session  
11:00 am - 12:00 pm – Meet Suppliers

**DEC. 1** **Evanston Campus**  
**Thursday, Dec. 1**  
**10:00 am – 12:00 pm**

Hardin Hall, Rebecca Crown Center  
10:00 - 11:00 am – Info Session  
11:00 am - 12:00 pm – Meet Suppliers

Pre-register for the Evanston Info Sessions at: <http://svy.mk/sZ6pLG>  
(Pre-registration is not required for the Chicago campus Info Session.)

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# Preferred Vendor Updates

## Lenovo

The recent flooding in Thailand has disabled a significant portion of the world's overall production capacity of hard disk drives (HDDs). These events will have a significant impact on all suppliers in the industry. Lenovo has informed us that they anticipate delays to begin in mid-November and last through the beginning of 2012. When the delays begin to occur, Lenovo expects shipping times to stretch to between 15 to 20 days. At this time, pricing should not be affected.

For more information on Lenovo products or shipping times, contact NU's Lenovo supplier, [CDW-G](#).

## Promega

- **New Punch-Out Catalog**
- **Improved Discounts**

Promega is one of Northwestern University's Preferred Vendors for lab supplies. While a Promega catalog has been included in iBuyNU for several years, PRS recently worked with Promega to transition their hosted catalog to a new punch-out catalog. This will provide end users with an improved web-based ordering experience, with access to more items and real-time updating of products and special promotions. Their new catalog also reflects improved discounts as well as quantity discounts.

For questions regarding the new Promega punch-out catalog, contact [Matt Marzillo](#), Procurement Administrator, at 7-0837.

## Bio-Rad

- **New Punch-Out Catalog**

Bio-Rad is also one of Northwestern University's Preferred Vendors for lab supplies. While a Bio-Rad catalog has been included in iBuyNU for several years, PRS recently worked with Bio-Rad to transition their hosted catalog to a new punch-out catalog. Improvements

to the agreement and catalog include the following:

- Better search capabilities
- Saved favorites to decrease time spent ordering
- Order history to manage inventory and spend
- Package tracking
- Invoice lookup

For questions regarding the new Bio-Rad punch-out catalog, contact [Matt Marzillo](#), Procurement Administrator, at 7-0837.

## Millipore

- **New Punch-Out Catalog**
- **Improved Discounts**

Millipore, also one of Northwestern University's Preferred Vendors for lab supplies, has now transitioned from a hosted catalog to a punch-out catalog. This will provide end users with an improved web-based ordering experience, with access to more items and real time updating of products and special promotions. Their new catalog also reflects improved discounts as well as free shipping. For more information or questions, contact NU's Millipore rep, [Jerry Aultz](#) at 847-848-2364 or contact [Matt Marzillo](#), Procurement Administrator, at 7-0837.



## Ice Mountain

Ice Mountain has a new NU representative, Greg Kulhanek. If you have any questions or concerns regarding Ice Mountain, Greg can be reached at 630-361-5340 or [greg.kulhanek@waters.nestle.com](mailto:greg.kulhanek@waters.nestle.com).

## Wyndham Chicago

The Wyndham Chicago Hotel has a new NU Representative, Anne Bahr. Anne can be reached at 312-274-4438 or [abahr@wyndham.com](mailto:abahr@wyndham.com).

## Apple

Apple is pleased to announce that Northwestern is now able to purchase single applications through iBuyNU. Those who wish to purchase single app licenses will no longer be required to pay with an iTunes gift card or a P-card.

Important notes regarding Single Unit License purchasing:

- Pricing is the same as a single license purchase on the Mac App Store.
- There is no volume discount pricing available on Single Unit Licenses, regardless of quantity purchased. Please refer to the 20+ license offer for volume discounts.
- All Single Unit Licenses are fulfilled to the Education Institution via email as content redemption codes redeemable for download from the Mac App Store.

For questions regarding the App Store Purchasing Program, contact NU's Apple customer service representative, [Jessica Morris](#) at 800-800-2775 x42873.

## PGI

PGI, Northwestern's Preferred Vendor for audio-conferencing services, has recently been updated in NUFinancials. When selecting PGI as a vendor, please make sure to select vendor code 0000026435. **Do not** select PGI Marketing & Communications as they are a separate vendor.

For questions regarding PGI, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).



# New Preferred Vendors

## Embassy Coffee – Coffee Services

PRS is pleased to announce a new Preferred Vendor for Coffee Services. After a competitive bid process and with the help of an evaluation committee comprised of staff throughout the University, a contract for coffee services was awarded to Embassy Coffee.

If your department is interested in setting up coffee services with Embassy Coffee, contact our NU representative at [nusales@embassycoffee.com](mailto:nusales@embassycoffee.com) to request a custom order form. Once your order form is received, create a blanket purchase order and submit your order form to Embassy Coffee via [email](#).

If you have any questions or concerns regarding ordering from Embassy Coffee, contact: Embassy's NU representative, [Ron Kaczmarek](#) at 847-291-0470 or [Shari Janoff](#), Procurement Administrator, at 1-5321.



## FastSigns – Internal Signs and Banners

Purchasing Resource Services recently worked with Facilities Management to establish a new Preferred Vendor for internal signs and banners. After a competitive bid process, FastSigns on Ohio Street in Chicago was awarded the contract which began on September 1st.

FastSigns is familiar with Northwestern's signage needs from past experience on the Chicago Campus. Their dedicated NU representative is available to assist with measurements and recommendations and will be on campus a minimum of once a week. In addition, FastSigns has offered free delivery to the Chicago Campus. (There may be a small delivery fee for some orders to the Evanston Campus.)

All internal sign requests should continue to be directed to Facilities Management. Anyone with indoor or outdoor banner needs should contact NU's FastSigns rep, Dan Antolak at 312-464-1800 or [305@fastsigns.com](mailto:305@fastsigns.com).

If you have any questions regarding the new vendor contract, contact [Devi Patel](#), Procurement Administrator, at 1-8122.

## Cintas – Uniform Services

Purchasing Resource Services is pleased to announce a new Preferred Vendor for uniform services. The contract was initiated on behalf of Facilities Management and University Services but is available for use by all departments and schools. After a recent competitive and thorough bid process, the contract was awarded to Cintas.

If you are interested in acquiring services through Cintas and have a current agreement for uniforms, send a list of your current garments (brand, item number and description) and pricing to [Shari Janoff](#), Procurement Administrator.

If your department does not currently use uniforms but would like to start, contact NU's Cintas representative, Brandon Reiss at [reissb@cintas.com](mailto:reissb@cintas.com).

If you have any questions or concerns regarding the new vendor contract, contact [Shari Janoff](#), Procurement Administrator, at 1-5321.



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## PROCESS & PROCEDURES

### P.O. RE-FAX REQUESTS

Purchasing has implemented a new process for purchase order re-fax requests. Effectively immediately, the new process is as follows:

- In an effort to eliminate the risk of duplicate PO processing, POs that have been issued will not be refaxed unless it has been 48 hours since the original fax was dispatched.
- Re-fax requests are required to be submitted via email to [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).
- All written requests must include the PO#, Vendor Name and supplier fax number if available.

### RECEIVERS

For Purchase Orders that have been rolled per the fiscal year-end process, all receipts must be applied in Add/Update Receipts. Receipts can not be applied via Manager Requisitions. The navigation to find Add/Update Receipts in NUFInancials is: Purchasing>Receipts>Add/Update Receipts. You can find the job aid on [Project Café website](#).

### VENDOR LOCATION CODE ON NON-CATALOG ORDERS

When creating a non-catalog requisition for a vendor available in iBuyNU, do not choose the vendor location code labeled "DO NOT USE THIS LOCATION." This vendor location code is designated for iBuyNU orders only and should not be selected. If selected when creating a non-catalog order, it will result in a dispatch error with delays in the vendor's receipt of your order.

### CATEGORY CHOICE ON NON-CATALOG ORDERS

When selecting a category for a non-catalog requisition, remember to click on the folder icon with the plus symbol to view all available categories. If you do not expand the folder, it will result in ALL CATEGORIES (TREES ONLY) being selected as the category for your order. This results in a mis-categorization of your order. Remember to select the most appropriate category for your order.

# New Preferred Vendors

## Coca-Cola – Beverage Services

As a result of a thorough competitive bid process, Northwestern has entered into a new formal agreement with Coca-Cola for University-wide beverage services. Coke has long been a popular brand at Northwestern. With our new agreement, Coca-Cola will have an even greater presence on both the Chicago and Evanston campuses.

Coke products will be merchandised at athletic events, in vending machines and at locations managed by Student Affairs such as the Norris Center, resident dining cafeterias, and retail stores. If you have any questions regarding Northwestern's newly established contract with Coca-Cola, contact [Betsy Costello](#), Procurement Administrator, at 7-0590.

## Free Enterprise System – Shuttle Services

Purchasing Resource Services and University Services are pleased to announce a new Preferred Vendor for shuttle services on both the Evanston and Chicago campuses. As a result of a thorough competitive bid process, Free Enterprise System has been awarded a contract to provide Bus Shuttle Services to the Evanston and Chicago campus.

As of September 1st, equipment on the Evanston campus routes transitioned to brand new 2011 Gillig transit buses. The fleet includes one hybrid transit bus that will be used on the Evanston Loop and Ryan Field routes. Equipment utilized on the Chicago campus includes completely modernized NABI 416 Transit Buses. The modernization includes new engines, transmissions, paint, and seats as well as noise-abatement equipment. These routes will also be serviced by two small 21-passenger Glavall vehicles.

The Chicago shuttle contract is in partnership with Northwestern University, Northwestern Memorial Hospital, Northwestern Medical Faculty Foundation, the Rehabilitation Institute of Chicago, and Children's Memorial Hospital effective with the move to their new location as Lurie Children's Hospital at 225 East Chicago Avenue in June of 2012.

If you have any questions regarding Northwestern University's shuttle services, call 3-8129 or visit the [Shuttles page](#) on University Services' website.

## eBioscience – Lab Supplies

Purchasing Resource Services recently established a non-exclusive pricing agreement with an additional lab supplier, eBioscience. The agreement reflects improved pricing as well as free shipping. An eBioscience catalog has also been added to iBuyNU. For questions regarding ordering through eBioscience, contact their NU representative, Liz Dobbs at 608-609-6164 or [elizabeth.dobbs@ebioscience.com](mailto:elizabeth.dobbs@ebioscience.com).

## Fisher Scientific – Lab Supplies

VWR continues to be the University's prime vendor for general Lab Supplies. This contract was awarded as a result of a formal competitive bid process. It is expected that most general lab supplies will continue to be purchased from VWR.

However, Purchasing Resource Services recognizes that there are items departments can only purchase from Fisher Scientific. Therefore, we have recently completed negotiations to establish a non-exclusive pricing agreement with Fisher Scientific for items that cannot be purchased from any other source. Once finalized, a catalog will be enabled in iBuyNU for those items. If you have any questions regarding Northwestern's newly established agreement with Fisher Scientific, contact [Matt Marzillo](#), Procurement Administrator, at 7-0837.

## SHI SOFTWARE

### HOW TO ORDER MULTIPLE SOFTWARE COPIES

Do you order software for multiple departments? Do you need to deliver your software license key to your IT Department or to a professor?

You can now do this by inserting variable email information in the "ATTENTION" field of your requisition. Variable email is an email address of a person who should receive the software key for installation, renewal notices (other than the person who is placing the order).



The screenshot shows a software interface for 'Requisition Lines'. It includes fields for 'Line', 'Description', 'FM Inv ID', and 'FM WO'. Below these are 'Shipping Line: 1', 'Due Date:', 'Status: Active', and '\*Ship To: PAYAE'. The 'Attention:' field is highlighted with a red arrow and contains the text 'j-smith'.

Following are the steps to include someone other than the buyer:

- The information should be entered in the ATTENTION Field when creating a requisition. The "@northwestern.edu" should be dropped from the email address. For example, if the email address is j-smith@northwestern.edu, j-smith is the variable email information that should be entered in the ATTENTION Field.
- By entering variable email information in the attention field, SHI will be able to deliver license key, renewal information, etc. to the buyer as well as any person whose information is entered in the ATTENTION field of the requisition.



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## Help Protect Northwestern's Tax-Exempt Status

The policy for use of Northwestern University's tax-exempt status has not changed. Our tax-exempt status is to be used exclusively to make purchases for use by Northwestern University using University funds. It is not for personal use by individuals, faculty, staff, or students. Any purchase by a student organization must be University-related and paid for through University funds. Northwestern's tax-exempt status is very serious and the integrity of how it is utilized must be protected due to the potential for abuse. Misuse of the University's tax privileges could affect our tax-exempt status which is very valuable to Northwestern.

Since the University is exempt from paying Sales and Use tax, these taxes are generally not reimbursable when an employee has extended personal funds for the purchase. If you are making a purchase for the University that is expected to be tax-exempt, please ensure that it is paid through purchase order, online voucher, or procurement card.

If you have questions, or if you need to request that proof of NU's tax exemption be sent to a vendor, contact PRS at 1-8120 or [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu).

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## PRS Website Improvements

Purchasing Resource Services continues to make improvements to the PRS website so that it is user-friendly and informative. Most recently, our primary graphic was updated to appropriately illustrate the "Best Value" goal of PRS and the services we provide.



Be sure to check out PRS's Preferred Vendor Matrix on our website. All of NU's Preferred Vendors are listed within the chart which can be sorted a number of different ways. Click on a Preferred Vendor name in the Matrix to view the contract details about the most commonly requested information, including:

- Vendor & customer service contacts
- Information about Supplier Diversity and sustainability
- Pricing
- Ordering instructions
- Personal purchase discounts (if applicable)

View the Preferred Vendor Matrix and learn more about PRS programs, policies and procedures at [www.purchasing.northwestern.edu](http://www.purchasing.northwestern.edu).

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## PRS Welcomes New Employee



### Laura Norton, Procurement Administrator

Purchasing Resource Services is pleased to welcome Laura Norton as Procurement Administrator. Laura comes to us with over ten years of procurement experience. She most recently worked as Purchasing Manager at a consulting firm specializing in purchasing for the hospitality industry. Laura is excited to be part of the PRS team and looks forward to utilizing her strong procurement background at Northwestern.

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## Save the Date! Annual Vendor Expos

**Chicago Expo: March 20, 2012**  
Lurie Center Atrium

**Evanston Expo: March 22, 2012**  
Norris Louis Room & Tech Lobby

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## PRS Directory

**General Purchasing**  
**847-491-8120**  
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