

NU Dollars & Sense

PURCHASING RESOURCE SERVICES (PRS)
UNIVERSITY SERVICES, NORTHWESTERN UNIVERSITY

New System Enhancements in iBuyNU

Recent system enhancements should help shoppers and requesters more easily manage internal processes in iBuyNU. These include:

Expanded Cart Notes History:

When shoppers assign carts to requesters, the cart note will be included in both the cart assignment notification email as well as the iBuyNU cart history notes.

Substitution Option for Cart Assignments:

Requesters can select a substitute requester in the event that their primary requester is out of the office or unable to process requests; carts will automatically default to the Substitute Requester in these incidences. Shoppers will be notified that their cart has been assigned to a substitute requester on the confirmation screen.

Visit the Tips & Tricks section of the Project Café website to download job aids and learn about additional enhancements:
<http://cafe.northwestern.edu/resources/tips.html>.

Apple Store Opens in Norris

Apple and the Norris Center recently partnered to launch an Apple

Authorized Campus Store in the Norris Center Bookstore. The new addition is open during regular bookstore hours and sells popular items including iPods and laptops, as well as most Apple accessories and software. The store can place custom configured orders to suit your specific requirements. Additionally, an Apple authorized technician is available for repairs, technical issues, and questions for either departmental or personal needs. The store handles both warranty and non-warranty service.

Purchasing Apple products on iBuyNU or at the Apple Authorized Campus Store ensures that you'll receive the full contract discount for business purchases, technical and sales support, and proper licensing. University faculty and staff also receive better than educational discount pricing for most items on personal purchases. To learn more about pricing, visit:
www.northwestern.edu/userservices/purchasing.

For more information on the Apple Campus Store, visit
www.norris.northwestern.edu/apple.php.

Double Your NU Discount at Barnes & Noble

From August 16th through August 28th, Barnes & Noble.com will double the NU discount from 5% to 10% off all books, textbooks, DVDs, and CDs purchased though BN.com on iBuyNU.

IN THIS ISSUE

NEWS

iBuyNU ENHANCEMENTS	1
APPLE STORE	1
BARNES & NOBLE DISCOUNT	1

NEW PREFERRED VENDOR CONTRACTS

MOVING SERVICES	2
JANITORIAL SUPPLIES	2
GROCERY DELIVERY	2
CELL PHONES	2
LAB GAS	2
FACILITIES SUPPLIES	3

CONTRACT UPDATES

CHICAGO HOTELS	3
COMPUTERS	3
COMPUTER PERIPHERALS	4
DRINKING WATER	4
LAB SUPPLIES	4

UPCOMING CONTRACTS

TIPS & REMINDERS	
PURCHASING TIPS	5
NU FINANCIALS & iBuyNU REMINDERS	5
NEW CATALOGS IN iBuyNU	6

FAQ

LOOKING FOR PURCHASING HELP?	6
CONTACT US	6



The discount also applies to already reduced prices--save up to 45% off your order. Additionally, iBuyNU shoppers will still enjoy free shipping during this limited time.



To Redeem: Orders must be placed through iBuyNU to receive the 10% discount and free shipping. The discount will automatically be applied to your shopping cart under "Additional Discount."

Restrictions: This offer is only available through iBuyNU and cannot be combined with a Barnes & Noble membership. It is not available at Barnes & Noble retail stores or on the bn.com consumer retail web site.

New Contracts

We recently awarded several new contracts in a variety of areas:

Moving Services

Graebel Relocation Services Worldwide, Inc. and Stevens Worldwide Van Lines were awarded contracts for household moves, both within Illinois and across states. Both contractors offer a 68% discount off transportation costs and guarantee that final pricing will never exceed their estimated price. When planning new faculty or staff moves, we recommend that departments and schools consider one of these vendors. Please view the "Preferred Vendors" link at: www.northwestern.edu/userservices/purchasing for discount details on storage and packing/unpacking.

Contact information:

Graebel

Shari Kangail
Customer Service Manager
Phone: (847) 808-8400
E-mail: skangail@graebel.com

Stevens

Debbi Baird
Assigned Move Consultant
Phone: (866) 955-5991
E-mail: dbaird@stevensworldwide.com

PRS Contract Administrator:
Sheila Watkins
Phone: 847-491-8125
E-mail: s-watkins@northwestern.edu

Janitorial Supplies and Paper Products

North American was awarded a contract for janitorial supplies and disposable paper products. North American offers a wide variety of products from diverse manufacturers, meets the University's flexible delivery requirements, has competitive pricing, and encompasses a strong "green" initiative. North American is now available in iBuyNU.

Grocery Delivery

Peapod has been awarded a contract for groceries based on the frequent need for departments and schools



to leave campus to obtain snacks and beverages for various events. Peapod is a cost-effective solution that will save personnel time in these circumstances.

Plan ahead and place a minimum \$75.00 order to only pay a \$7.95 consumer delivery fee. Northwestern accounts with Peapod are automatically tax exempt. Visit the Preferred Vendor link on PRS' website, www.northwestern.edu/userservices/purchasing, for details about opening an account and receiving \$20.00 off your first order. *(Please note: Peapod should only be used when there is a legitimate, approved need for their products).*

Cell Phones

T-Mobile, U.S. Cellular, and AT&T were awarded contracts for mobile communications/cell phones. Highlights of the negotiated benefits include:

- Individual liable and corporate accounts will receive the same special NU plan discounts.
- Activation fees waived.
- Dedicated NU customer service.
- Aggressive discounts on all plans and devices.

Additional information about each vendor's products, services and pricing will be provided once details have been finalized. In the meantime, for wireless service, please contact the vendors via the information below:

AT&T

Nadir Khan
nk6666@att.com
312.953.4803

T-Mobile

Call 866.464.8662, use code:TMOFAV4247
Robert Cummings, Senior Account Manager
robert.cummings@t-mobile.com
773.444.5641

U.S. Cellular

Martin J. Heffron, Account Executive
martin.heffron@uscellular.com
847.293.0002 (cell/office)

U.S. Cellular Retail Store

847.328.6199
1737 Sherman Avenue
George Zorbas, Store Manager
george.zorbas@uscellular.com
Nick Lomas, Wireless Consultant
nick.lomas@uscellular.com

For more information, please contact Betsy Costello, Procurement Administrator, at 7-0590 or m-costello@northwestern.edu.

Lab Gas

Airgas North Central was awarded a contract for laboratory gas. The new contract ensures competitive pricing and provides additional discounts for liquid nitrogen and tank rentals.

Facilities Supplies

The following vendors were recently awarded contracts for various facilities supplies:

Graybar – Electrical Supplies
 Columbia Pipe – Plumbing Supplies
 Kimball Midwest – Fasteners
 MSC – Tools, miscellaneous

All contracts were awarded based on best value, which included discounted pricing, next day delivery, free shipping, and no minimum order. Their catalogs will soon be added to *iBuyNU*.

For more information on PRS' bidding process, please visit the Purchasing Definitions link on the PRS' website:
www.northwestern.edu/userservices/purchasing.

Contract Changes and Updates

Chicago Hotels



Purchasing Resource Services has negotiated new Preferred Hotel agreements.

The Preferred Chicago Hotels are:

The Allerton Hotel
 The Wyndham Chicago
 Hilton Suites
 Doubletree Hotel Chicago
 Magnificent Mile
 Omni Chicago Hotel
 The Peninsula Chicago

For more information or to make a reservation, visit the Hotel Information link at
www.northwestern.edu/userservices/travel.

Computers

Self-Maintenance Program

Apple, Dell, and Lenovo, our preferred computer vendors, now all offer a self-maintenance program for computers under warranty. For more information, please contact Devi Patel at 1-8122 or d-patel3@northwestern.edu. Below are some highlights from each program:

Self Servicing Program	Apple GSX	DELL Warranty Part Direct Program	LENOVO US Warranty Self Maintainer Program
Description	In warranty repair; Order parts; Dispatch technicians; Get access to training manuals	In warranty repair; Order parts; Dispatch technicians; Dedicated access to technical support; Get access to training manuals	Allows enrolled customers to perform warranty service work; Customer carries in repair/exchange or onsite repair depot; Get access to training manuals
Qualify as Technicians	Need both certifications; Hardware Certification - 9L0-006(service care exams); O.S Certification - 9L0-061(O.S troubleshooting exams)	6 certifications are available: can repair and order replacement parts for the product category he/she is certified for.	A+ Certification (prerequisite for Lenovo Certification); Warranty Certification for administrator RXWA0 and Warranty Certification for Technicians RXWT0; Product specified training Desktop Systems - RDC05 and Product specified training ThinkPad - RTC05
Training	Self paced manuals already available online or buy book at cost; Leader led training at cost	Online material available	Web & CBT self study training materials and all updates
To get access	Individual school should email Devi Patel: d-patel3@northwestern.edu to request access to GSX	Individual School dept should email Dell rep, Steve Wong steve_m_wong@dell.com	Individual school will email Devi Patel: d-patel3@northwestern.edu to request access to Lenovo self maintainer program
Cost	Two vouchers available for each GSX account; after that \$150 per test	A few vouchers are available for free certification; after that \$179 per test	A+ technician can take the test under University account free

New Dell E Series will Replace D Series Laptops

Dell is transitioning its D Series laptops to their new E Series. NUIT and Purchasing Resource Services have collaborated on the creation of computer configurations for these models.

Our recommendations:

- E4200 for executives and highly mobile employees
- E4300 for general purpose mobile computing
- E5400 as a value option
- E6500 as a desktop replacement

These laptops are the most competitively discounted and we recommend that they be used as the base configuration for all purchases, which can then be customized. Laptops configured via the drop down menus on *iBuyNU* will not be as competitively discounted.

Unlike prior versions of the Dell *iBuyNU* webpage, the E Series laptops will contain the upgrade and downgrade options you would normally find on the drop down menus. If you'd like specific features or options that are not included, please e-mail purchasing@northwestern.edu for assistance.

Dell will continue to offer the D series pricing until stock runs out. All saved e-quotes will be honored. For more information about the E Series, please contact NU's New Dell Rep, Steve Wong:

E-mail: steve_m_wong@dell.com
Phone: 636-273-1628
Fax: 512-283-4282



Additions to the Dell iBuyNU Site

Memory and hard drives are once again available on the Dell site.

Lenovo ThinkPad T400 and T500 Added to T series

The ThinkPad T400 and T500 are the latest additions to the ThinkPad T Series family of notebook computers. The new T Series incorporates new technologies, including: Solid State Drives (SSD), switchable graphics (integrated & discrete), next generation DisplayPort technology, GPS capable and LED backlight displays as well as utilities to optimize power consumption and battery life.

Lenovo's ThinkVantage Technologies, along with the new Intel Centrino Pro chipset and Intel Turbo Memory seek to reduce the total cost of ownership, improve security, and increase productivity. The new ThinkPads are also environmentally friendly—meeting EPEAT Gold qualifications and GREEN GUARD Air Quality certification.

Please view the "Preferred Vendors" link on the PRS website for more information on the T series:
www.northwestern.edu/userservices/purchasing.

New Lenovo Account Representative

We are pleased to welcome our new Lenovo account representative, Sam Mekky.

E-mail: sammekky@lenovo.com
Phone: 847-814-3382
Fax: 847-255-0523

Computer Peripherals

TIG Website

TIG has and will continue to add more items and improve usability on its Northwestern website. If you use the TIG website, please e-mail your feedback or suggestions to Devi Patel at d-patel3@northwestern.edu. The TIG website is now available in *iBuyNU*.

SHI Up and Running on iBuyNU

SHI's catalog is now available in *iBuyNU*.

Changes to HP's Catalog

HP has added more printer accessories to the *iBuyNU* catalog. However, they are no longer offering HP OEM toner cartridges. NU's best price on HP OEM toner cartridges is now available from our computer peripherals contractor, TIG.

Drinking Water

Ice Mountain's drinking water contract has been extended for another year and now includes water filtration systems--monthly costs begin at \$12.99. Pricing for dispensed bottle water and individual bottled water products remain the same. For questions, please contact Jim Captain, NU's Ice Mountain representative, at jim.p.captain@wateres.nestle.com, 630.546.6167; or Betsy Costello, Procurement Administrator, m-costello@northwestern.edu, 7-0590.

Lab Supplies

VWR and Corning are working together again. Special pricing on Corning products is only available through VWR (stockroom or *iBuyNU*).

Upcoming Contracts and Agreements

PRS is currently working to establish contracts or agreements for the following:



Recycled Toner

Printing Services

Lab Supplies

Microscopes

A/V Equipment

Purchasing Tips

Below are some helpful tips on purchasing procedures:

Change Order Requests: Please cancel receivers before submitting a Change Order Request in iBuyNU. Also note that the "New Price" field is per unit, not the total cost. For example, if the original line indicates 4 items at \$10 each, totaling \$40 and you need to increase the item's price by \$2

each, the "New Price" field should read \$12, not \$48. When requesting to add money to a blanket purchase order, the "New Price" will be the original amount, plus the amount of increase.

Creating Requisitions: When creating a regular requisition, each item should be entered on a separate line.

Multiple Invoices: If multiple invoices are received for one regular PO, a

separate line must be created for each invoice. Multiple invoices cannot be paid on a single line PO.

Filling out Forms and Requests: When completing BD and SSJ forms, Change Order Requests, Blanket Order Requests, or Hold from Further Processing Requisitions, please provide as much detail as possible to ensure the timely processing of your request.

NU Financials and iBuyNU Reminders

Please review these policy reminders when using NUFinancials and iBuyNU:

1. Purchases from outside vendors require an official Purchase Order from NUFinancials.

- Submit requisitions at the time the product or service is ordered, not when payment is due. After the requisition and budget are approved, a PO will be generated and sent to the vendor promptly. An official Purchase Order begins with the prefix PUR and includes the Director of Purchasing's signature.
- Please do not place orders outside of the system. It is against University policy:
 - *To send unofficial POs to vendors*
 - *Place orders using unofficial or recycled PO numbers or requisition numbers*
Utilize a requisition or DPR to pay an invoice after the fact
 - *Establish a blanket PO to facilitate informal ordering*

- PRS has offered some leeway with regards to adding funds to existing blankets and approving requisitions in the Hold from Further Processing status. However, as we approach the beginning of FY2010 policy will be more strictly enforced and we will grant exceptions on a very limited basis.

2. Vendors should send all invoices directly to Accounts Payable.

- Invoices should be sent after the product has been received or the service has been provided. The invoice should reference the appropriate PUR number. Accounts Payable can provide copies of invoices upon request.

3. Take advantage of the improved functionality of the new system.

- Make sure roles have been appropriately assigned (requester, shopper, or approver) for your department or school's purchasing needs in iBuyNU. The system works best when the requester role is assigned to as many people as possible. This allows departments to initiate a request to purchase anything they need (iBuyNU or non-catalog requisitions).

- Users should be trained based on their assigned roles. Find Project Cafe training information at:
<http://cafe.northwestern.edu/training/matrix.html>.
- Please align your department or school's internal business processes with the new financial system when purchasing products or services.

4. Avoid Match Exceptions.

Three events must happen in order for a PO to get paid:

1. It should be entered into the system correctly.
2. A receiver must be entered for non-catalog orders.
3. Accounts Payable must enter the invoice into the system.

The primary reason match exceptions occur is due to departments/schools not completing the receiving process (step 2).

If an invoice is entered by Accounts Payable prior to the receiver being initiated, the requester will get an e-mail informing them of the incomplete receiver. If the products ordered have been delivered or the services ordered have been provided, a receipt must be completed in NUFinancials.

This is the last step in the procurement process and

authorizes payment to the vendor. Also note that POs should match invoices. Check to make sure that pricing has not changed. Ensure that the pricing isn't outdated. If the PO and invoice are significantly different, it will create a match exception, preventing payment to the vendor. If this happens, please contact the vendor and resolve the discrepancy. Contact PRS for assistance with vendor issues. A change order may need to be requested.



Looking for Help?

Sometimes it can be confusing figuring out who to call for what issue. Below is a quick guide to frequently used purchasing numbers:

Vendor maintenance	Accounting Services, 1-5337
System/Technical Issues	Help Desk, 1-HELP
Blankets/Change Orders	Purchasing, 1-8120
Requisition Questions	Help Desk, 1-HELP
Hold for Further Processing	Purchasing, 1-8120
Resend Purchase Orders	Purchasing, 1-8120
iBuyNU	Purchasing, 1-8120
Receiving	Help Desk, 1-HELP
Vouchers/Invoices and payments	Accounts Payable, 1-7339

Check out these New Catalogs on iBuyNU:

Thybonny - Paint
 TIG - Computer Peripherals
 North American - Janitorial Supplies

BD Biosciences - Lab Supplies
 Millipore - Lab Supplies
 Roche-Lab Supplies



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