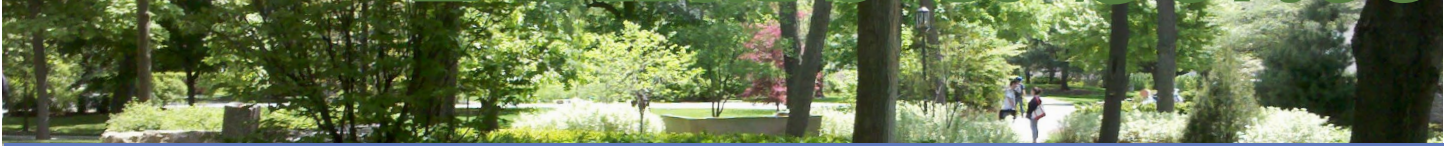


# Dollars & Sense



Summer 2011 Volume 6, Issue 1

Purchasing Resource Services

## New Features Improve the PRS Website

Purchasing Resource Services and University Services recently worked with University Relations on a complete overhaul of the [PRS website](#). We solicited faculty/staff feedback and incorporated that into our efforts to make the site more informative, easy to navigate, and user-friendly. Since the site was re-launched in March, we have received many positive comments. If you haven't visited us in the last couple of months, here are some of the new features:

### Preferred Vendor Matrix

All NU Preferred Vendors are listed on one chart that can be sorted in different ways:

- Commodity (such as food services, IT, lab supplies, etc.)
- Product/Service
- Company Name
- Ordering Method (such as iBuyNU, non-catalog, blanket, etc.)
- Supplier Diversity
- Sustainability Information

### Preferred Vendor Profiles

Click on a Preferred Vendor name in the Matrix, and you will go to a Preferred Vendor Profile that lists the most commonly requested information, including:

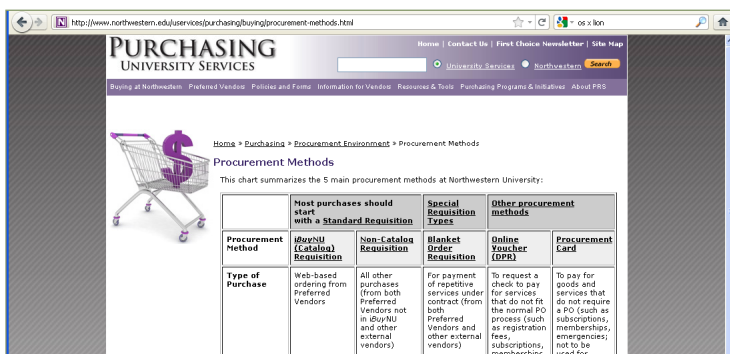
- Vendor & customer service contacts
- Information about Supplier Diversity and sustainability
- Pricing
- Ordering instructions
- Personal purchase discounts (if applicable)

Remember, Preferred Vendors are those that have been awarded contracts by PRS based on a formal competitive bid or negotiation. Using these vendors is meant to save departments and schools time and money.

In addition, on other pages throughout the site you can find information such as:

- Procurement method descriptions and uses
- Bid process requirements
- Tax-exempt status information
- Links to other NU departments to assist in the procurement-to-payment process
- Complete staff directory for PRS

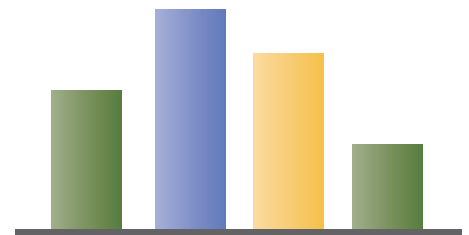
We will continue to improve the Preferred Vendor Matrix, so check back often. We encourage you to visit the site and [send us your comments and feedback](#).



PRS Procurement Methods web page

## Quote Benchmarking

Purchasing Resource Services now has the ability to benchmark quotations for medical and research equipment. If you receive a quote from a vendor and would like to confirm that it reflects the best possible value, please contact Matt Marzillo, Procurement Administrator, at [m-marzillo@northwestern.edu](mailto:m-marzillo@northwestern.edu) or 7-0837. It typically takes 1-2 days to analyze a quote and compare it against other quotes that were received by similar institutions.



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# New Preferred Vendors

## Lonza – Speciality Lab Supplies

Purchasing Resource Services recently established an agreement with Lonza, a lab supplier, for increased discounts in iBuyNU. Check out the new discounts available in VWR's current catalog and Lonza's newly added catalog in iBuyNU.

## Healthcare Laundry Systems – Lab Coat Laundering

Purchasing Resources Services and University Services recently selected HLS (Healthcare Laundry Systems) as the University's new laundry service provider. This vendor was selected based on a formal bid process and replaces the laundry service previously provided by VWR.

Once enrolled in the program, you can charge the service to your NU chart string. Each department will be billed by University Services at the end of each month.

To enroll in the new laundry program:

- Complete the online [Laundry Enrollment Form](#) (pdf) to enroll in the program. Print a copy of the form, and then submit the form to HLS via email.
- The FIRST time that you send a soiled garment for processing, place the printed copy of the enrollment form in the pocket of the coat. If you have multiple garments, place them all in one bag with the printed copy of the enrollment form.
- Place your soiled garments at one of the drop points in your area or in the VWR stockroom on your campus.
- HLS will process the form and send a confirmation email. HLS will attach a unique bar code to the inside collar of customer-owned lab coats.

Pick-up of dirty linens and drop-off of clean linens will be on a weekly schedule:

- Chicago campus: Wednesdays 9:00 am–5:00 pm
- Evanston campus: Mondays 9:00 am–10:00 am

For rates, procedures, and online enrollment, visit the [Lab Services web page](#).

Service/Procedure Questions: [Steve Bodziak](#), HLS Account Manager, 847-941-7027.

Billing Questions: [Theresa McClain](#), University Services, 3-0510 or [Matt Marzillo](#), Purchasing Resource Services, 7-0837

## FISCAL YEAR-END REMINDERS

As the fiscal year comes to an end, here are some reminders and reasons why a purchase order will may appear on your Open Encumbrance Report:



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 get the invoice sent to Accounts Payable. If you have any questions about open purchase orders for iBuyNU Suppliers, contact [Keith Paddy](#) at 7-6963.



It's important that you enter receipts once your order has been received. This is for non-catalog

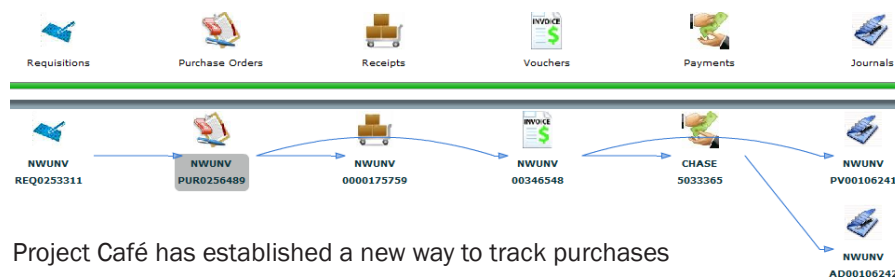
orders only. If you have any open purchase orders on your Open Encumbrance Report, confirm whether a receipt needs to be entered. If so, enter the receipt. If there are no other issues with the purchase order, it will be removed from your Open Encumbrance Report within 15 days.



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, you must submit a Change Order Request to have the item removed from your purchase order. If you have an open item on your Open Encumbrance Report that you know will not ship, submit a Change Order Request to have your purchase order closed.

## NUFinancials Lifecycle Viewer



Project Café has established a new way to track purchases visually as they move through the system. The NUFinancials Lifecycle Viewer uses icons and a progress bar to show related requisitions, POs, receipts, vouchers, payments, and journals on a single page. You can drill into, link to, compare supporting documents, and even find transactions when you don't have the Requisition ID or PO ID. Visit the [Project Café website](#) for more information about the Lifecycle Viewer.

# Preferred Vendor Updates

## PGI

**Don't wait to set up your conferencing account!** As previously announced, Premier Global Industries (PGI) is NU's Preferred Vendor for your audio-conferencing needs. Features and benefits of the GlobalMeet® service include:

- No reservations required
- Private phone number for secure conference calls
- Up to 125 participants per call
- Easy to integrate with Adobe Connect Web conferencing
- 24/7 tech online support including tutorial videos and Live Chat
- Aggressive pre-negotiated calling rates starting at 1.7 cents per minute for all departments

Those who are authorized to place telecommunications services requests with CONDUITS are able to place requests to activate GlobalMeet® conferencing service accounts with PGI via the online [PGI Enrollment Form](#). PGI will issue a GlobalMeet® account number and access code for each individual

user, upon authorized request. A list of CONDUITS work order contacts can be viewed [online](#). To

activate or deactivate a conferencing account and for ordering and pricing information, visit our [website page dedicated to PGI](#).

There is no monthly minimum charge for service through PGI when the service is not being used. Set up your GlobalMeet® account today so that it is ready to go. Questions? Contact [PRS](#) at 1-8120.

## Corporate Business Cards

Ordering official Northwestern business cards, letterhead, and envelopes just got easier. Effective July 6th, the CBC (Corporate Business Cards) ordering website can be accessed through iBuyNU. To access the website, you will login to iBuyNU (you must be a shopper or requester) and then click on the CBC

logo. The interface looks the same, with only a few minor changes to navigation.

In addition, CBC pricing is now further discounted in iBuyNU. CBC is Northwestern's Preferred Vendor for printing business cards, letterhead, envelopes, and other printed stationery items.

Ordering instructions are available on the [University Services Printing Services webpage](#) and the [PRS CBC Vendor Profile webpage](#).

For questions about iBuyNU, contact [Keith Paddy](#) at 7-6963. For questions about CBC, contact [Shelia Watkins](#) at 1-8125.

## SHI

As of April of this year, SHI (Software House International) has included your software license key with the order confirmation email sent upon the completion of purchase. In making this improvement, it will no longer be necessary for end users to log onto the manufacturer's website in order to obtain their license key. In addition, license keys will now be more readily available for installation purposes to those who may not have actually placed the order. For more information, contact the SHI team at [teamshi@shi.com](mailto:teamshi@shi.com).

## Cardinal Cartridge

Cardinal Cartridge, Northwestern's Preferred Vendor for recycled toner cartridges, filed for bankruptcy on Friday, June 9th. Cardinal has ceased product shipment, and their catalog has been removed from iBuyNU.

If you have an outstanding order with Cardinal, we will assist you in transferring your order to a different vendor. If you have questions about an outstanding order or maintenance on existing products, contact [Purchasing Resource Services](#) at 1-8120 for assistance. Repairs should be paid via procurement card or through online voucher.

Please direct printer repairs to:

[Brad Kramer](#), 847-980-0659  
Sales/Operations, 1st Source America

Purchasing Resource Services sincerely apologizes for this unfortunate inconvenience. PRS remains dedicated to providing valuable contracts to help departments and schools make informed purchasing decisions. We are working to research alternatives for recycled toner cartridges. In the meantime, you can order toner cartridges in iBuyNU from [Staples](#), our office supplies vendor, and from [TIG](#), our computer supplies vendor. Both of these vendors have an extensive line of OEM and remanufactured toner cartridges at very aggressive pricing.

Used toner and printer cartridges can be recycled through NU Recycling. Place the used cartridge in a box or envelope and place it in campus mail. Be sure to include a mailing label with the information below for your respective campus mail room.

Evanston Campus:  
Mail Services  
2020 Ridge Ave.  
Evanston Campus 4314  
CARTRIDGE RECYCLING

Chicago Campus:  
Mail Services  
300 E. Superior, B-601  
Chicago Campus  
CARTRIDGE RECYCLING

If you have questions or need cartridge mailing labels, contact [NU Recycling](#) at 7-1374.



## New Computer Product Models Available

Early this year, Intel introduced their latest processor technology. The second-generation Intel® Core™ i5 processor creates a smarter, smoother, and more visually enhanced experience. NU's preferred computer vendors have released their latest models which include Intel's new processor. To check out the new models, visit the Dell, Apple and Lenovo catalogs in iBuyNU.

*continued on page 4*



## Preferred Vendor Updates

### CDWG/Lenovo

Lenovo has a new representative, Patti Ullsperger. If you have a questions or concerns regarding Lenovo, you can reach Patti at 608-833-6877 or [psullsp@lenovo.com](mailto:psullsp@lenovo.com). You may also contact our reps at CDWG to coordinate a meeting:

Angie Bania: 877-826-1289

Kelly Pyke: 866-723-2006

[angieandkelly@cdwg.com](mailto:angieandkelly@cdwg.com)

The Lenovo US Warranty Self-Maintainer Program allows Lenovo customers to perform their own warranty service work on selected personal computing products throughout the warranty period. The program is intended to meet the needs of customers who have the capability of performing hardware repair in-house. Currently, the US Warranty Self-Maintainer Program is available to compliment a comprehensive set of warranty and service offerings. All Northwestern departments and schools have the ability to sign up for this offering. To sign up, contact [Patti Ullsperger](#).

With Intel's announcement of new technology earlier this year, Lenovo has enhanced their ThinkPad and ThinkCentre family of products.

The new ThinkPads

feature up to 200% better graphics performance and 20% faster CPU performance. An exclusive feature called Instant Resume puts your system to sleep without losing wireless connectivity (so you can go from building to building on campus and not have start your connections). For more information or questions, contact [Patti Ullsperger](#).

### VWR

VWR, Northwestern University's primary vendor for general lab supplies, previously offered free shipping on most items. Now, Purchasing Resource Services has negotiated free shipping on all products from VWR with no increase

in price to the items you currently purchase. In addition, all items purchased from VWR's iBuyNU catalog will be shipped the next day for free. There will be no hazardous materials charges and no third party drop ship charges. For more information or questions, contact NU's VWR reps:

Chicago: [Amy Van Arsdale](#), 847-274-9152

Evanston: [Jeremy Hansen](#), 630-207-6435

### Apple

On July 20th, Apple released OS X Lion, the eighth version of the Mac OS X operating system.

#### Ordering instructions for department/school buying fewer than 20 licenses:

- The only purchase option available is through the App store.
- You must use a P-card or iTunes gift card (which can be purchased with a PO). No purchase orders accepted.
- You will have to pay tax and submit your order receipt for tax credit. To do so, email a copy of your order receipt to [salestax@apple.com](mailto:salestax@apple.com) or fax to 866-758-7713.

*Recommendation: Smaller departments can combine their order to place one purchase order for 20 licenses (through iBuyNU) and can distribute the copies within your department/school.*

#### Ordering instructions for department/school buying 20 licenses or more:

- Place your order via iBuyNU.

NUIT recommends that the NU Community exercise caution when installing newly released software until it has been verified to work with University Enterprise Systems. PRS and NUIT will continue talks with Apple to allow for the purchase of small quantities of licenses in iBuyNU.

For complete details regarding pricing or download/deployment information, visit the [Apple Vendor Profile](#) on the PRS website. If you have any further questions, contact NU's Apple customer service representative, [Jessica Morris](#) at 800-800-2775 ext. 42873.

## PRS Directory

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