

Procure to Pay

Information Session

Procurement and Payment Services (PPS)

Vendor File Management

Purchasing & Strategic Sourcing

e-Procurement Solutions

Accounts Payable

Corporate Card Program

e-Payment Solutions

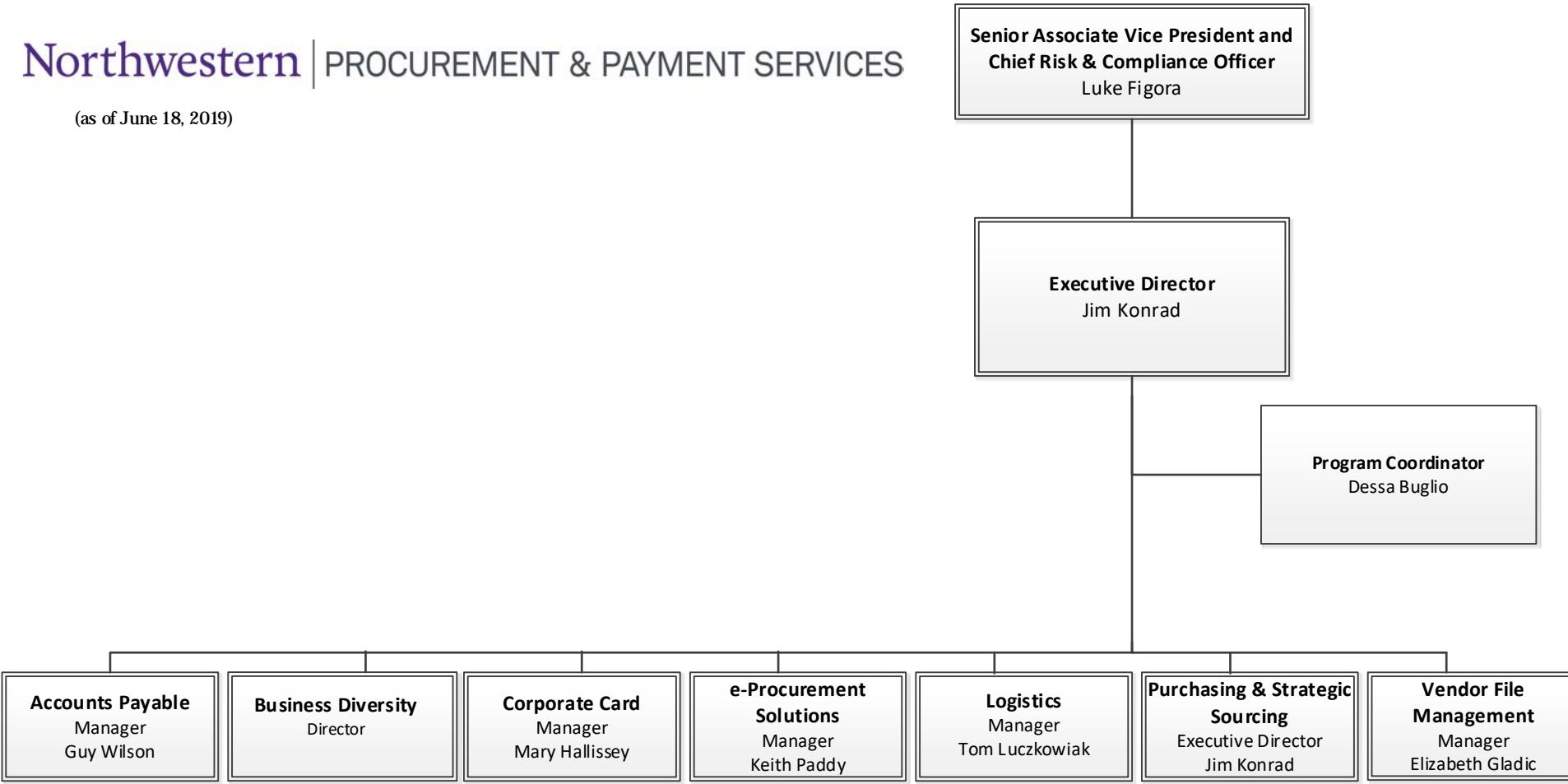
Business Diversity Program

Logistics (Shipping/Receiving & Mail Services)

Travel

Northwestern | PROCUREMENT & PAYMENT SERVICES

(as of June 18, 2019)



<https://www.northwestern.edu/procurement/about/contact.html>

- Procurement and Payment Services (PPS) is considered the procurement expert at Northwestern, setting the overall strategy regarding how purchases and payments should be made.
- PPS is the single point of contact for all centralized supply chain related activities.

- Considerable authority has been delegated to departments and schools to make purchasing decisions.
- This requires that employees involved at every step of the process take full responsibility for understanding Northwestern's policies and procedures regarding purchasing, payment, travel and entertainment, and Vendor relations.
- Departments/schools:
 - Determine which products/services are needed to manage their programs
 - Policy requires that bids be solicited for purchases of \$25,000 or more (\$10,000 if sponsored dollars are used), unless Preferred Vendor is used
 - Initiate requisitions
 - Submit detailed PDD (Bid Summary or Sole Source Justification) as an electronic attachment to the requisition
 - Retain copies of all documentation related to the bid process in accordance with University record retention guidelines



Procurement Methods

This chart summarizes the 5 main procurement methods at Northwestern University:

	Most purchases should start with a Standard Requisition	Special Requisition Types	Other procurement methods		
Procurement Method	iBuyNU (Catalog) Requisition	Non-Catalog Requisition	Blanket Order Requisition	Payment Request	Corporate Card
Type of Purchase	Web-based ordering from Preferred Vendors	All other purchases (from both Preferred Vendors not in iBuyNU and other external vendors)	For payment of repetitive services under contract (from both Preferred Vendors and other external vendors)	Request to pay for services that do not fit the normal PO process (registration fees, subscriptions, memberships, emergency services, water services, and shredding services)	To pay for goods and services that do not require a PO (such as subscriptions, memberships, emergencies; internet orders when item is not available in iBuyNU)

<https://www.northwestern.edu/procurement/about/procurement-methods/index.html>

Vendor File Management (VFM) is a unit within PPS that manages supplier processing and maintenance for the University, including the addition of new suppliers and modification to existing suppliers.

For contact information
and other resources, visit our webpage:
www.northwestern.edu/procurement/purchasing/vendor-file-management

All supplier requests are initiated (by the department/school) and completed (by VFM) in NUFinancials

- Always use the [NUPortal](#) or [PPS website](#) for correct, up-to-date forms
 - IRS W-9 and W-8 form
 - Independent Contractor Questionnaire
 - Conflict of Interest Form
 - Statement of Service
- Every supplier is vetted *before* you do business with them
 - Independent Contractors > Human Resources
 - Suppliers > Visual Compliance
- Maintenance
 - Suppliers not used for 24 months are inactivated in NUFinancials



Helpful Tips

- ***Check Supplier 360/Review Suppliers***
 - See if supplier is already in database
 - Call VFM Helpline
- **Use most recent version of the W-9 form**
 - Top left-hand corner of form
 - Current version from Procurement website
 - Digital signature not allowed
- **Remember trademark licensing requirements**

- Help departments/schools make informed procurement decisions
 - Strategically source on behalf of the University
 - Assist with the bid process on behalf of and in partnership with departments/schools
- Primary goal is to save time and money while minimizing risk and ensuring compliance when buying and paying for goods/services

- PPS looks for contracting opportunities on behalf of all departments and schools
 - Analyze spend (dollars/number of transactions)
 - Talk to departments and schools
 - Issue formal ITB (using templates created by PPS)
 - Define requirements
 - Establish evaluation committee
 - Evaluate proposals
 - Finalist presentations
 - Conduct best and final offer/final negotiation
 - Best value decision - Award contract/agreement
 - Enable catalog in iBuyNU, when appropriate
 - Enter into formal negotiation with sole source vendors

- Preferred Vendors have been awarded a contract by Purchasing & Strategic Sourcing for use by all departments and schools.
 - Preferred Vendor relationships are established one of two ways:
 - A contract is established based on the results of a formal competitive bid process managed by Purchasing and Strategic Sourcing.
 - A pricing agreement is established based on a negotiation between Purchasing and Strategic Sourcing and the vendor.
- We strongly encourage departments and schools to use Preferred Vendors.

Northwestern

www.northwestern.edu/procurement



PREFERRED VENDOR LIST IBUYNU MARKETPLACE CONTACT PPS

PROCUREMENT AND PAYMENT SERVICES

Search this site



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Information for Vendors

Policies and Forms

Online Preferred Vendor List

Search by
product/service type
or vendor name

Preferred Vendor List

[Vendors by Product/Service Type](#)

[All Vendors](#)

Filter by:

All Categories



[RESET FILTER](#)

Central Bill Programs are managed by the Auxiliary Services team. Our team journals department chartstrings for repetitive, high volume invoicing/purchasing.

- Current Programs – all Preferred Vendors
 - Dry Ice
 - Lab Gas
 - Reebie on-campus moves
 - Copiers
 - Quartet - copying
 - FedEx
 - Enterprise vehicle rental
 - Travel
 - Chicago campus catering

- Provides departments and schools with the most streamlined, cost effective way to order from vendors
- They provide quality products and services
- Maximizes overall best value to University
 - Cost savings, due to consolidating purchasing power
 - Reduced transaction costs (total cost of acquisition)
- Less risk, due to improved contract administration
- Better management control
- More automated adherence to policy
- Improved productivity and efficiency of department personnel
 - Allows departments/schools to better focus on their core responsibilities, teaching and research
- Streamlined payment process (electronic invoicing and payments)
- Improved access to information, to further improve contracts
- Minimizes ethical questions

Most products can be ordered through the Fisher punch-out catalogs in iBuyNU or directly from the Northwestern stockroom using the Fisher live price hosted catalog in iBuyNU.

- **Chicago Campus Stockroom**
 - iBuyNU profile name: Fisher Scientific – Chicago Stockroom
 - Searle Medical Research Building, Room B-652
 - iBuyNU profile name: Fisher Scientific – Simpson Querrey Stockroom
 - Simpson Querrey, Room #1M-212
- **Evanston Campus Stockroom**
 - iBuyNU profile name: Fisher Scientific – Evanston Stockroom
 - Technological Institute, Room KG-48

www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/stockroom-ordering/index.html

The functions of the Auxiliary Services unit, with the exception of Wildcard, has been moved from Facilities to Procurement and Payment Services. This includes the Northwestern Travel Program.

- Travel Functions
 - Travel agencies
 - On line booking tool (Egencia)
 - Air travel
 - Hotels
 - Car rentals

Contact: Northwestern Travel Services
travel@northwestern.edu
847.491.7569
www.northwestern.edu/auxiliary-services

Northwestern has implemented the Uniform Guidance Procurement Standards for purchases on sponsored programs, which will be applied to all sponsored programs, including cost share. This is in accordance with government regulations [2 CFR 200.317-326.](#)

- Multiple bids must be solicited by departments and schools for purchases of \$10k or more *when sponsored funds are being used*, unless the product/service is purchased from a Northwestern Preferred Vendor. The Purchasing Decision Documentation form must be attached in NUFinancials.
- Bids for purchases of \$250k or more using sponsored funds will be formally conducted by PPS.
- Visit the [Uniform Guidance Procurement Standards webpage](#) for information.

Northwestern is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned, HUBzone, and local business enterprises.

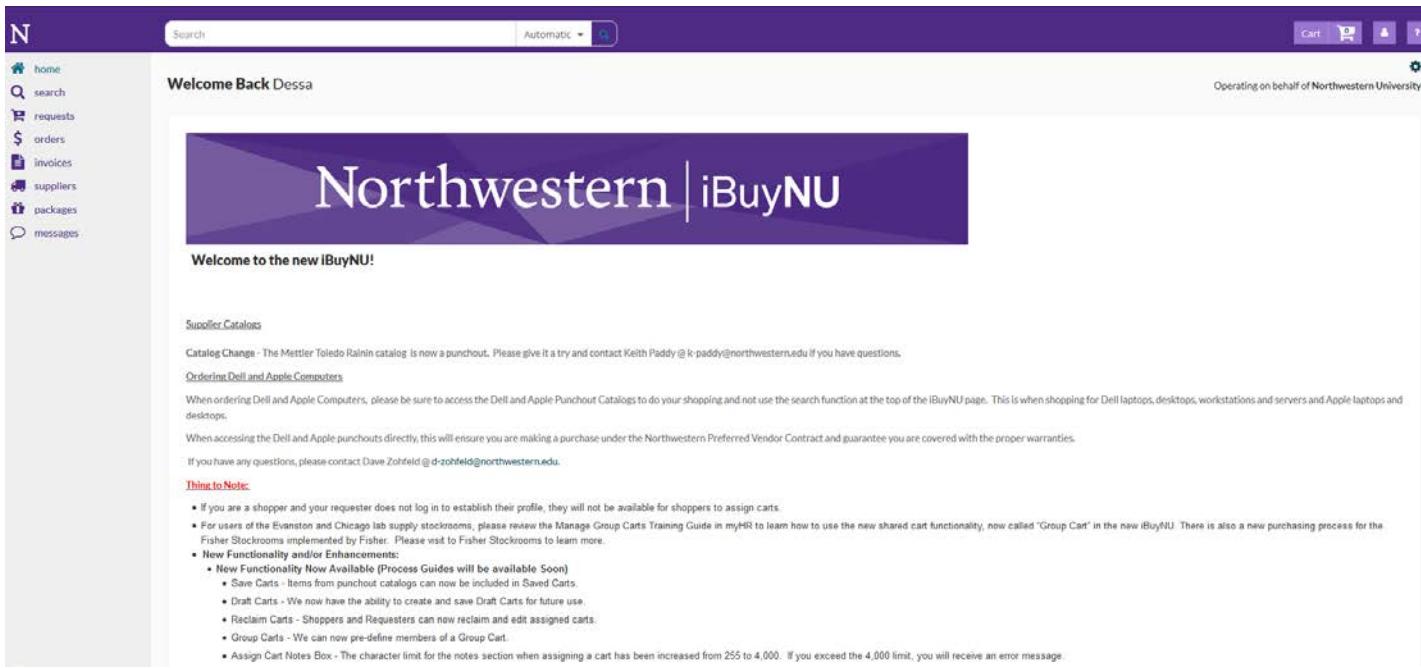
The Business Diversity Program is Northwestern's initiative to create opportunities for vendors to market their products to the University and to encourage University departments and schools to offer opportunities to such vendors.

The eProcurement Solutions team is a unit within PPS responsible for many back-end purchasing processes within NUFinancials. We ensure transactions are in compliance with University Purchasing Policies.

- Manage the University's eProcurement Platform, iBuyNU
- Process Change Orders
- Review and Approval of Blanket Purchase Order Submissions
- Process Purchase Orders placed on Hold For Further Processing
- Monitor the Fax Server
- Monitor NUFinancials for failed catalog and non-catalog purchase orders
- Price validation for iBuyNU catalogs

- Integrated part of system
- Includes many of Northwestern's Preferred Vendors
- Provides end users with a web based ordering experience
- Can be accessed by ALL employees (as either a requester or shopper)
- Allows for streamlined, electronic processing of purchases and payments:
 - Workflow
 - Dispatch of purchase order
 - Receipt of invoice
 - Payment to vendor
- Improved and consistent pricing

iBuyNU is a web-based ordering tool that provides departments and schools with the most streamlined, cost effective way to order from Preferred Vendors.



The screenshot shows the Northwestern iBuyNU Marketplace homepage. The top navigation bar is purple with the 'N' logo, a search bar, and a dropdown menu. The main header features the text 'Welcome Back Dessa' and 'Operating on behalf of Northwestern University'. A large purple banner in the center says 'Northwestern | iBuyNU' and 'Welcome to the new iBuyNU!'. Below the banner, there are sections for 'Supplier Catalogs', 'Catalog Change', 'Ordering Dell and Apple Computers', and 'Thing to Note'. The 'Thing to Note' section contains a bulleted list of new features and notes for users.

Supplier Catalogs

[Catalog Change](#) - The Mettler Toledo Rainin catalog is now a punchout. Please give it a try and contact [Keith Paddy](mailto:k-paddy@northwestern.edu) if you have questions.

[Ordering Dell and Apple Computers](#)

When ordering Dell and Apple Computers, please be sure to access the Dell and Apple Punchout Catalogs to do your shopping and not use the search function at the top of the iBuyNU page. This is when shopping for Dell laptops, desktops, workstations and servers and Apple laptops and desktops.

When accessing the Dell and Apple punchouts directly, this will ensure you are making a purchase under the Northwestern Preferred Vendor Contract and guarantee you are covered with the proper warranties.

If you have any questions, please contact [Dave Zohfeld](mailto:d-zohfeld@northwestern.edu).

Thing to Note:

- If you are a shopper and your requester does not log in to establish their profile, they will not be available for shoppers to assign carts.
- For users of the Evanston and Chicago lab supply stockrooms, please review the [Manage Group Carts Training Guide](#) in myIR to learn how to use the new shared cart functionality, now called 'Group Cart' in the new iBuyNU. There is also a new purchasing process for the Fisher Stockrooms implemented by Fisher. Please visit to Fisher Stockrooms to learn more.
- New Functionality and/or Enhancements:
 - [New Functionality Now Available \(Process Guides will be available Soon\)](#)
 - Save Carts - Items from punchout catalogs can now be included in Saved Carts.
 - Draft Carts - We now have the ability to create and save Draft Carts for future use.
 - Reclaim Carts - Shoppers and Requesters can now reclaim and edit assigned carts.
 - Group Carts - We can now pre-define members of a Group Cart.
 - Assign Cart Notes Box - The character limit for the notes section when assigning a cart has been increased from 255 to 4,000. If you exceed the 4,000 limit, you will receive an error message.

- Went live with Aquiire in April 2019
- A Few Benefits of Change
 - Federated search capability for products across all catalogs types (hosted and punchout) with maintaining the ability to browse individual punchout catalogs.
- New Functionality/Enhancements Available Now (*Process Guides will be available soon*)
 - Saved Carts – Items from punchout catalogs can now be included in Saved Carts.
 - Draft Carts – We now have the ability to create and save Draft Carts for future processing.
 - Reclaim Carts – Shoppers and Requester can now reclaim and edit carts they've assigned.
 - Group Carts – We can now pre-define members of a group.
- Coming Soon
 - Transaction View – Working to give priority view to the transactions you own.
 - Search Functionality – We continue to work with Aquiire to improve searching.
 - iBuyNU Notifications – Working to remove links.
 - iBuyNU Icons – Working to increase size icons; i.e. punchout icon

- All Procurement related processes are initiated, processed, and recorded in NUFinancials
 - Requisitions > Purchase Orders
 - Payment Requests
 - Expense Reports
 - MyWallet Expense Reports (reconciling Corporate Card transactions)
- Paper DPR – working on ways to minimize the need to use this process
 - Electronic Funds Transfers (EFT)-sometimes referred to as Wire Transfers

- Controlled through an electronic workflow process
 - Ensures transactions are properly routed and approved
 - Ensures University policy/government regulations are followed
 - Department levels 1, 2, and 3 dependent on amount
 - ASRSP
 - PPS (Purchasing or AP unit) is the final approver
 - All Requisitions and Payment Requests of \$25,000 or more
 - All Payment Requests, Blanket Orders
 - Expense Reports (low risk expense reports are auto approved)

Form used to document purchasing decisions made by departments and schools. This new form replaces the former Bid Documentation Form (BD) and Sole Source Justification (SSJ) Forms.

- This interactive form allows depts./schools to answer a series of questions
 - End result generates a Bid Summary (when multiple bids were solicited and received) or Sole Source Justification (when the product or service can only be acquired from a single vendor) PDF.
 - It must be attached to the Requisition or Payment Request.
 - Staff no longer have to choose BD or SSJ at the beginning of the process.
- Required for all orders of \$25k or more (or of \$10k or more when sponsored funds are used).
- The form access link, job-aid, and helpful hints can be found on [NUPortal](#).

- The Accounts Payable department serves the Northwestern community by performing disbursement functions.
- This includes paying all approved expenses for goods and services as well as all expense reimbursements made to University employees and University guests.
- We strive to provide professional and courteous service to our internal and external customers while remaining in compliance with University policies and federal and state regulatory requirements.

Purchase Order (PO)

- Department creates a Receipt in NUFinancials
 - Only required for non-catalog PO's of \$5,000 or more
- AP receives the invoice from the vendor
- AP uses the vendor's invoice to create a voucher in NUFinancials
- When three-way match occurs (PO, receiver, Invoice/Voucher), NUFinancials generates payment using the appropriate method (check, ACH, dedicated credit card)
- If an iBuyNU order, only a two-way match occurs (PO, Invoice/Voucher)

Payment Request

- Request for a check to pay for services that do not require a PO
 - i.e.: visitor reimbursements, contracted services, research subject payments, utility bills, registration fees, subscriptions, memberships
 - <https://www.northwestern.edu/procurement/docs/alternativepaymentguidelines.pdf>
- Workflow is initiated
 - AP applies final approval
- Once fully approved in workflow, Payment Request is sourced into a Voucher
- NUFinancials generates payment using the appropriate method (check, ACH, credit card)

Expense Reports

- AP is the final approver for higher risk expense reports
- The following categories of Expense Reports are routed to Accounts Payable for final review approval:
 - Total amount of \$1,000 or more
 - No attachments and total amount of \$40 or more
 - No Expense Supervisor in workflow
 - Transactions are over 90 days old
 - Is linked to a Cash Advance
 - Random sampling of all Expense Reports regardless of other workflow rules
- Once approved, payments are created nightly using the same method as your paycheck
- Corporate Card transactions are retrieved from MyWallet, and reconciled on an Expense Report

Paper DPR

- Used mainly for foreign payments
- After review by AP, the request is forwarded to Treasury Operations
- Treasury submits a request in the banking system for the specified currency
- Once the funds are transferred to the destination, the bank charges Treasury
- AP notifies the department that the funds have been transferred
- Payment is generated via Electronic Funds Transfer (EFT - Wire Transfers)

Matching/receipts

- Three-way match: PO, invoice/voucher and receipt
- Two-way match: PO and invoice/voucher
- Non-catalog receipt requirement changed from \$500 to \$5,000
 - iBuyNU will continue to not require receipts
 - If a specific payment needs to be held, contact AP

Match Exceptions / AP Invoice “Send Backs”

- Most common cause is a missing receiver
- Other reasons include:
 - PO number not valid (closed, wrong PO, no PO listed on invoice)
 - Vendor on the invoice does not match the vendor on the PO
 - PO over tolerance
 - PO line adjustment needed
 - Invoice has already been paid
 - Additional documentation is needed
- Cognos Reports
 - SC016 Open Encumbrance Report
 - SC027 Match Exceptions Report
- iBuyNU match exceptions reviewed by eProcurement team, all others reviewed by AP team



Helpful Tips | Payment Requests

- If requesting that a check be held for pickup (which should be rare), be sure to:
 - Select the correct Payment Handling Code: HE Hold for Evanston or HC Hold for Chicago
 - Enter the name, email address, and telephone number of the person AP should notify to pick up the check
 - If an enclosure should be included, select the Payment Handling Code EN Enclosures
 - We will not send an enclosure, even if requested, when the vendor has easily-recognizable invoice numbers
- Transitioning check printing and mailing to Bank



Helpful Tips | Payment Requests

- Key the invoice number *exactly* as it is shown on the vendor's invoice
- Choose correct remit address
- Attachments should be one file
 - Do not include separate attachments for each page



Helpful Tips | Expense Reports

- Attachments should be one file
- Attach separate Oanda (foreign currency) page for each conversion



Helpful Tips | Accounts Payable

- Ensure your telephone number is listed in the Northwestern directory
- Centralized mailboxes for groups/departments are a great idea

- Northwestern's Corporate Credit Card Program
 - Corporate liability card issued to individual Northwestern employees to be used for university business only.
- Offers University community members greater purchasing flexibility and a more efficient and streamlined experience for small dollar, low risk transactions
 - Including travel and entertainment when approved.
- Card features enhanced security and seamless expense monitoring and approval via *My Wallet* in NUFinancials.

PAYMENT

Corporate Card

Acceptable purchases include:	Unauthorized purchases include:
Conference registration fees	Personal purchases
Subscriptions	Cash advances
Membership dues	Excluded, high risk merchant categories codes (MCC)
Emergencies (products or services)	Any item exceeding the card's pre-established transaction limit
Internet orders (when item needed cannot be found from any other source)	Alcoholic beverages may only be purchased for functions hosted by Northwestern and should be charged to account code 76727
Local purchases when there is no time to wait for next day delivery	Travel related expenses, such as hotel accommodations, car rentals, taxi rides, etc., if NOT enabled on the card
Small dollar purchases when a purchase order (PO) is not necessary	Under no circumstances should a purchase be split into multiple transactions to bypass the single transaction dollar limit
Local food and entertainment department expenses when in compliance with policy	
Travel related expenses, such as hotel accommodations, meals, car rental, taxi rides, etc., if enabled on the card	https://www.northwestern.edu/procurement/payment/corporate-card/using-the-card/index.html

Getting a Card

- Fill out the [Northwestern Corporate Card Application and Agreement Form.](#)
 - The application will first route to your supervisor and then your Dean or Vice President's Office representative for approval.
- Approved cardholders will be required to complete the [Corporate Card online training course](#) within Northwestern's MyHR Learn prior to receiving their card. Training will explain the various features, policies, and procedures associated with the card.

Prospective cardholders must meet the following eligibility requirements:

- A United States resident
- A permanent employee of Northwestern University

New Features

- Electronic application
- Online training
- MyWallet in NUFinancials
- Travel and Entertainment capability (if approved by department)
- Email reminders to reconcile transactions



Reminders & Tips

- All transactions must be reconciled on an expense report, which then go through workflow
- When reconciling MyWallet transactions:
 - Import the information from your MyWallet folder.
Do not manually type in the information.
 - Fill in the description line. Expense Reports missing descriptions are returned.
 - Don't reconcile each transaction on separate expense reports.



Reminders & Tips

- Do not share your card
- Reconcile transactions in a timely manner
- Attach receipts
- University tax exempt number listed on card
- Utilize SC034 and SC035 reports in Cognos
- Auditing occurs to ensure appropriate usage of the card
- Purchases made with Amazon must be made with a Corporate Card, using a Northwestern Amazon Business Account
 - If you do not have business account, contact the Corporate Card office
 - Don't process a separate expense report for each transaction

- New suppliers added to NUFinancials are paid by check as a default.
- PPS manages the conversion and administration of vendors receiving electronic payments, as the default method of payment in the vendor table, from Northwestern University through ePayables (Credit Card) or Paymode X (ACH).
- Payment by these methods were introduced in November 2012 as a way to cut cost of check production and expedite payments faster.

ePayment questions? Contact Nick Gang
n-gang@northwestern.edu
847.467.4715

ePayables

- *VISA credit card for invoice payments*
 - Vendor receives an email as notification and authorization to charge the dedicated credit card after AP approval
 - ~900 suppliers currently paid via this method
 - Fiscal Year 2019 Spend: \$43,566,213 across 12,289 payments

Paymode X

- ACH program to *direct deposit* invoice payments into the vendor's bank account
 - Remittance information can be accessed at any time, after an invoice is approved by AP
 - ~4,000 suppliers currently paid via this method
 - Fiscal Year 2019 Spend: ACH \$580,598,765 across 42,214 payments

- Campaigns are geared towards vendors that meet a spend/volume criteria
 - 25K Spend / 10 payments in a calendar year.
- PaymodeX applies to companies only, not individuals
- Paper checks account for 55% of all payments and 25% of all spend.
- ACH accounts for 35% of all payments and 70% of all spend.
- Card payments account for 10% of all payments and 5% of all spend.

Visit the [e-Payment Solutions website](#) to see what vendors receive electronic payment, & view the letter we send to vendors.

- **Central Docks**
 - Chicago: Tarry, Simpson Querrey/Lurie & Rubloff
 - Evanston: Tech & Hogan
- **Mail Services**
 - Main mailroom at 2020 Ridge in Evanston
 - Crown mailroom in Evanston
 - Morton mailroom in Chicago
 - Evaluating Pitney Bowes software to be available to depts./schools
 - Compare FedEx, UPS, and USPS pricing
 - Compare pricing for delivery options (i.e. priority overnight vs. standard overnight)
- **Lab Gas/Dry Ice**
 - Located in Simpson Querrey/Lurie & Tech
 - www.nugastanks.com

- **myHR Learn modules**
 - Procurement and Payments online class
 - Corporate Card Training online class
 - Browse> Systems & Processes
 - NUFinancials modules
 - iBuyNU modules
 - Process job-aids
- **PPS Information Sessions**
 - Additional topic specific sessions are being planned
 - Drop in/open lab sessions are being contemplated

PPS partners with other Northwestern offices, such as the Office of Risk Management and Office of General Counsel, to finalize contracts that minimize risk to the University and enforce policy.

- Dollars & Sense Newsletter
 - Emailed to all staff, three times a year
 - Current news webpage
 - www.northwestern.edu/procurement/about/news
- Announcements
 - Shared on PPS homepage
 - www.northwestern.edu/procurement
- Preferred Vendor Expo
- PPS Advisory Board
- Travel committee
- Corporate Card listserv
- Contracts and Bid Opportunities
 - Webpage created for vendors wanting to do business with Northwestern
 - <https://www.northwestern.edu/procurement/vendors/opportunities.html>

- **Procedure changes**
 - Auto approval of low risk Expense Reports
 - Three-way match changed from \$500 to \$5,000
 - OGC changes to contract review process and signature authority are forthcoming
- **New software**
 - Optical Character Recognition (OCR)
 - Supplier Portal
 - Send suite shipping software tool
 - Supplier Contacts Module in NUFinancials
- **Projects**
 - Outsource check printing and mailing
 - Travel committee
 - Copier management
 - Possible Amazon integration
- **Organizational restructuring**
 - PPS Customer Service Team

Northwestern IT Support Center
consultant@northwestern.edu / 1.4357

Accounts Payable
a-payable@northwestern.edu / 1.7339

- invoices@northwestern.edu (for submitting invoices only)
- electronictransfers@northwestern.edu (for EFTs)
- please do not submit the same message to multiple AP mailboxes

Corporate Card
corporate-card@northwestern.edu

Purchasing
procurement@northwestern.edu / 1.8120

Vendor File Management
vendorprocessing@northwestern.edu / 1.4707

Questions?

Thank You