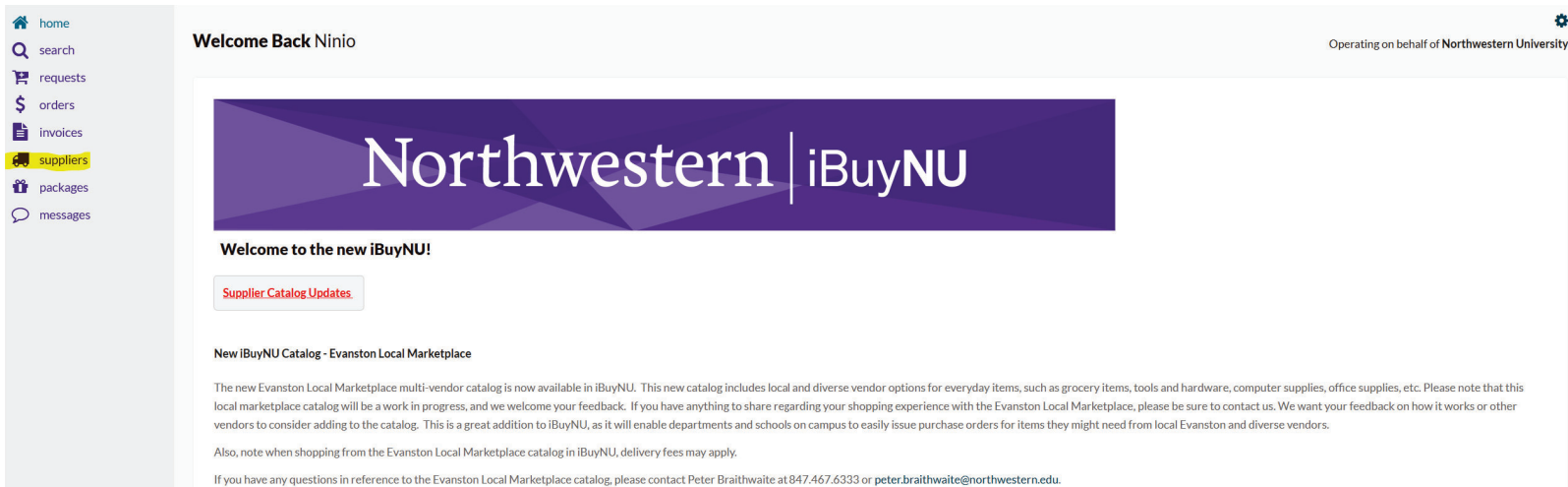


NEW Instructions for iBuy Orders

- NOTE: As a requestor we will be using 2 different systems when placing iBuyNU requests
 - NuFinancials => Creating the order request to have to order go out to the vendors
 - BSA PO system => A tracking tool to see the workflow of the request



home search requests orders invoices suppliers packages messages

Welcome Back Ninio Operating on behalf of Northwestern University

Northwestern | iBuyNU

Welcome to the new iBuyNU!

[Supplier Catalog Updates](#)

New iBuyNU Catalog - Evanston Local Marketplace

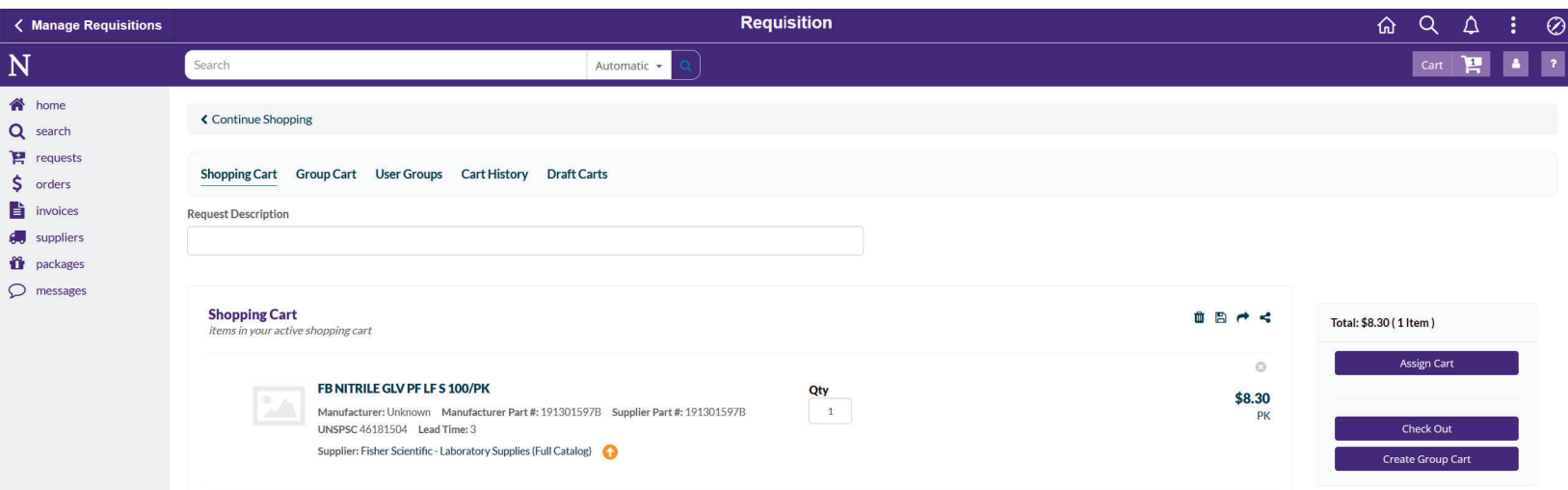
The new Evanston Local Marketplace multi-vendor catalog is now available in iBuyNU. This new catalog includes local and diverse vendor options for everyday items, such as grocery items, tools and hardware, computer supplies, office supplies, etc. Please note that this local marketplace catalog will be a work in progress, and we welcome your feedback. If you have anything to share regarding your shopping experience with the Evanston Local Marketplace, please be sure to contact us. We want your feedback on how it works or other vendors to consider adding to the catalog. This is a great addition to iBuyNU, as it will enable departments and schools on campus to easily issue purchase orders for items they might need from local Evanston and diverse vendors.

Also, note when shopping from the Evanston Local Marketplace catalog in iBuyNU, delivery fees may apply.

If you have any questions in reference to the Evanston Local Marketplace catalog, please contact Peter Braithwaite at 847.467.6333 or peter.braithwaite@northwestern.edu.

- Select suppliers on the left hand side.
- Upon selecting the desired order proceed to check out of the order which will take you back to the iBuyNU page shown below.
 - When naming the Request Description please address it as:
 - ALL CAPS => FIRST INITIAL LAST NAME VENDOR NAME AND DEPT.

Example: J DOE FISHER BSA



Manage Requisitions Requisition home search cart


Search Automatic

Continue Shopping

Shopping Cart Group Cart User Groups Cart History Draft Carts

Request Description

Shopping Cart
Items in your active shopping cart

	FB NITRILE GLV PF LF S 100/PK Manufacturer: Unknown Manufacturer Part #: 191301597B Supplier Part #: 191301597B UNSPSC 46181504 Lead Time: 3 Supplier: Fisher Scientific - Laboratory Supplies (Full Catalog)	Qty 1	\$8.30 PK
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Total: \$8.30 (1 Item)

[Assign Cart](#)

[Check Out](#)

[Create Group Cart](#)

STOP: You will then switch to the BSA PO system to enter this information. Link => <https://bsa.po.northwestern.edu>

- Select New

- You will then match the information in iBuy to the BSA PO system.

- When entering the Item# in the BSA PO system please use the Supplier Part# for the first item
- Description name will be what is listed on iBuy
Please use the total price.
- Attach snapshot of iBuy order

Once the information is complete you can submit the request in the BSA PO system and assign the group cart in NuFinancials for further processing.

NOTE: You will get a notification that will say that the order is on HOLD. This will mean that your order has been acknowledge and processed by BSA Procurement team and will generate the PO#.

Batch times: 10am, 12noon, 2pm, and 4pm.