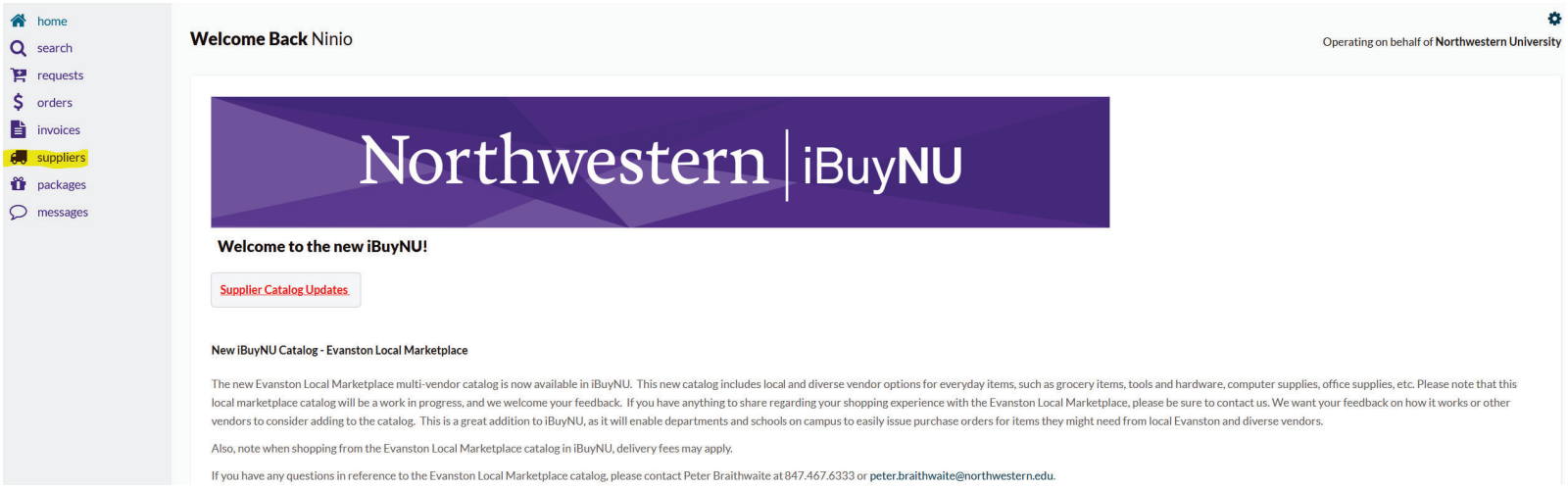
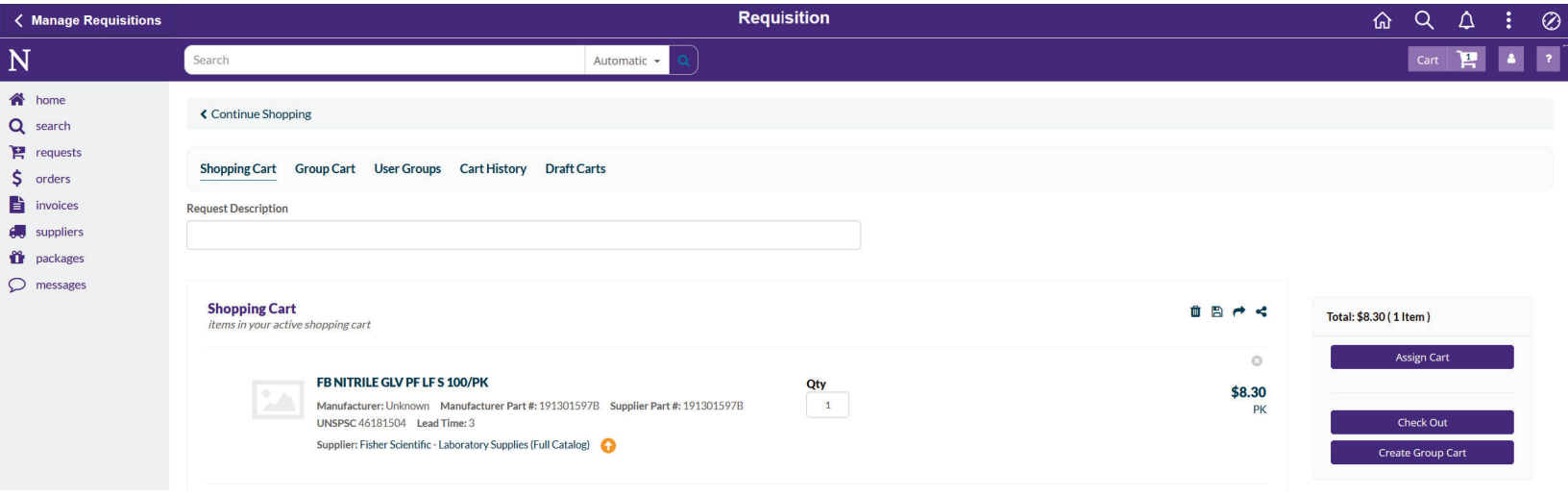
NEW Instructions for iBuy Orders

- **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**



- 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.

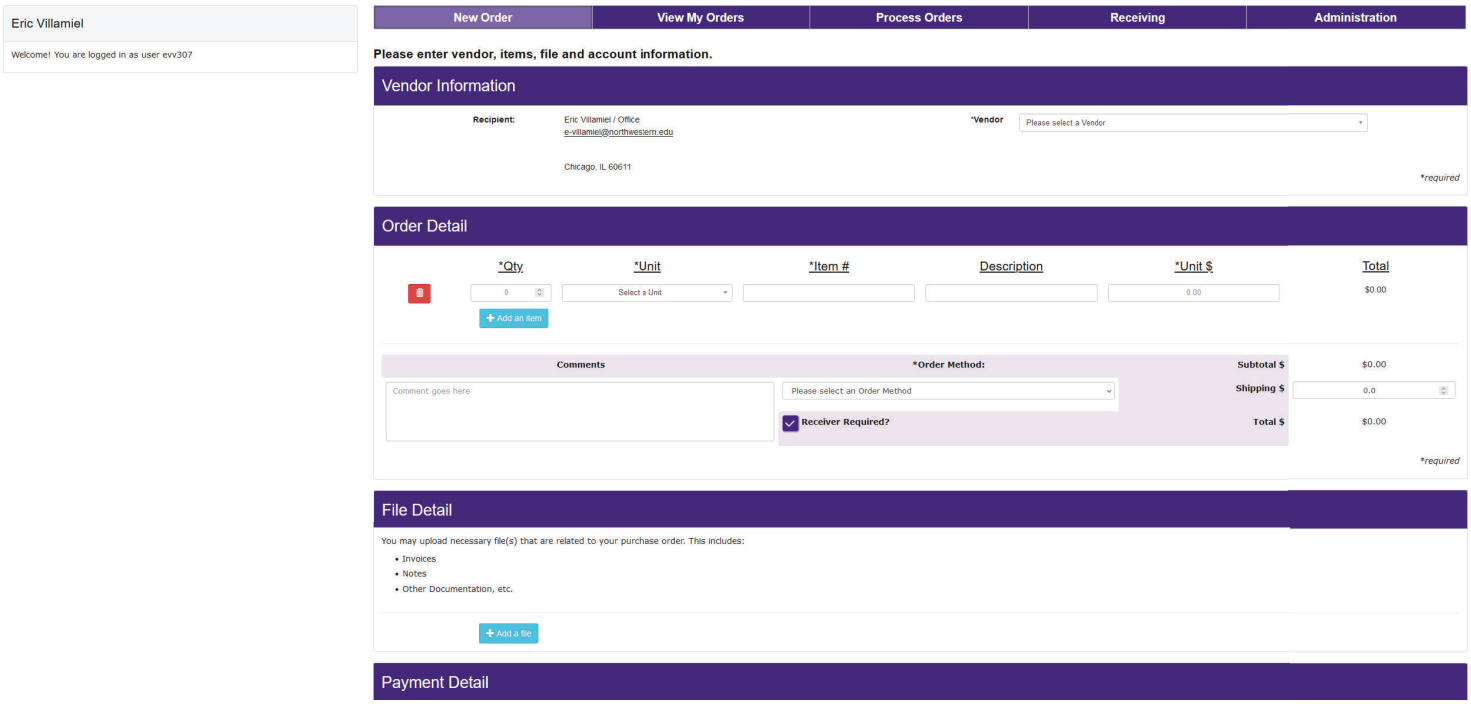
          Example: J DOE FISHER BSA

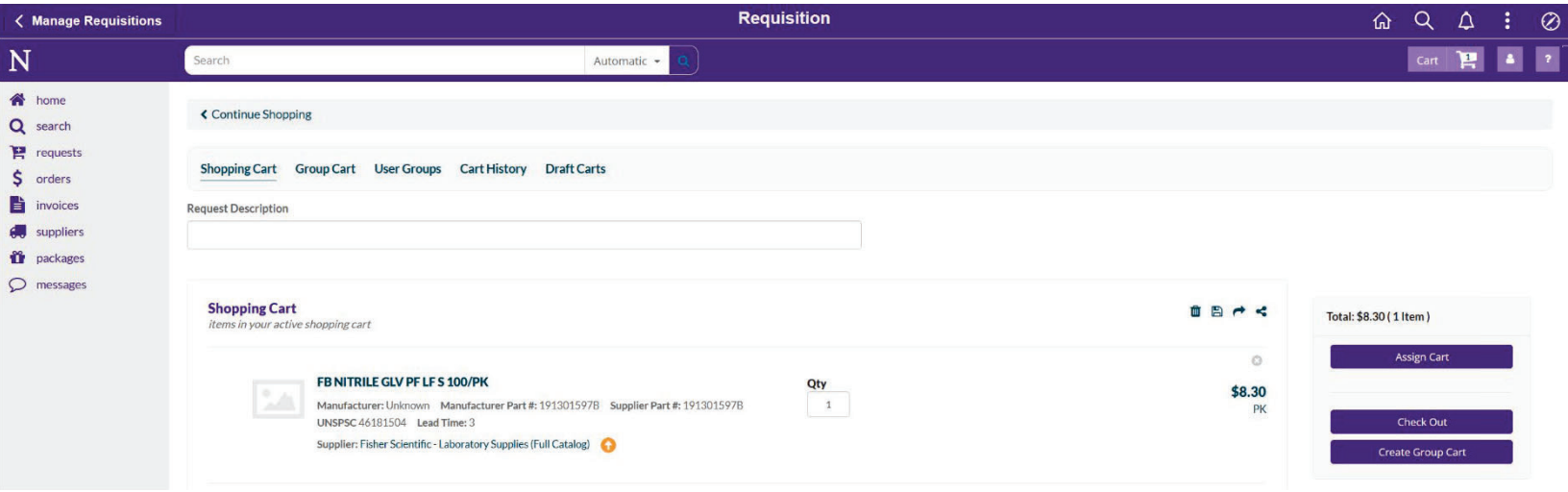


STOP: You will then switch to the BSA PO system to enter this information. Link => https://bsa.po.northwestern.edu

- 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 whats 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.