Instructions as a Shopper

1. Go to Northwestern's NuPortal

Nuportal Web link

Select iBuyNu

NUPortal

Your point of entry for Northwestern's Administrative Systems.

System Logins	Financial	Facilities	Research Administration	Students	Human Resources	
CAESAR			= my	HR 🛍		
CERES			= NU	Financials 🔒		
Cognos no			= NU	Plans Contributor	• @	
Canvas			= NU	Plans Web 🔓		
Facilities C	onnect 🖻		= Wi	dcard Photo Subr	nission	
= iBuyNU			= WF	S Timekeeping 🔒		

This will take you directly to Procurement Central 's website.

S elect Log in as a Shopper => Select Shopper Login

PROCUREMENTA	ND PAYMENT SERVICES	nis site Q
About -> Purchasing ->	Payment \lor Travel & Entertainment \lor Logistics \lor For Vendors \lor Po	Policies & Forms \vee
Purchasing	HOME > PURCHASING > E-PROCUREMENT SOLUTIONS > IBUYNU MARKETPLACE	
Vendor File Management Purchasing & Strategic Sourcing e-Procurement Solutions iBuyNU Marketplace DocuSign – eSignatures Supplier Contract Management Wildcard Advantage Program Procurement Diversity Program	 BuyNU marketplace is a web-based ordering tool that provides departments and schools streamlined, cost effective way to order from Preferred Vendors. Ready to log in to iBuyNU? Log in as a Shopper or Log in as a Requester. Benefits of using iBuyNU? Provides departments and schools with the most streamlined, cost effective way to or iBuyNU is an integrated part of new NUFinancials system Web-based ordering experience for end users Orders are dispatched electronically Accounts Payable can receive invoices electronically Improved and consistent pricing for all departments and schools Strategically managed by Procurement and Payment Services (PPS) Will continue to evolve as more agreements are established by PPS Learn more about the benefits of iBuyNU 	hools with the most
SERVICE MANAGE	EMENT PORTAL	

Services A-Z Search

Service Catalog / Administrative and Business / Finance and Procurement Systems / iBuyNU / iBuyNU Shopper Login

iBuyNU Shopper Login

To access iBuyNU as a Shopper, click the Shopper login button to the right.

More information about creating a shopping cart can be found in the following Knowledge Base article: https://services.northwestern.edu/TDClient/30/Portal/KB/ArticleDet?ID=1176 Shopper Login

Related Articles (1)

Create a Shopping Cart in iBuyNU

You will now be on the iBuyNU homepage. Read the important news underneath the logo to ensure that none of the vendors have special purchase instructions. Select the vendor tile you wish to purchase that will be on the right side of your screen under SHOWCASES.

Creat	Requisition											
â	iBuyNU					All 🕶	Search (Alt+Q)	٩	0.00 USD	Æ	♥ №) <u>@</u>
E	Shop • New 1											
E) 😳	Shop Simple Advanced Search for products, suppliers, forms, part number, etc.					Go to: Favorites	s Forms Quick Order	Brows	e: Suppliers	Catego	ries Cor	ntracts
	Organization Message			Showcases								
	Weicome to Northwestern's online marketplace, that provides departments and schools with If you are new to using iBuyNU, we encourage you to review the iBuyNU Webinar that will pro- eProcurement platform. We also encourage you to review the iBuyNU Knowledge Base Doc these few provides the showth the sub-the encourage the interview.	a streamlined, cost-effective way to order from NU Preferred Vendors. vide a high-level demonstration of some of the features and benefits of the new uments that will provide step by step guidance for how to search for your transactions,	^	Lab Supplies - Hosted								~
	Shop non supplier catalogs in ough to now to create an oter. When reviewing the available supplier catalogs, you will see that your favorite suppliers are li review the list of suppliers who are soon coming and to learn more about iBuyNU, please visi	sted and ready for you to shop. There are a few that are missing but aren't fare behind. To it the IBUyNU Marketplace.		LONZO Laboratory Suppliers								
	Important Catalog Updates • IDT Contract Pricing - With the IDT catalog being moved from Aquiire to Jaggaer, ou first purchase. So when shopping for the first time in the new IDT catalog, you will se	accounts have to be reestablished. Our accounts will be reestablished after we make our e non-contract pricing but we will be invoiced with contract pricing.		Lab Supplies - Punchout								~
	Guy Brown in own wallable - is the new office supplies verdor who replaced Offie Deg We hope to have this processe completed by noon loday. C 22 maging is now wallable. They are the new Business Card and Letterhead supplie	.vd. We are in the process of validating pricing to ensure our contract pricing is available. If who replaced Active.	~	Distante Lab Supplies - Full Catalog	Evanston Storeroom	Chi	Elister Scientific		(Simpson	D Flabor Scientifi Quarry St	r oreroom	
	Quick Links (D) View Favorites	My Resources Product Release Library C consultant@northwestern.edu Phone: +1 847-491-4357		abcam [®] Laboratory Supplies	ElORAD Laboratory Supplies	Lab	BD boratory Supplies		Labo	Coll Semiling ratory Sup	plies	
		Site Map		Laboratory Supplies	Laboratory Supplies	Lab	BioLabs boratory Supplies		Labo	Promega ratory Sup	plies	
Q				Laboratory Supplies	Laboratory Supplies	Medical	SHENRY SCHEN* and Surgical Supplies		Labo	Pating 360 ratory Sup	plies	
م		Site Map		Laboratory Supplies	Laboratory Supplies	Lab	SHEVARY SCIENCE AND Surgical Supplies		Labo Labo	Promega ratory Sup RAININ spetting 380 ratory Sup	plies	

Once you have selected your items it will take you back to check and direct to back to Ibuy website.

- 1. For all Ibuy orders the Request Description will me in Caps under the Summary Box:
 - a. EXAMPLE: E VILLAMIEL FISHER BSA 8/15/2024

NOTE: There will be a separate job aid for setting up group carts.

reate	Requisition							
â	i <i>Buy</i> NU						All 👻 Search (Alt+Q)	4.95 USD 📜 🗢 🍋 💭
2	Shopping Cart • 190417523						e ··	Assign Cart Final Cart Review
6	Simple Advanced						Summary	*
<u>e</u>	Search for products, suppliers, forms, part number, etc.					Q	Details	×
í ①	1 Item					Select All 👻	For Eric Villamiel	
	Fisher Scientific - 1 Item - 4.95 USD						Name	
	SUPPLIER DETAILS						E VILLAMIEL FISHER BSA 8/15/2024	•
	Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on • NITRILE POWDER FREE GLOVES S	: 8/15/2024 12:11:26 PM					Total (4.95 USD)	~
	llem	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	Shipping, Handling, and Tax charges are The values shown here are for estimation	calculated and charged by each supplier. n purposes, budget checking, and workflow
	1 NITRILE POWDER FREE GLOVES S	NGPF7001	PK	4.95	Qty: 1 PK	4.95	approvals. Total:	4.95
	ITEM DETAILS							

Once you have setup your group cart the next step is to assign it to shared group carts.

- 1. One the top right corner you will see [...] icon
 - a. Click on the [...] Icon. You will see the **shared cart with** and select your created group cart.

NOTE!!!! Once you have selected your group cart there will be NO notifications in the system that it has been submitted.

reate	Requisition											:
â	i <i>Buy</i> N∐							All 👻	Search (Alt+Q)	0. 4.95 USD	v ∞ 🕶	1 00
-	Shopping Cart • 190417523								÷.	Assign Cart	Final Cart Rev	view
6	Simple Advanced							Summary				→
<u>0</u>	Search for products, suppliers, forms, part number, etc.						٩	Details				×
<u>ش</u>	1 Item						Select All 👻	Eric Villamie	d			
	Fisher Scientific · 1 Item · 4.95 USD							Name				
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	1 NITRILE POWDER FREE GLOVES S	NGPF7001	РК	4.95	Qty: 1 PK	4.95	🗆	approvals. Total:			4.9	15
	ITEM DETAILS											

							:
•	Search (Alt+Q)		Q	4.95 USD 📜		♡ 🚺	454
		•		Assign Cart	Fi	nal Cart Rev	view
nary			Er	npty Cart reate New Cart			→
ils			Sł Vi	nare Cart With	<mark>></mark>		~
Villamie	4		Vi	ew Cart history			
пе							

After you have selected your shared group cart the UNLOCK icon will pop up. Please Click on the UNLOCK icon. This will allow the processors to process your orders. If locked, we will not have access to your cart and will unable to process.

Create	Requisition									:
â	iBuyN∐							All - Search (Alt+Q)	4.95 USD 📜 🗢	™ 1
E	A Shared Cart • 190417523							🖶 ··· 🚺 Unlock	Assign Cart Final C	lart Review
6	Simple Advanced							Summary		\rightarrow
8	Search for products, suppliers, forms, part number, etc.						Q	Details		~
血	1 Item					Sele	ect All 👻	For Eric Villamiel		
	Fisher Scientific · 1 Item · 4.95 USD							Name		
	SUPPLIER DETAILS							E VILLAMIEL FISHER BSA 8/15/2024		
	Need to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved on: • NITRILE POWDER FREE GLOVES S	8/15/2024 12:11:26 PM						Total (4.95 USD)		~
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price		Shipping, Handling, and Tax charges are calculate The values shown here are for estimation purpos	ed and charged by each su es, budget checking, and v	pplier. vorkflow
	1 NITRILE POWDER FREE GLOVES S	NGPF7001	РК	4.95	Qty: 1 PK	4.95		approvals. Total:		4.95
	ITEM DETAILS									
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The next step is to add this request to our BSA PO tools.

Copy Link to web browser => <u>https://bsa.po.northwestern.edu/home</u>

NOTE: THIS DOCUMENT IS NOT AN OFFICIAL UNIVERSITY PURCHASE ORDER.

Northwestern University				A Home L M	nline Purchase Request System Aug.15.2024 y Account R My Group Groms & Resources C Logout
Eric Villamiel	New Order	View My Orders	Process Orders	Receiving	Administration
Welcome! You are logged in as user evv307	ANNOUNCEMENTS		III VI	ew all Announcements	+ Add a New Announcement
	Welcome to the new Basic Science Administrati • This system is used to submit non-BuykUreq card) payments, and invoke payments. • Users can upload attachments to each request • Please visit the Forms Section to view the lates	ion Online Purchase Request System: uests that need to be processed by the BSA Finar Attachments can be quotes, invoices, or any oth st forms and training resources.	icial Administration Team. This includes purchase orders, er documentation.	p-card (credit	31 🗃 Remove
	 Procurement Processing Timelines: Please note that orders with non-NU-preferred the BSA Procurement Team within 48 hours, b in light of the return to campus for many of o procurement transactions and expense report employees and a procurement manager that a is usy Shopping Carts and Fisher Stockroom Ca Non-preferred Vendor Orders (PD Tool): Appr agreements that need legal or school level revi- over \$5,000 as they look to focus on essential tool. Expense for Payment: 3 business days for prefered la norder to ensure our team can promptly revi- ent of the sensure our team can promptly revi- ted the sensure our team can promptly revi- ted the team has to process transactions. If you're order is very urgent, make sure to no urgent when absolutely necessary to maintain Please team know if you have any questions. Best, Matt 	I vendors, quotes that incorporate vendor terms B ut it may take additional time for the relevant adm ur faculty and lab staff, we would like to take this os (reimbursements). While we struce to process all re processing hundreds of transactions per week. rts: 24 hours. Example of the second structure of the second purchases and those supported by sponsored fur espond well questions and submit for approvals, it espond well questions and submit for approvals, it espond well questions and submit for approvals, it was all those supported by sponsored fur evands under the second structure of the second ferred vendors; if this is a new vendor, note that a we and submit your requests, places refrain from or my your order has been submitted; however, the n that this on the Buy order or in the PD Tool so th workflow and ensure orders are processed in the You can address directly to me or our Procuremen	conditions, and payments to international vendors will b instrative offices at NU to review and approve the transa poptrunty to remind you of expected processing times 1 order requests as soon as possible, we have a staff of th see below for each type of transaction. I may be necessary to set-up new vendors or for large p proval and required justification for purchases on non- fining. Procurement team will provide updates va commen- dams, the transaction requires the set of the transaction desent to that compress exceptions require the mails offic itomal layer of approvals from ASRSP which will increase p coeptance of a new supplier may take additional time. I mailing for order status updates within 24 hours of sub- nore emails we receive regarding the submission of an ore team can prointize your request. Please make sure to o order they are received. I team: BSA-Procurement@northwestern.edu.	e INTIATED by cton. or BSA wurchaess or rant sources its section in PO : approval and roccessing time. nitting your net, the less time inky mark as	a i Renove
	Quotes are required for all order/requests for • Please attach quotes for all orders that exceed \$5,000 as well.	\$5,000 and more: \$5,000. We are unable to process any orders ove	r \$5,000 without a quote. We welcome quotes for all ord	ers under	at 🔒 Remove

It is best if you can use 2 Monitors when entering the information.

Select New Order tab

- Enter the information that is in your cart through Ibuy.
 - \circ VENDOR
 - QTY
 - o UNIT
 - ITEM#
 - **o DESCRIPTION**
 - UNIT PRICE

Fis	<mark>her Scientific</mark> · 1 Item · 4.95 USD						
SUP	PPLIER DETAILS						
Need • NI	d to make changes? MODIFY ITEMS VIEW ITEMS Item(s) was retrieved o ITRILE POWDER FREE GLOVES S	n: 8/15/2024 12:11:26 PM					
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	NITRILE POWDER FREE GLOVES S	NGPF7001	PK	4.95	Qty: 1 PK	4.95	🗌
	ITEM DETAILS 👌						

New Order	View My Orders	Process Orders	Receiving	Administration

Please enter vendor, items, file and account information.

Vendor Information						
Recipient:	Eric Villamiel / Office e-villamiel@northwestern.edu	"Vendor	Please select a Vendor		¥	
	Chicago, IL 60611					*required
Order Detail						
Cty O O Add an item	Select a Unit	<u>*Item #</u> Descri	ption <u>*U</u>	nit Ş	<u>Total</u> \$0.00	
	Comments	*Order Method:		Subtotal \$	\$0.00	
Comment goes here		Please select an Order Method	~	Shipping \$	0.0	0
		Receiver Required?		Total \$	\$0.00	
						*reauired

The next step is selecting the appropriate Order Method. In this case you will select **Ibuy Order**.

*Order Method:	
Please select an Order Method 🗸]
Please select an Order Method	
Fax by University	
Internet Order	
Mail	
Pay by Invoice	
 P-Card	
Phone	
iBuy Order	

Payment detail is where we will receive the chartstring information to process your Ibuy Orders.

If you do not see the chartstring information please add this to the comment box and will use that information for processing.

Payment Detail							
	<u>*Chartstring</u>		*Account	Chartfield1	*Amount		
	Please select a Chartstring	Ŧ	Please select an Account *		0		
	+ Add a chartstring				*required		

You must then select the appropriate Account code

ACCOUNT CODES		DESCRIPTION OF USE
73300	Chemicals	Any substance that has a defined composition, contains liquid, powder or gases substances. Ex Reagents, Antibodies,Oligos.
75450	Equipment Service/Contracts	Cover the repair and maintenance of the Capital Equipment purchases
75225	External-Computing Services	Cloud services, Web page services
73475	Lab Supplies and Hardware	Tools and instruments that are the basic tools researchers and technicians use to help them do their jobs in the lab. Examples: Labware, lab trays, lab pans, lab utensils to measure, mix, sort, handle, dispense, and analyze lab materials presicely and efficiently.
75340	Laboratory Services	Services performed at another location examples: Creating synthesis or testing lab results.
73010	Paper and Office Supplies	General Lab supplies Example: Toners; Pens; Markers, Notebooks, Paper towels, Batteries, Bleach
73500	Photography Supplies	Photo lens, photo paper
73100	Purchased Software	Any software purchased that is required for downloads.
73350	Radioactive Materials	items that is radioactive. All orders to be sent to research safety
75440	Repair Services	Technicians to be sent for repairs or send items out to the vendor for calibrations

Then enter the total amount this is in your iBuy Cart. Once entered it the notification on the bottom will turn from Red to Green

The Total of the Purchase Order must match the sum of the \$ amounts of all Chartstrings specified.



Once the information is complete Submit the order for further processing.

Submit Order	Save for Later	Cancel Order

After submission you can now go back to your iBuy webpage and create a new cart using the [...]. If you do not select **Create New Cart** it will add this to your submitted cart.

All 👻	Searc	h (Alt+Q)		4.95	USD 📜	, s	2 📭	458	
	0	••• [··· Unlock		Assign Cart		Final Cart Review		
		Emp	oty Cart						
Summary		Crea	Create New Cart				\rightarrow		
Details		Sha	Share Cart With >			~			
For		Viev	v Carts						
Eric Villami	el	Viev	v Cart hist	ory					

If you have any questions, please contact <u>BSA-Procurement@northwestern.edu</u> for any inquiries.