How to Create a Group Cart in iBuyNU

Overview

All labs serviced by Basic Science Administration (BSA) must assign iBuyNU orders to their lab’s preexisting User Group via iBuyNU’s Group Cart function. Any Group Cart can be processed by all members of the BSA Financial Team, reducing both delays and dropped carts.

Step 1

A. Navigate to iBuyNU: https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html
B. Use the Log in as a Shopper link on this page, and log in using your Net ID and password
C. Once logged in to iBuyNU, add items to your Cart using existing preferred methods (see image below)
   a. For additional assistance with purchasing in iBuyNU, log in to MyHR Learn with your Net ID and password: https://learn.northwestern.edu/
   b. In the top Search box, search for Shopping iBuyNU for additional training and guidance with iBuyNU functionality
Step 2

A. After adding all necessary items to your Cart from Punchout Catalogues, you will return to the **Shopping Cart Checkout** page (see image below)

B. Click on the **Create Group Cart** button
   a. **Important Note:** going forward, do NOT click on the **Assign Cart** button (Assign Cart is used to assign Carts to individual assignees)
Step 3

A. Name your Group Cart using the **Request Description** box (see image below, Arrow 1)
   a. Please use the following naming convention: [PI/Lab Name] – [Vendor Name] – [Today’s Date]

B. Once your Group Cart has been named, click the **Group Cart** button (see image below, Arrow 2)
Step 4

A. Assign your Group Cart to your lab’s preexisting User Group by entering its name in the User Groups box (see image below, Arrow 1)
   a. The User Group should begin with your PI’s last name, start typing the first few letters of their name to find your lab’s User Group

B. Add notes to your Group Cart using the Notes box (see image below, Arrow 2)
   a. Please use the following convention for your notes: [Complete Chart String for Charge] or [Multiple Chart Strings for Charge plus % Breakdown] or [Use DCAM]

C. Once User Group is selected and notes are entered, click the Submit button (see image below, Arrow 3)

For more assistance with this functionality, please reference the following additional guides:

A. iBuyNU Setup User Group
B. iBuyNU Edit User Group