How to Setup a User Group in iBuyNU

Overview

All labs serviced by Basic Science Administration (BSA) will setup a User Group in iBuyNU. These User Groups will support Group Cart assignments for iBuyNU purchases. Any Group Cart can be processed by all members of the BSA Financial Team, reducing both delays and dropped carts.

Step 1 – **Key Note:** one lab member per lab should set up and maintain the lab’s User Group

A. Navigate to iBuyNU: [https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html](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, click on the Cart link (see image below)

Step 2

A. Click on the User Groups link (see image below)
Step 3

A. Click on the **Circular Green Add** button to create a new User Group (see image below)
Step 4

A. Name your User Group using the **Name** box (see image below, **Arrow 1**)
   a. Please use the following naming convention: [Dept Name] – [PI/Lab Name]

B. Add members to the User Group; there are two classes of members that must be added to the **Group Members** box (see image below, **Arrow 2**):
   a. Add local staff responsible for placing orders in iBuyNU on behalf of your lab
   b. Add the following BSA staff members to support Group Cart processing:
      i. Aaron Rosen, Kelly Thompson, Brian Winchel, Mary Crane, Tabitha Rogers, Ashton Kinsey, Devin Coachman, Elsie Owen, Vickie Lugo
   c. Note that it is neither necessary nor possible to add your own name to the list
   d. **Important Note:** search for Group Members by entering their last name

C. Once all staff are added, click the **Submit** button (see image below, **Arrow 3**)

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

A. iBuyNU Edit User Group
B. iBuyNU Create Group Cart
C. iBuyNU Group Cart History