

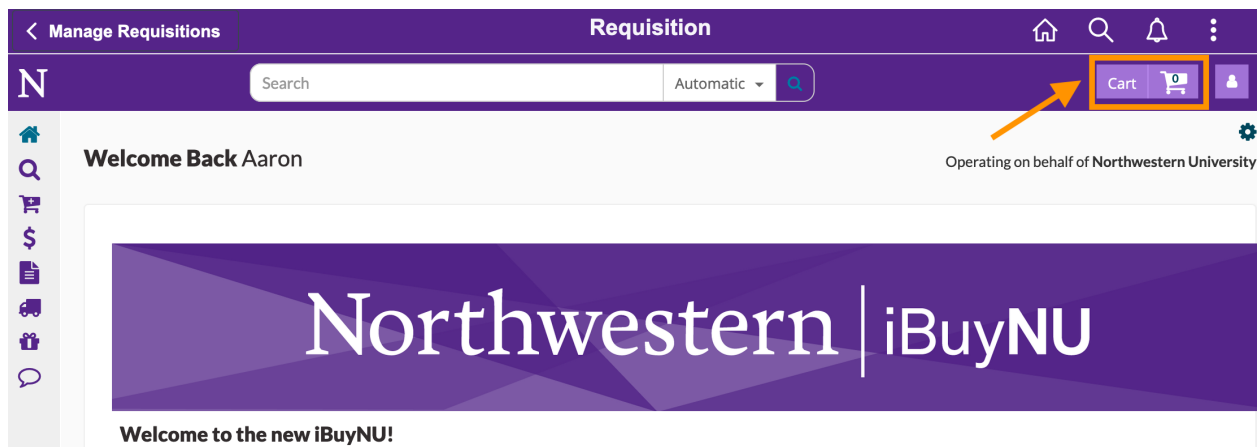
How to Setup a User Group in iBuyNU

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.

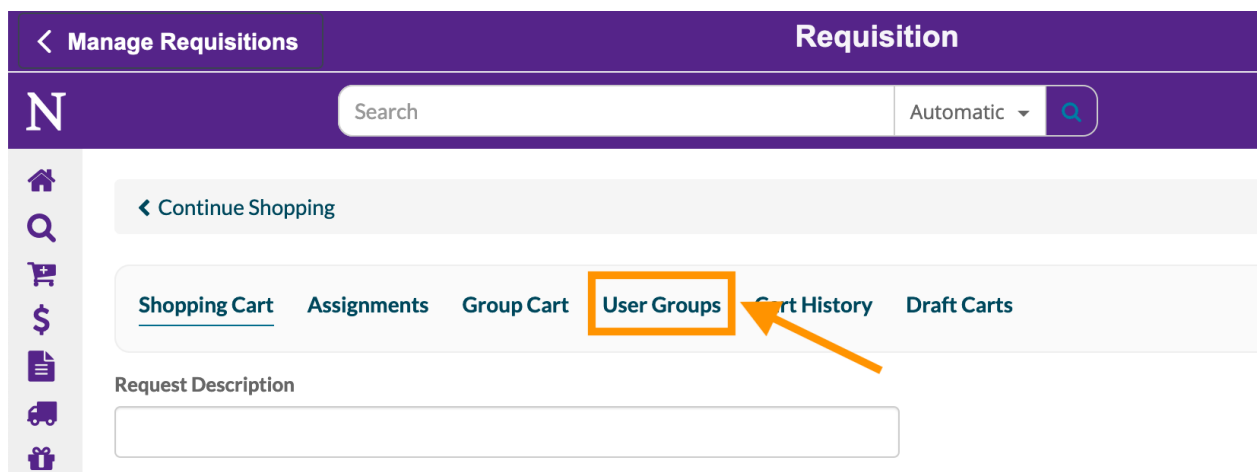
Step 1 – **Key Note:** one lab member per lab should set up and maintain the lab's User Group

- Navigate to iBuyNU: <https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html>
- Use the **Log in as a Shopper** link on this page, and log in using your Net ID and password
- Once logged in to iBuyNU, click on the **Cart** link (see image below)



Step 2

- 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)

The screenshot shows the 'Requisition' interface. At the top, there is a navigation bar with a back arrow and 'Manage Requisitions' on the left, and 'Requisition' on the right. Below this is a search bar with the text 'Search' and a dropdown menu set to 'Automatic' with a search icon. A vertical sidebar on the left contains several icons: a home icon, a magnifying glass, a shopping cart, a dollar sign, a document, a truck, a gift, and a speech bubble. The main content area has a 'Continue Shopping' link at the top. Below that is a horizontal menu with 'Shopping Cart', 'Assignments', 'Group Cart', 'User Groups' (which is underlined), 'Cart History', and 'Draft Carts'. The 'User Groups' section is titled 'User Groups' with the subtitle 'your user groups'. It includes a status line 'Showing 0-0 of 0 Results View 20 Per Page' and a pagination control showing '< 1 >'. Below this is a table header with columns for 'Name', 'Owner', and 'Last Modified'. In the top right corner of the 'User Groups' section, there is a green square button with a white plus sign, which is highlighted with an orange square and an orange arrow pointing to it from the left.

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, Chunhui Ye, Mary Crane, Mon Carreon, Ashton Kinsey, Devin Coachman, Elsie Owen, Anita Varma
 - c. Note that it is neither necessary nor possible to add your own name to the list
 - d. **Important Note:** it is easiest to search for Group Members using their last name
- C. Once all staff are added, click the **Submit** button (see image below, **Arrow 3**)

The screenshot shows the 'User Groups' modal form in the iBuyNU system. The form is titled 'User Groups' and has a close button in the top right corner. Below the title, it says 'Add members to your user group.' There are three main input areas: 1. A 'Name:' field with a red asterisk, containing the placeholder text '[Enter Department Name] - [Enter PI/Lab Name]'. An orange arrow labeled '1' points to this field. 2. A 'Group Members:' field containing the placeholder text '[Enter Lab Members Using iBuyNU & BSA Staff]'. An orange arrow labeled '2' points to this field. Below this field, there is a message: 'The results could not be loaded.' 3. A 'Submit' button in the bottom right corner, highlighted with an orange box and an orange arrow labeled '3'. The background shows a navigation menu with icons for home, search, shopping cart, and user groups, and a search bar at the top.

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