

Dollars & Sense



Fall 2014

Purchasing Resource Services

University Services Survey: We want to hear from you!

University Services provides a wide range of products and services to the Northwestern University community, including travel, shuttles, purchasing, the -



Complete our survey for a chance to win a Barnes & Noble gift card!

erals, supplies, and desktop printers. CDW-G's iBuyNU catalog has been updated to include peripherals and other supplies. There is also a new dedicated section for HP printers within the CDW-G catalog. The new contract will offer extremely competitive pricing, faster shipping times, and an improved overall shopping experience in iBuyNU.

Please note that the TIG and HP punchout catalogs in iBuyNU have been deactivated.

For questions about these changes, or to provide feedback, contact Dave Zohfeld, Procurement Administrator, at 847-491-8122 or d-zohfeld@northwestern.edu.

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FISHER SCIENTIFIC IS NOW NU'S PREFERRED PROVIDER OF R&D SYSTEMS' PORTFOLIO

PRS recently negotiated a campus-wide pricing agreement with R&D Systems, a specialty manufacturer of biological products serving the basic and clinical research and diagnostic markets with products for cell biological research.

R&D Systems has been a leading supplier of cell biology research reagents for over 25 years and their areas of research include:

- Cancer
- Developmental Biology
- Endocrinology
- Glycobiology
- Immunology
- Neuroscience
- Signal Transduction
- Stem Cells

It was determined during this negotiation process that Fisher Scientific would be our best provider option. Special pricing has now been established with Fisher for R&D items:


- Discounts ranging from 4% to 49% off of published list price on 15,000 item catalog
- Order via Fisher's catalog in iBuyNU
- Free Freight, F.O.B. Destination (dry ice charges may apply)

If you have any questions or need more specific instructions, contact Kim Li, Procurement

Administrator at (617) 978-1083 or kimberly.li@northwestern.edu

Amazon MTURK

It has been brought to our attention that departments/labs are experiencing an issue when setting up accounts with Amazon Mechanical Turk (MTURK) to compensate research subjects. PRS spoke with Amazon Payments, who explained that this has been a common question from universities. Amazon Payments suggested that each lab should create its own business account. The accounts can share the same Northwestern University tax ID with no issue. Each account will have a differ-



Apple

Northwestern and Apple have come to terms on a new contract agreement. Apple products will continue to be featured in the iBuyNU marketplace at a discounted price and in the Norris Center bookstore. We look forward to this continued partnership.

Reebie Storage & Moving

As previously announced, Reebie Storage and Moving was selected to handle Internal Moving Services. In order to continue the improved communication, efficiencies, service level, scheduling, and costs associated with the new contract, it is important for us to reinforce the following with departments and schools:

- All on-campus moves are now handled by Reebie
- Departments/schools on the Evanston and Chicago campuses should submit move requests directly to Reebie using the [Moving Service Request Form](#).
- It is important that move requests are submitted with as much advanced notice as possible.
- Departments/schools are required to provide a chart string and will be charged by University Services via the central bill process.

Bob LoBianco, NU's Reebie representative, can be reached at 708-307-2107 or rlobianco@reebieallied.com.

If you have any questions regarding the contract, contact Sheila Watkins, Procurement Administrator, at 847-491-8125 or s-watkins@northwestern.edu.

Process & Procedures

REVIEW TERMS & CONDITIONS FOR FASTER APPROVAL OF REQUISITIONS

If a vendor submits their Terms and Conditions (T&Cs) or states in their quote "This ofs.

FISCAL YEAR END REMINDERS

- Receipts on rolled purchase orders can no longer be added via Manage Requisitions. Please enter all receipts for rolled POs in NUFinancials via Purchasing > Receipts > Add/Update Receipts.
- Any 'receive by dollar amount' or 'blanket' POs that were created in FY14 were closed at the end of the fiscal year.
- All requisitions that are fully approved will source into POs and be dispatched systematically when the next NUFinancials batch processing occurs. NUFinancials batches take place every two hours with the first batch at 8 a.m. and the final batch at 6 p.m. daily. If a vendor has not received your PO after it has been dispatched, please contact purchasing@northwestern.edu with your request to resend the PO.

Process & Procedures

VERIFY SHIP-TO CODES FOR ACCURATE ORDER DELIVERY

When submitting a Requisition, a ship-to code must always be selected. The ship-to code selected will determine the shipping address that will be displayed on your Purchase Order. If your department's orders have not been delivered to the correct location you may want to verify that your department's ship-to code is correct.

If your department has recently moved or is planning to move, a request should be submitted to PRS to update your code accordingly. Ship-to code requests are generally processed in NUFinancials within 48 hours of receiving the request. Please be aware that the list of ship-to codes on the PRS website is updated monthly.

If you would like to request a new ship-to code or update an existing ship-to code, please complete the ship-to request/change form and email it to purchasing@north-

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