

Northwestern University

Purchasing Resource Services

Procurement Methods

Most purchases start with a Requisition		Other alternative methods (the exception, not the rule)		
<i>iBuyNU</i>	<i>Non-Catalog</i>	<i>Blanket Order</i>	<i>Procurement Card</i>	<i>Direct Payment Request Form (DPR)</i>
Web based ordering from preferred vendors	All other purchases	For payment of repetitive services under contract	Emergencies, small dollar purchases for items not available through iBuyNU	To request a check to pay for something that does not fit the normal PO process

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Policy Reminders

- We have the same expectation that we did prior to go live
- The purchase of goods and services from outside vendors are to be preceded by the issuance of an official Purchase Order generated by NUFinancials
 - Initiating a requisition needs to occur at the time the product or service is ordered, not when payment is due
 - Once a requisition is fully approved and budget checked, it is sourced into a PO and sent to the vendor in a very timely manner. This process occurs several times throughout the day.
- Bids will be conducted whenever possible
- Requisitions need to be detailed and correct, including Bid Documentation and Sole Source Forms

Contracts and Agreements Established by PRS

University/Wide	Vendor	Product or Service	Department Specific	Vendor	Department/School	Current Projects	Upcoming
Bottled Water Service	Ice Mountain	Refuse/Recycling - Evanston	Onyx	Facilities	Dorm Furniture	Office Supplies	Office Supplies
Shredding Service	Shred X	Chicago Refuse	Allied	Facilities	Banking	Office Furniture	Office Furniture
Messenger Service	Arrow	Vending Service	Fox	University Services	Collaboration (e-mail, calendaring)	Classroom Furniture	Classroom Furniture
Coffee Service	Filterfresh	Temporary Services	Advanced Resources	HR	Parking Garage Management	Pre-qualified Service Providers	Pre-qualified Service Providers
Recycled Toner Cartridges	Cardinal Cartridge	Pest Control Services	Smithereen	Facilities, Housing, Athletics	Printing Services	Fire Extinguisher Maintenance	Fire Extinguisher Maintenance
Moving Services (Internal)	Mid-West	Uniforms	Uniformity	University Police	Lab Animals	Promotional Items	Promotional Items
Software Licensing	Adobe	Bullet Resistant Vests	Kale Uniform	University Police	Athletics Transportation	AV Equipment	AV Equipment
Software Reseller	SHI	Security Guards	Securtas	University Police	Travel	Carpet	Carpet
Office Supplies	Staples	Training Room Supplies	School Health	Athletics	Lab Supplies	Lab Supplies	Lab Supplies
Computer Recycling	CCR	Fire Extinguisher Maintenance	Fox Valley	Facilities	Kellogg Managed Services	Additional MRO supplies	Additional MRO supplies
Office Furniture	Haworth	Dry Ice	Pain	University Services			
Office Furniture	Steelcase	Chicago Mail Room	Oce	University Services			
Office Furniture	Allsteel	Laboratory Gases	Argas	University Services			
Software Licensing	Microsoft	Shuttle Bus	Shuttle Bus	University Services			
Business Cards and letterhead	Triangle	Shuttle Bus	Coach	University Services			
Computers	Apple	Dining Services	Sodexho	Law			
Computers	Dell	Janitorial Service	Aramark	Athletics			
Computers	Lenovo	Janitorial Service	LBR	Facilities			
Catering	All Seasons	Lamp Recycling	Flourcycyle	Facilities			
Catering	Catering by Michaels	Vehicles	multiple	multiple			
Catering	Comn's Cafe & Catering						
Catering	Food for Thought						
Catering	Hearty Boys						
Catering	MJ Catering						
Computer Peripherals	TIG						
Household Shipping to Qatar	Paramount						
Janitorial Supplies	North American						
MRO - Electrical	Graybar						
MRO - Plumbing	Columbia						
MRO - Fasteners	Kimball Midwest						
MRO - Tools and Hardware	MSC						
Light Bulbs	Bright						
Paint	Thybonny						
Mobile Communications	AT&T						
Mobile Communications	T-Mobile						
Mobile Communications	US Cellular						
Books	Barnes & Noble						
Printing Equipment	HP						
Grocery Services	Peapod						
Hotel - Chicago	Hotel - Chicago	Peninsula	New England Biolabs	Integrated DNA Technology			
Hotel - Chicago	Omni						
Hotel - Chicago	Wyndham						
Hotel - Chicago	Doubletree						
Hotel - Chicago	Affinia						
Moving Services (external)	Stevens						
Moving Services (external)	Graebel						
Laboratory Supplies	Sigma-Aldrich Corporation						
Laboratory Supplies	Bio-Rad						
Laboratory Supplies	Invitrogen						
Laboratory Supplies	Integrated DNA Technology						
Laboratory Supplies	New England Biolabs						
Laboratory Supplies	Qiagen						
Laboratory Supplies	Promega						
Laboratory Supplies	Millipore						
Laboratory Supplies	Roche						
Laboratory Supplies	BD						
Laboratory Supplies	Cell Signalling						
Office Furniture	Haworth						
Office Furniture	Steelcase						
Office Furniture	Allsteel						
Business Cards and letterhead							

IBYNU next steps: