

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 Requisition</i>	<i>Procurement Card</i>	<i>On Line Voucher</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

- System allows departments and schools to easily order the products and services they need in a timely manner, while also making sure those purchases are appropriately captured in the system and comply with policy
- The purchase of most 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.

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Roles and Responsibilities

- Departments/schools need to consider the following:
 - Make sure roles have been appropriately assigned (requester, shopper, approver)
 - The system works best when the Requester role is assigned to individuals deep into the organization
 - This allows end users to initiate a request to purchase anything they need (iBuyNU or a non-catalog requisition)
 - Goal has to be a single system of record, which is NUFinancials
 - End users need to be appropriately trained based on the roles assigned to them. You can find Project Café training information at <http://cafe.northwestern.edu/training/matrix.html>.
 - Adjust internal business processes to be appropriately aligned with how the new system works

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New SSJ and BD Forms

- The Bid Documentation Form and Sole Source Justification Form have been updated
- Now includes a Conflict of Interest question (consistent with annual HR disclosure process and vendor add process)
- Available on PRS website or the NU Portal
- After March 1, older versions of the forms will no longer be accepted