Create and Assign a Shopping Cart in *iBuy*NU:
An LSFS Quick Start Guide

Before you begin…

- Access to i*Buy*NU as a *Shopper* requires security authorization. If your NetID has not been authorized, you will be unable to log in. If this is the case, please contact George Wilson at g-wilson@northwestern.edu or 1-5764, and he will walk you through the security access forms.

- Do not use i*Buy*NU if you have a quote or need to relay special instructions to a vendor.

- Do not use i*Buy*NU if you are picking up items from University freezer and cabinet.

- This is an abbreviated guide, adapted specifically for LSFS. For additional information on shopping with *iBuy*NU, please visit http://cafe.northwestern.edu/training/materials.html#shopper.

Step 1: Access i*Buy*NU

- Log in to NU Portal https://nuportal.northwestern.edu

- Click appropriate tab **Staff, Faculty,** or **Researcher**

- Click **Purchasing & Payments** tab

- Click **i*Buy*NU secure site** link where you see the line **Shopper - direct access to i*Buy*NU secure site**

- In **User Name**, enter your NU NetID in uppercase (e.g., ABC123, not abc123)

- In **Password**, enter your NU Employee ID the first time you log in. You will be prompted to change your password. The next time you log in, use the password you created.

* If you cannot access NUPortal or appropriate tab, go to http://cafe.northwestern.edu/gateway Then click iBuyNU and log in with User Name and Password as instructed above.

Step 2: Select a vendor and shop for items

- Because you must also enter your order in the online purchase order system, you are limited to using one vendor per shopping cart.

Step 3: Select item(s) and add to cart

Step 4: When done shopping, retrieve and rename cart in i*Buy*NU in one of two ways:

* Hosted suppliers maintain the look and feel of iBuyNU, while punch-out suppliers have the look and feel, functionality, terminology, etc. specific to a vendor's website.

    A. Hosted Supplier

       • At top right, click active cart icon

       • Active cart displays

       • Change cart name based on your school/department naming conventions. LSFS <u>requires</u> that you name your cart in the following way: **date, first initial last name, vendor (e.g. 8/12/09, J Doe, VWR)**

       • Click **Save**

    B. Punch-Out Supplier

       • Since each punch-out supplier's website is different, you must follow the site's unique instructions to check out.

       • Once you check out of the website, your cart will automatically display in i*Buy*NU.

       • Change cart name based on your school/department naming conventions. LSFS <u>requires</u> that you name your cart in the following way: **date, first initial last name, vendor (e.g. 8/12/09, J Doe, VWR)**

       • Click **Save**

Step 5: Assign cart

Important Note: You must check the LSFS website at http://www.wcas.northwestern.edu/lsfs/ or call the office to see which accounting assistant is currently placing orders. If you do not do this, and you assign your cart to the wrong accounting assistant, there will be a delay in processing your order.

     • Click **Assign Cart**

     • Click **Search for an assignee**

     • Enter search criteria ————————➤

> **Brett Barnes**
> Email: brett-barnes@northwestern.edu
>
> **Jeanne Warsaw-Gazga**
> Email: j-warsaw-gazga@northwestern.edu

• Click **Search**

• Select appropriate *Requester* from search results

• If this is a *Requester* you will assign carts to frequently, click **Add to Profile** box so you
  don't have to search for this assignee/*Requester* again

• Click **Assign**

• A message displays to indicate that the cart has been successfully assigned and a cart
  number is generated by the system

• *Requester* is notified immediately via e-mail that a cart has been assigned

Step 6: Enter order in online PO system

• Your shopping cart WILL NOT be processed until it is entered in the online PO system!

• Enter your i*Buy*NU order in the online PO system in the same way you enter your
  non- i*Buy*NU orders.

• Write the following note in the "Comments" section of the online PO system:
    CART ASSIGNED TO (INSERT ACCOUNTING ASSISTANT NAME)

Important Note: If you are ordering items such as oligos or custom chemicals, a general
description in the online PO system will suffice (see example below).

Order Detail					
Qty	Unit	Item #	Description	Unit $	Total
1	EA	N/A	Oligos	$14.00	$14.00