Basic Science Administration – REQUESTOR Procedure

1. Visit the NUPortal to access NUFinancials
   https://www.it.northwestern.edu/nuportal/?utm_source=www.nm.org&utm_medium=employee-menu-link&utm_campaign=nm-main-site

2. Locate the "eProcurement" tab or type it in the search bar.

3. Click "Create Requisition" tab

4. Click on "Web Suppliers"

Create Requisition

| | Catalog ∨ | Search |

🗋 Catalog	**Catalog**
🛒 Item History	
♡ Favorites	Note Search Engine for eProcure
⊟ Templates	
🌐 Web Suppliers	
🛆 Special Requests	
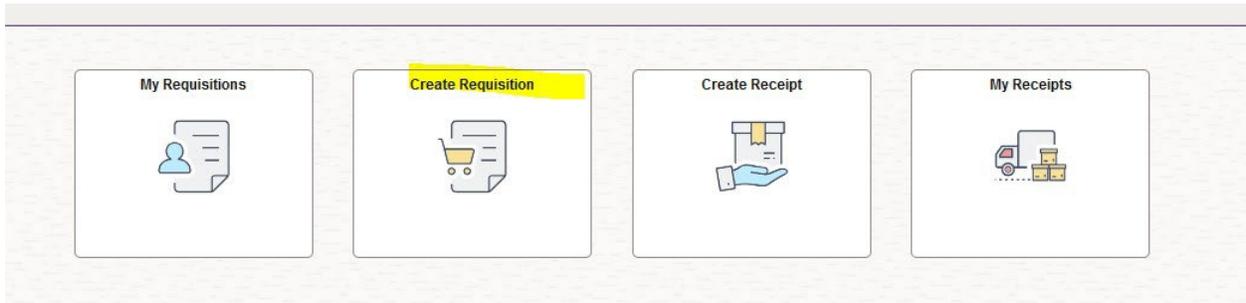
5. Click on "IBuyNU"

Web Suppliers
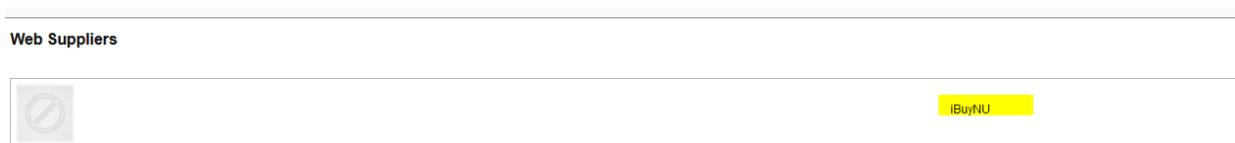
⊘	iBuyNU

6. Shop for the products you need through the vendors on the right-hand side under showcases.

7. Once you have added all items to your cart, please continue the cart to return to IBuyNU.

8. Click "Final Cart Review" towards the top right.

9. Click "Checkout" towards the top right.

10. Please change "Requisition Name" (Vendor-Date-Requestor Name) and add comments as necessary. Attachments such as quotes can be added under "Header Comments"

Create Requisition

Save | **Submit**

Checkout

Order Total 54.57 USD

∨ **Requisition Summary**

Business Unit NWUNV Northwestern University

Requisition Name BSA 8/28/24 Mon

Requester MAC7499 Mon Carreon

Currency USD

Priority Medium ∨

*Requisition Type MKT

⊡ Header Comments

> **Additional Fields**

∨ **Justification Comments**

11. Click the "Select All" box and "Mass Change" for carts with multiple lines. For single line cart changes, please use the schedule/details box.

∨ Requisition Lines Overview

☑ Select All Actions ⊙

2 rov

	Line 1 External Item						
☑	FB50050GRIFFIN 50ML 12/PK						
	Item ID	Quantity	Unit of Measure	Price	Currency	Total	⊞ ScheduleDetails
	Supplier FISHER SCIENTIFIC CO LLC	2.0000	PK	33.38	USD	66.76 USD	›
	⊡ Line Comments 🗑 Delete						
	Line 2 External Item						
☑	FACEMASK 3 PLY EARLOOP						
	Item ID	Quantity	Unit of Measure	Price	Currency	Total	⊞ ScheduleDetails
	Supplier FISHER SCIENTIFIC CO LLC	1.0000	CS	21.19	USD	21.19 USD	›
	⊡ Line Comments 🗑 Delete						

Mass Change

12. Enter shipping information with the "Ship To" code and "Attention" (PI/Room Number/Requestor Name) lines. Please reach out to BSA Procurement if you do not know your ship to code.

∨ **Line Information**

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID

Supplier Location

Buyer 🔍

Category 🔍

∨ **Shipping Information**

Ship To CDB302HU 🔍

Due Date 📅

Attention 1 Number/Requestor Name

∨ **Distribution Information**

13. Next, we will enter the Chart String information
    a. Chartfield 1 – please fill out "Percent" and "Account" code lines. Please see below for list of account code. Please note that if you have multiple chart strings, you will need to change the distribution lines under "*Apply Distribution Changes" and change it to "Replace Distribution Lines". Change the "Percent" depending on the number of chart strings and it must equal 100%. Please refer to the below account codes.

COMMONLY USED ACCOUNT CODE

ACCOUNT CODES	ACCOUNT NAME	DESCRIPTION OF USE
73300	Chemicals	Any substance that has a defined composition, contains liquid, powder or gases substances. Ex Reagents, Antibodies,Oligos.
75450	Equipment Service/Contracts	Cover the repair and maintenance of the Capital Equipment purchases
75225	External-Computing Services	Cloud services, Web page services
73475	Lab Supplies and Hardware	Tools and instruments that are the basic tools researchers and technicians use to help them do their jobs in the lab. Examples: Labware, lab trays, lab pans, lab utensils to measure, mix, sort, handle, dispense, and analyze lab materials precisely and efficiently.
75340	Laboratory Services	Services performed at another location examples: Creating synthesis or testing lab results.
73010	Paper and Office Supplies	General Lab supplies Example: Toners; Pens; Markers, Notebooks, Paper towels, Batteries, Bleach
73500	Photography Supplies	Photo lens, photo paper
73100	Purchased Software	Any software purchased that is required for downloads.
73350	Radioactive Materials	items that is radioactive. All orders to be sent to research safety
75440	Repair Services	Technician to be sent for repairs or send items out to the vendor for calibrations

⌄ Distribution Information

*Apply Distribution Changes   [All Distribution Lines   ⌄]

Please enter GL Business Unit before selecting other chartfield values

1 row

| Chartfields1 | Chartfields2 | Chartfields3 | Details | Asset Information | Show All |

Distribution Line ⇅	Percent ⇅	Location ⇅	GL Unit ⇅	Account ⇅		
1	100.0000	[🔍]	NWUNV [🔍]	73475 [🔍]	[+]	[—]

b. Chartfield 2 – Fill out the "Fund Code" and "Dept" lines

*Apply Distribution Changes [All Distribution Lines   ∨]

Please enter GL Business Unit before selecting other chartfield values

1 row

Chartfields1	**Chartfields2**	Chartfields3	Details	Asset Information	Show All		
*Fund Code ↑↓		***Dept** ↑↓			Program ↑↓		
610 🔍		5107000 🔍			🔍	+	−

c. Chartfield 3 – Fill out the "PC Business Unit" (NWUNV), "Project", and "Activity"(01). Please note that some chart strings have a different account code. Also, please note that some chart strings require the "Chartfield 1" to be filled out.

∨ Distribution Information

*Apply Distribution Changes [All Distribution Lines   ∨]

Please enter GL Business Unit before selecting other chartfield values

1 row

Chartfields1	Chartfields2	**Chartfields3**	Details	Asset Information	Show All		
PC Business Unit ↑↓		**Project** ↑↓		**Activity** ↑↓		**ChartField 1** ↑↓	
NWUNV 🔍		60068763 🔍		01 🔍		🔍	+ −

14. Once all information is completed, please hit "Done" on the top right corner.

Cancel		Mass Change		Done

∨ Line Information

Note: The information below does not reflect the data in the selected requisition lines. When the 'OK' button is clicked, the data entered on this page will replace the data in the corresponding fields on the selected lines that are available for sourcing.

Supplier ID [   ]   Buyer [🔍]

Supplier Location [   ]   Category [🔍]

∨ Shipping Information

Ship To [CDB302HU   🔍]   Due Date [📅]

Attention [PI/Room Number/Requesto]

∨ Distribution Information

*Apply Distribution Changes [All Distribution Lines   ∨]

Please enter GL Business Unit before selecting other chartfield values

1 row

Chartfields1	Chartfields2	**Chartfields3**	Details	Asset Information	Show All		
PC Business Unit ↑↓		**Project** ↑↓		**Activity** ↑↓		**ChartField 1** ↑↓	
NWUNV 🔍		60068763 🔍		01 🔍		🔍	+ −

15. Next, click the "Save" button on the top right. Once saved, click the checkout button.

Create Requisition

Save   Submit

Checkout

Order Total   **54.57 USD**

⌄ **Requisition Summary**

Business Unit	NWUNV Northwestern University	Priority	Medium ⌄
Requisition Name	BSA 8/28/24 Mon	*Requisition Type	MKT
Requester	MAC7499 Mon Carreon		
Currency	USD		

🗩 Header Comments

Edit Requisition

Update Cart   Checkout

Edit Shopping Cart for Requisition ID REQ2089007

2 item(s) to buy now.

⌄ **Requisition Summary**

Business Unit	NWUNV
Requisition Name	BSA 8/28/24 Mon
Requester	MAC7499
Currency	USD

2 rows

	Item Description ⇅	Status ⇅	Price ⇅	Currency ⇅	Quantity ⇅	Unit of Measure ⇅		
🖼	FB50050GRIFFIN 50ML 12/PK	Open	33.38	USD	1.0000	PK	🔍	🗑 Delete
🖼	FACEMASK 3 PLY EARLOOP	Open	21.19	USD	1.0000	CS	🔍	🗑 Delete

16. Next, click the "Check Budget" button, then hit "Yes" for the pop-up message. Click the "Checkout" button once more.

Edit Requisition

Save | Submit

Checkout for Requisition ID REQ2089007

Order Total **54.57 USD**

∨ **Requisition Summary**

Business Unit	NWUNV Northwestern University
Requisition Name	BSA 8/28/24 Mon
Requester	MAC7499 Mon Carreon
Currency	USD

Priority | Medium ∨

*Requisition Type | MKT

iBuyNU Orders

Budget Check Status ⚠ **Not Checked**

🔍 Check Budget | 🔍 Pre-Check Budget

⬜ Header Comments

👁 Preview Approvals

> **Additional Fields**

Edit Requisition

Update Cart | Checkout

Edit Shopping Cart for Requisition ID REQ2089007

2 item(s) to buy now.

∨ **Requisition Summary**

Business Unit	NWUNV
Requisition Name	BSA 8/28/24 Mon
Requester	MAC7499
Currency	USD

2 rows

Item Description ⇅	Status ⇅	Price ⇅	Currency ⇅	Quantity ⇅	Unit of Measure ⇅

17. Once the budget is valid, you can click the "Submit" button.

Edit Requisition

Save **Submit**

Checkout for Requisition ID REQ2089007

Order Total **54.57 USD**

Pre-Encumbrance Balance **54.57 USD**

Pre Encumbrance Details

∨ **Requisition Summary**

Business Unit	NWUNV Northwestern University	Priority	Medium ∨
Requisition Name	BSA 8/28/24 Mon	*Requisition Type	MKT
Requester	MAC7499 Mon Carreon		iBuyNU Orders
Currency	USD	Budget Check Status ✓ Valid Budget Details	
	🗩 Header Comments		
	👁 Preview Approvals	🔍 Check Budget 🔍 Pre-Check Budget	

∨ **Additional Fields**

If you have any questions, please contact BSA-Procurement@northwestern.edu for any inquiries.