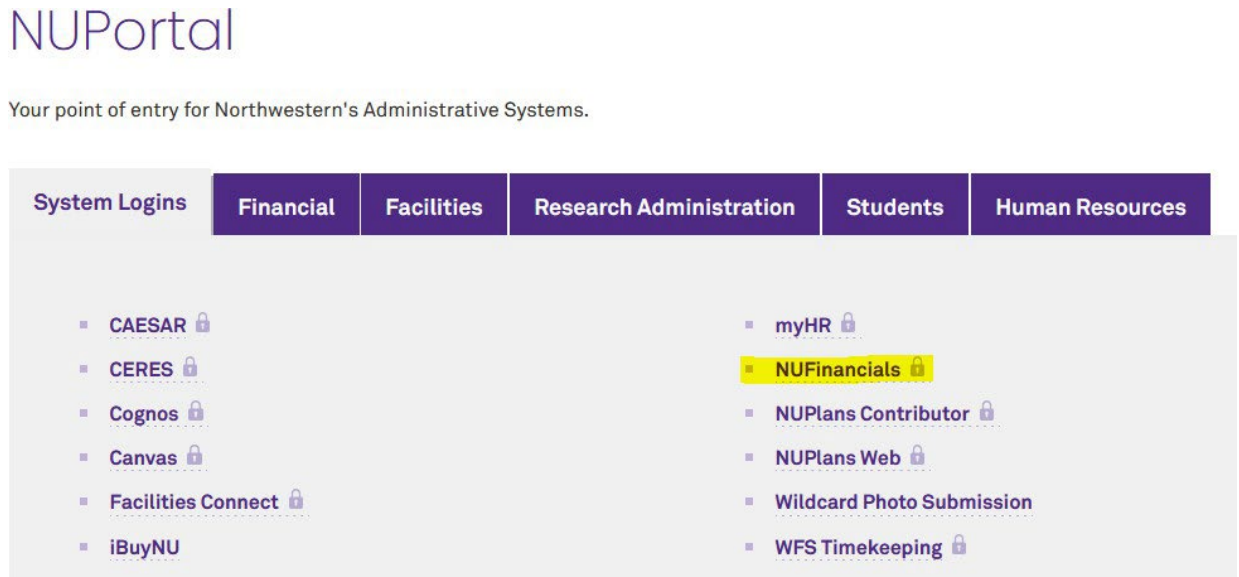
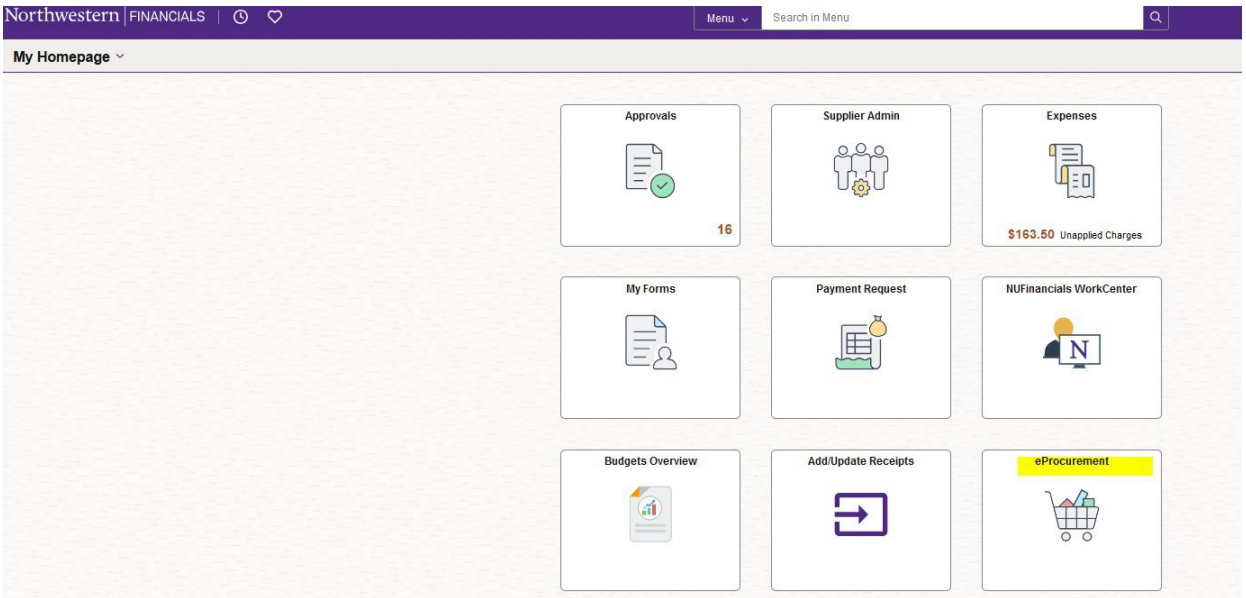
Basic Science Administration – REQUESTOR Procedure

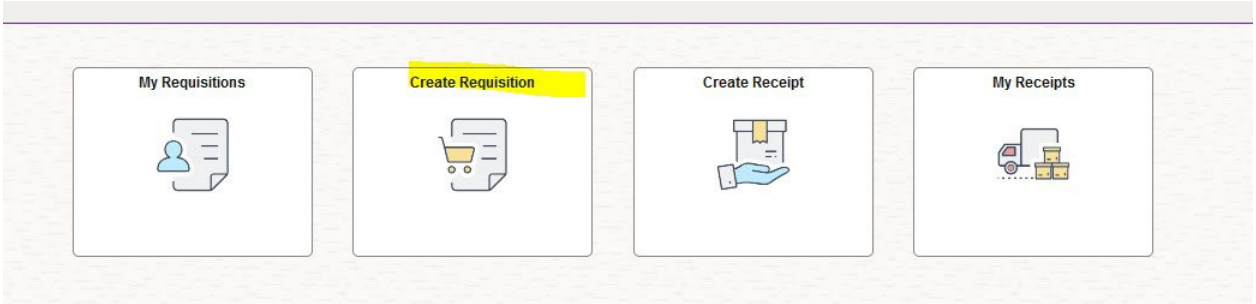
1. Visit the NUPortal to access NUFinancials
   https://www.it.northwestern.edu/nuportal/?utm_source=www.nm.org&utm_medium=employee-menu-link&utm_campaign=nm-main-site



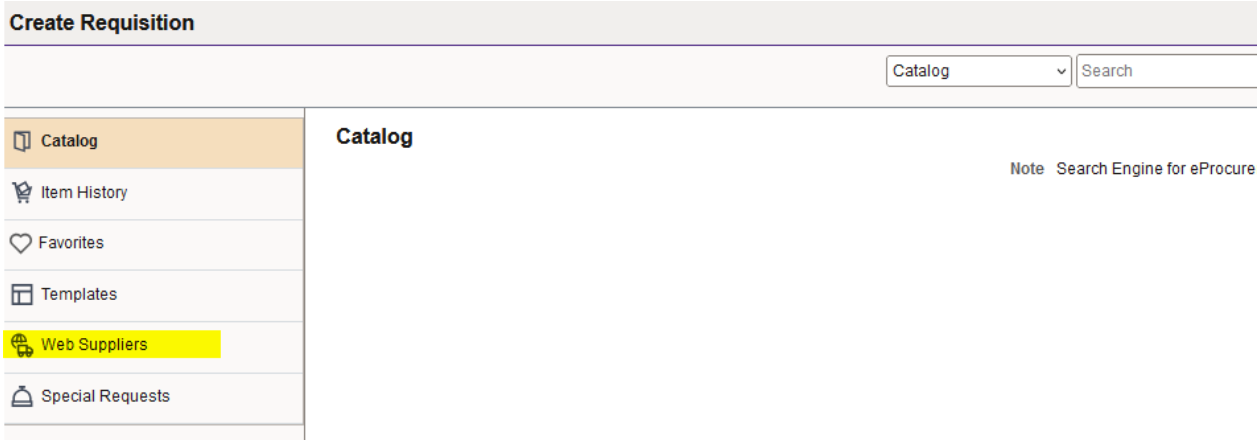
2. Locate the "eProcurement" tab or type it in the search bar.



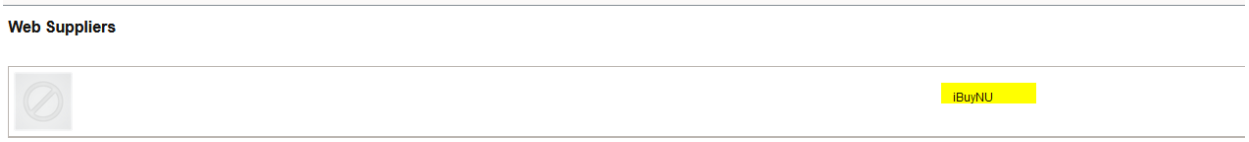
3. Click “Create Requisition” tab



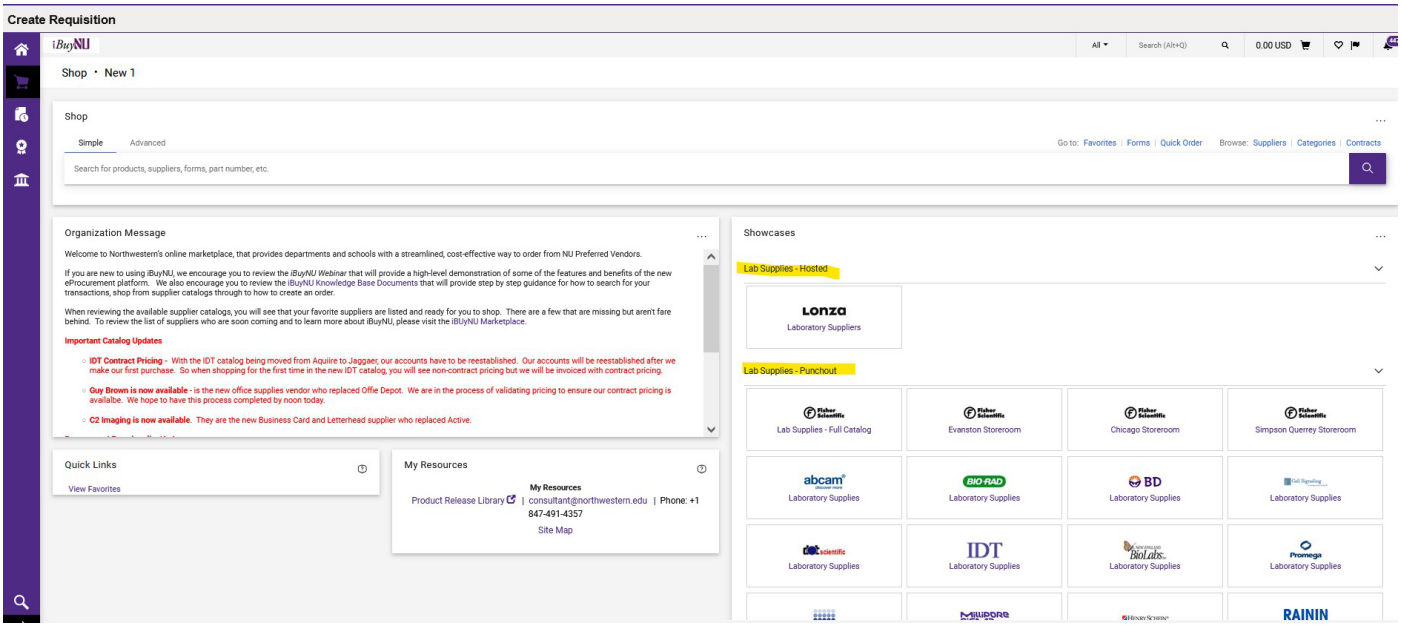
4. Click on “Web Suppliers”



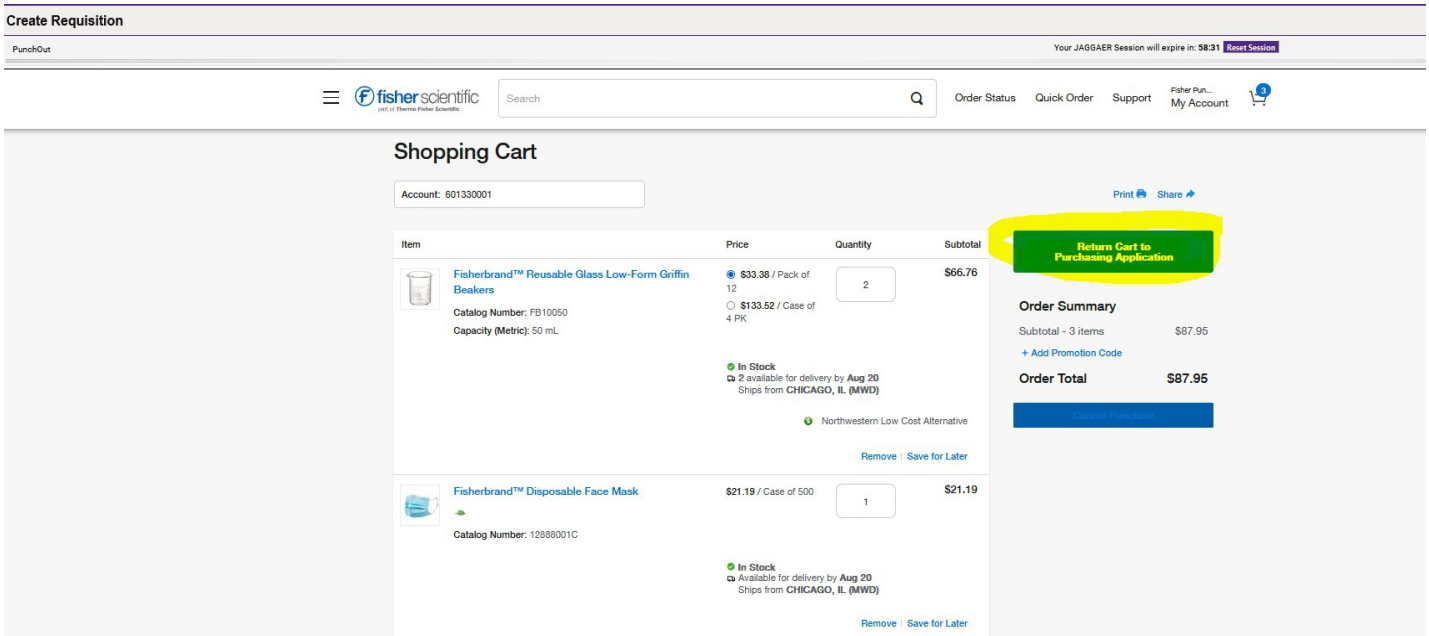
5. Click on “IBuyNU”



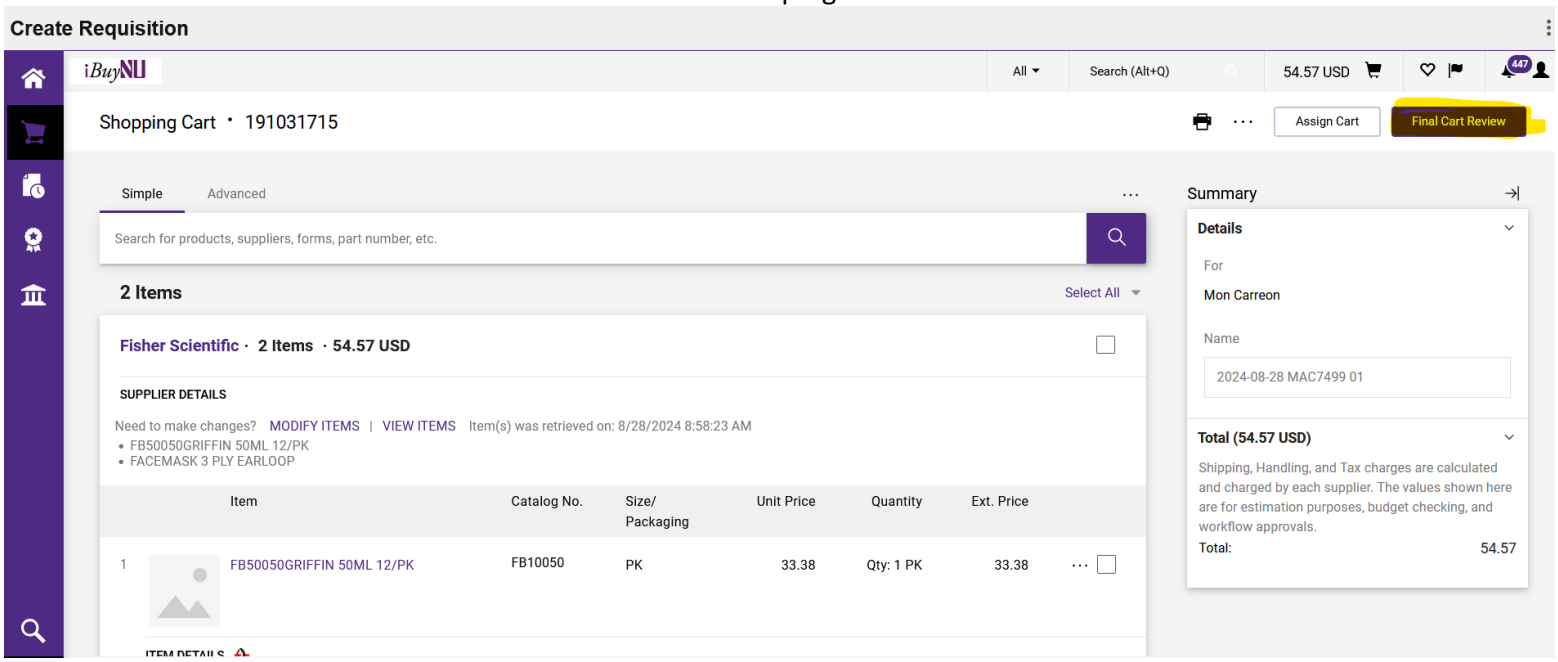
6. Shop for the products you need through the vendors on the right-hand side under showcases.



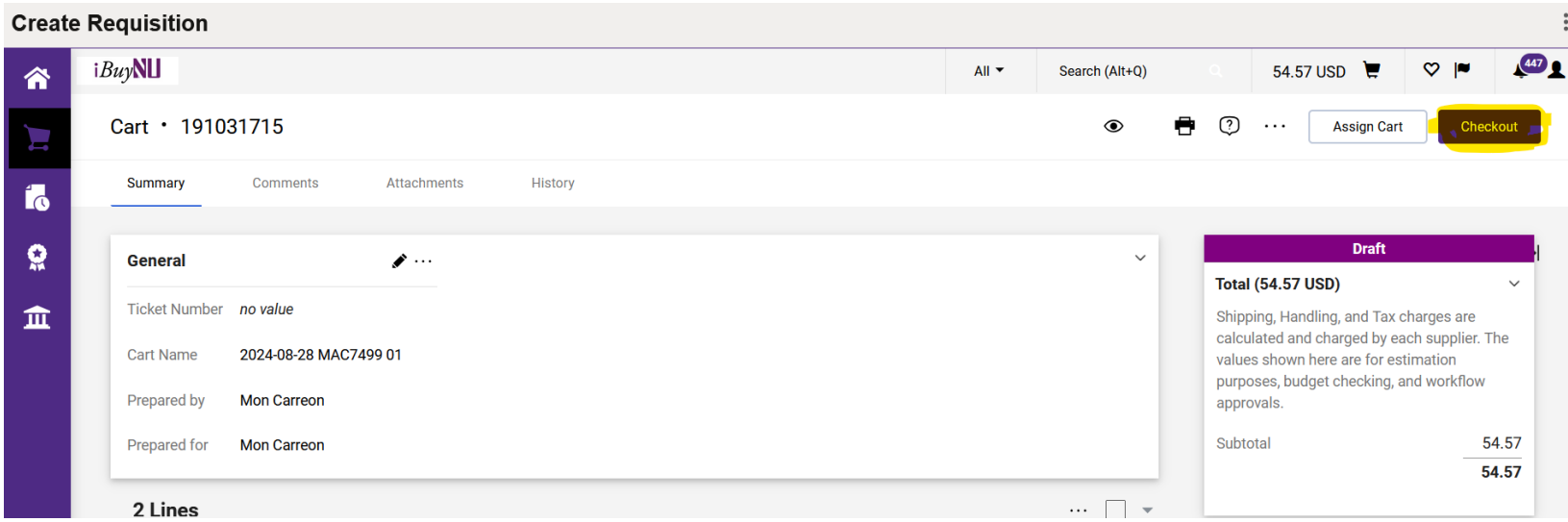
7. Once you have added all items to your cart, please continue the cart to return to IBuyNU.



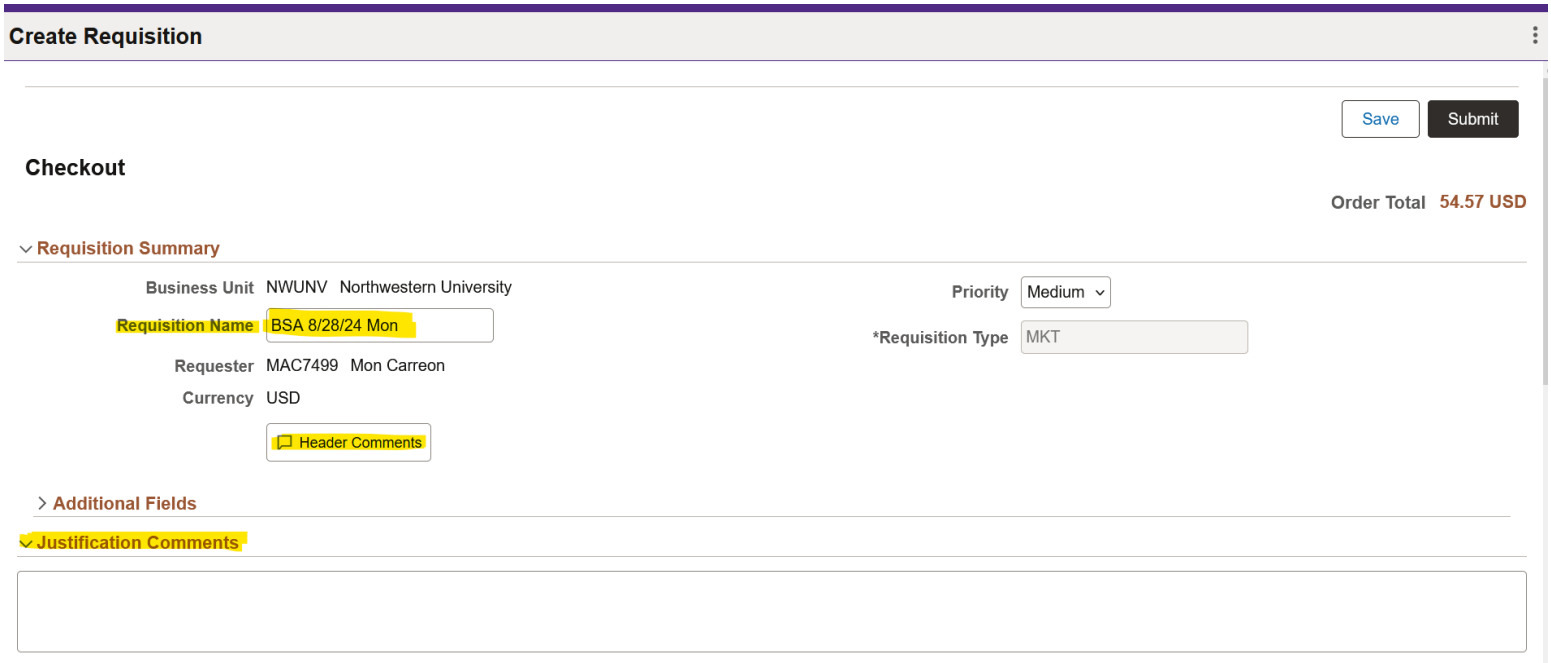
8. Click “Final Cart Review” towards the top right.



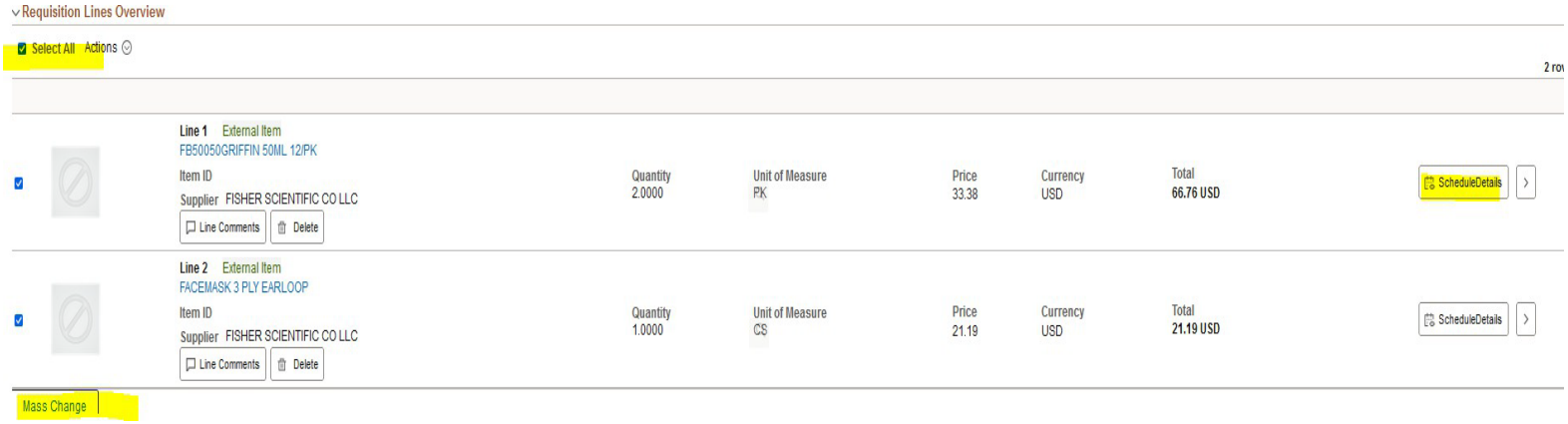
9. Click “Checkout” towards the top right.



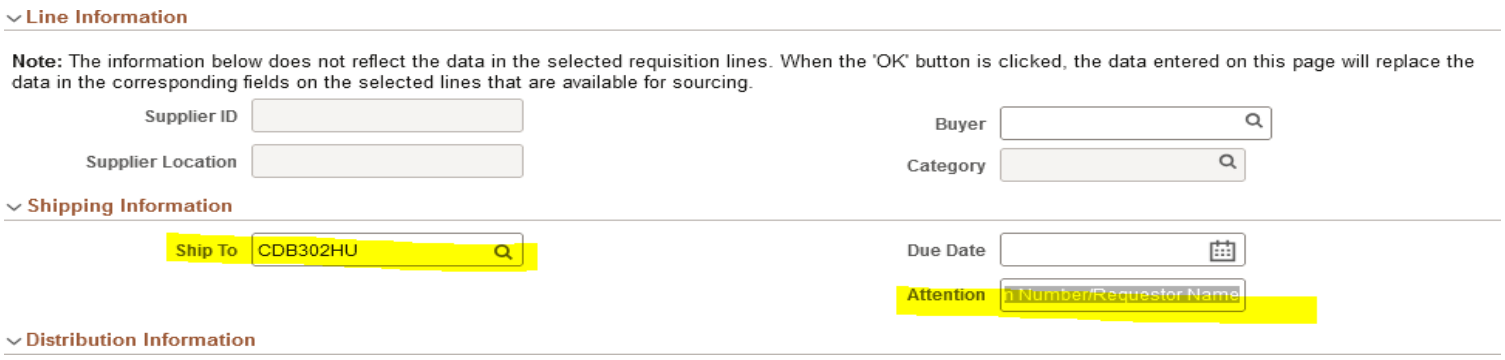
10. Please change “Requisition Name” (Vendor-Date-Requestor Name) and add comments as necessary. Attachments such as quotes can be added under “Header Comments”



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.



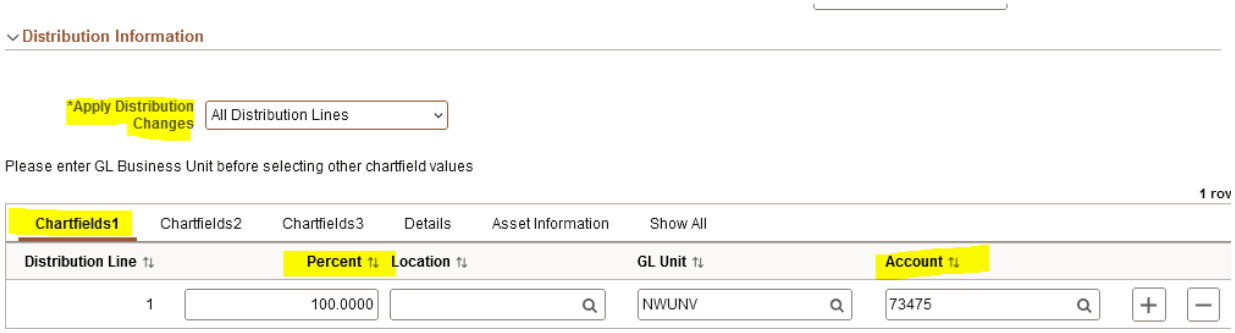
12. Enter shipping information with the “Ship To” code and “Attention” (PI/Room Number/Requestor Name) lines. Please reach out to BSA Procurement if you do not know your ship to code.



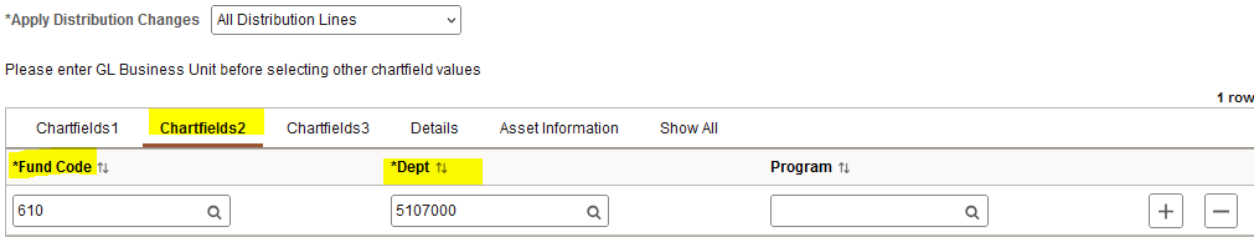
13. Next, we will enter the Chart String information
    a. Chartfield 1 – please fill out “Percent” and “Account” code lines. Please see below for list of account code. Please note that if you have multiple chart strings, you will need to change the distribution lines under “*Apply Distribution Changes” 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

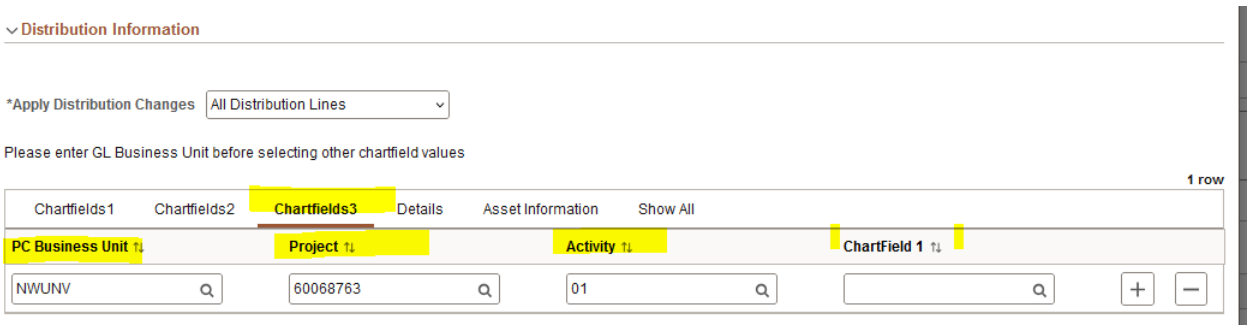
ACCOUNT CODES	ACCOUNT NAME	DESCRIPTION OF USE
73300	Chemicals	Any substance that has a defined composition, contains liquid, powder or gases substances. Ex Reagents, Antibodies,Oligos.
75450	Equipment Service/Contracts	Cover the repair and maintenance of the Capital Equipment purchases
75225	External-Computing 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



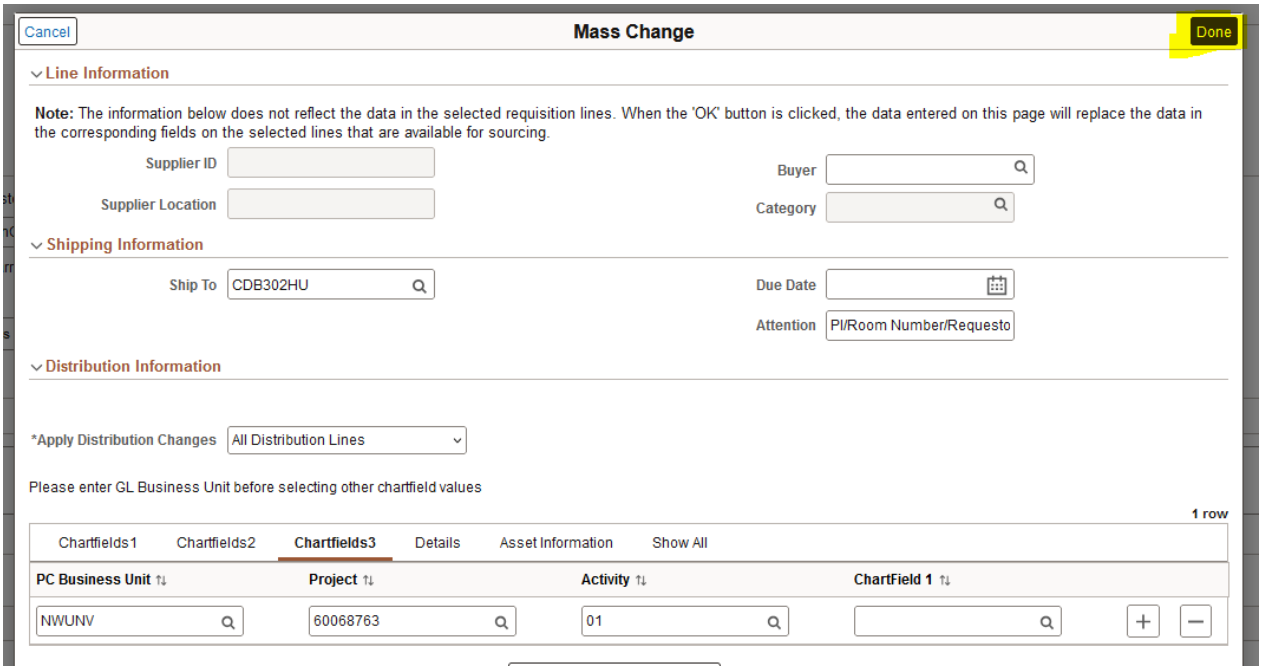
b. Chartfield 2 – Fill out the “Fund Code” and “Dept” lines



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.



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



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

Requisition Name BSA 8/28/24 Mon

Requester MAC7499 Mon Carreon

Currency USD

Header Comments

Priority Medium

*Requisition Type MKT

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

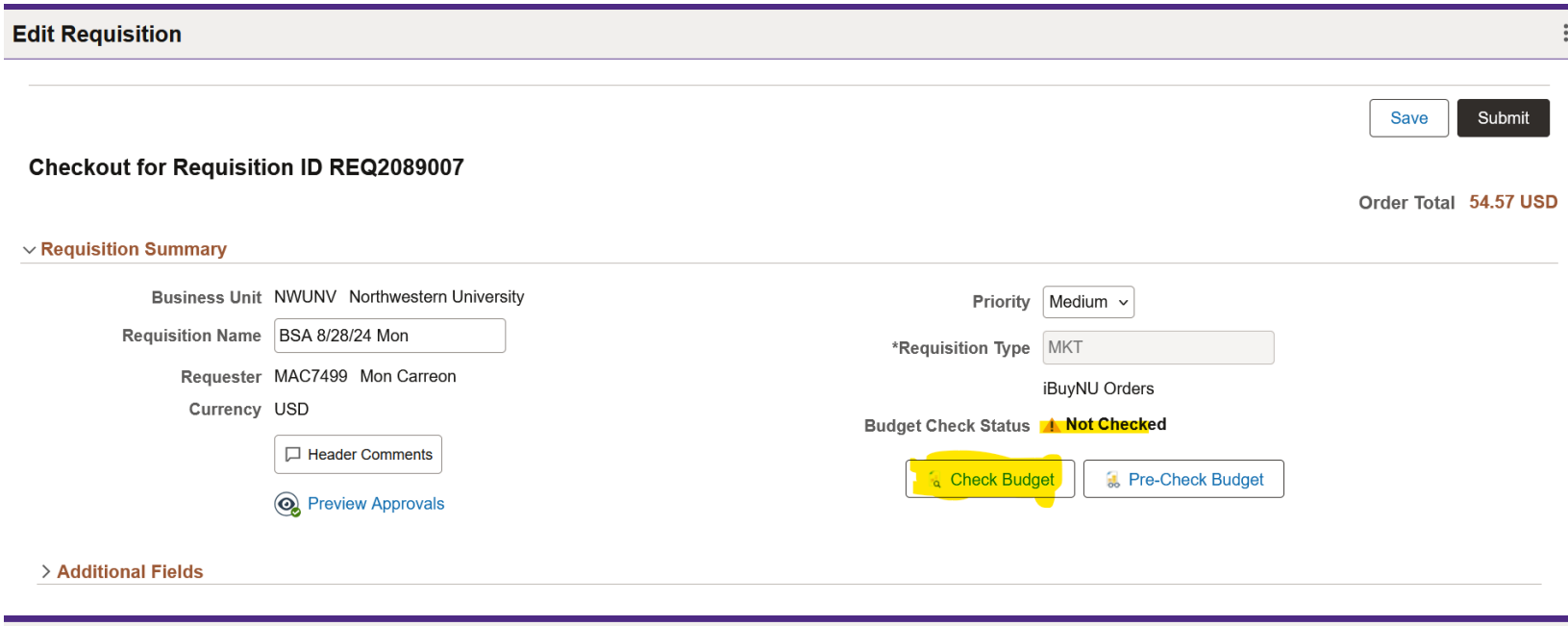
Requester MAC7499

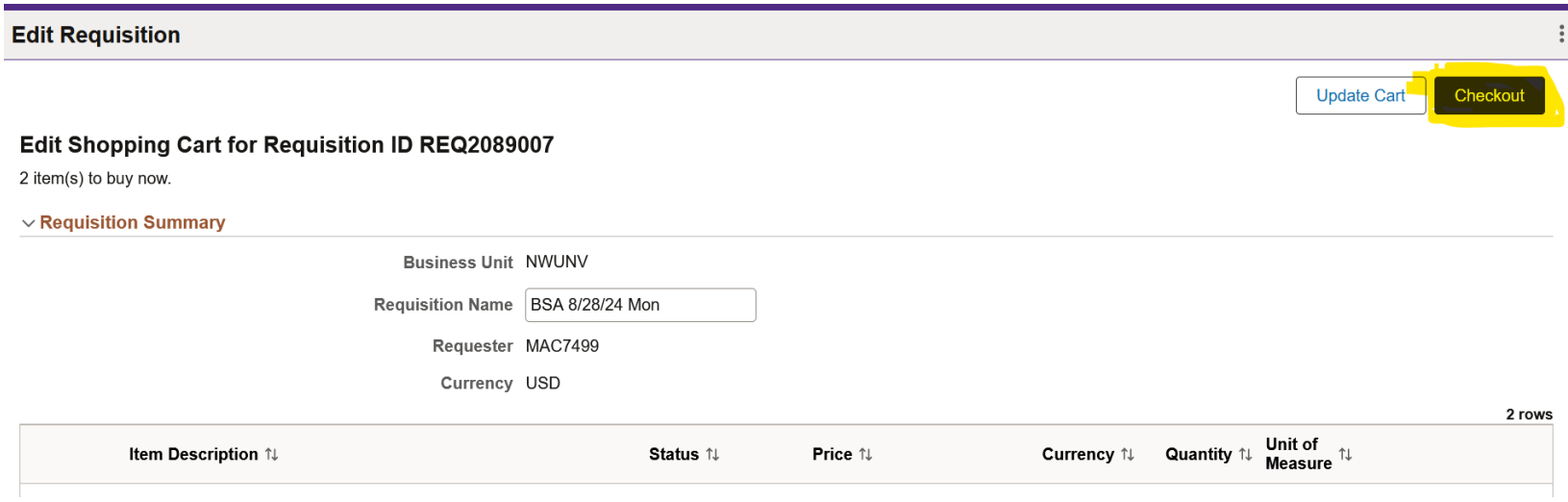
Currency USD

2 rows

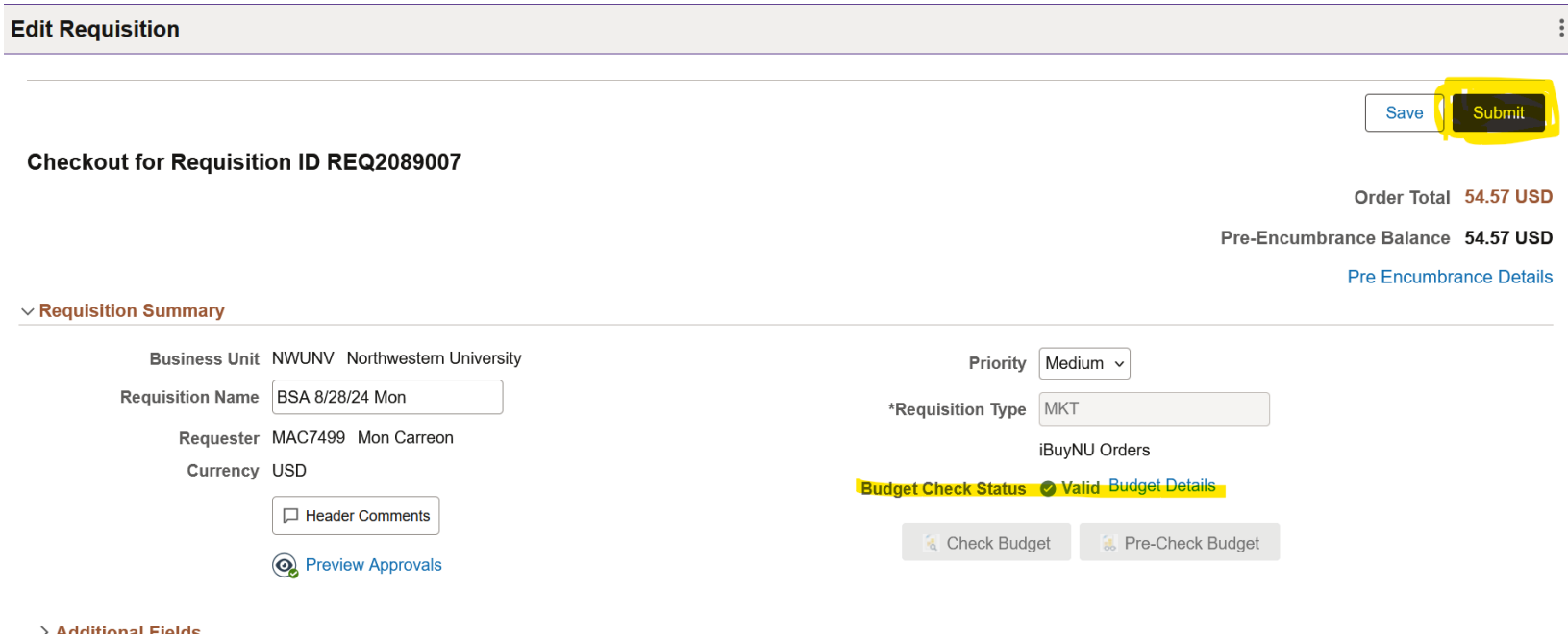
Item Description	Status	Price	Currency	Quantity	Unit of Measure	
FB50050GRIFFIN 50ML 12/PK	Open	33.38	USD	1.0000	PK	Delete
FACEMASK 3 PLY EARLOOP	Open	21.19	USD	1.0000	CS	Delete

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





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



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