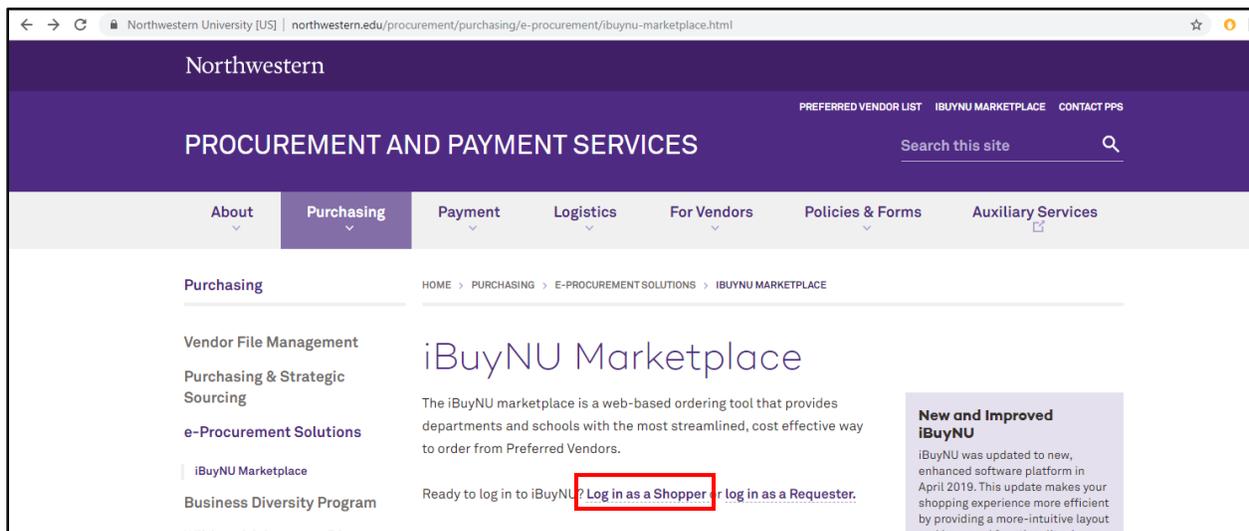


Instructions for Operating iBuyNu as a Shopper

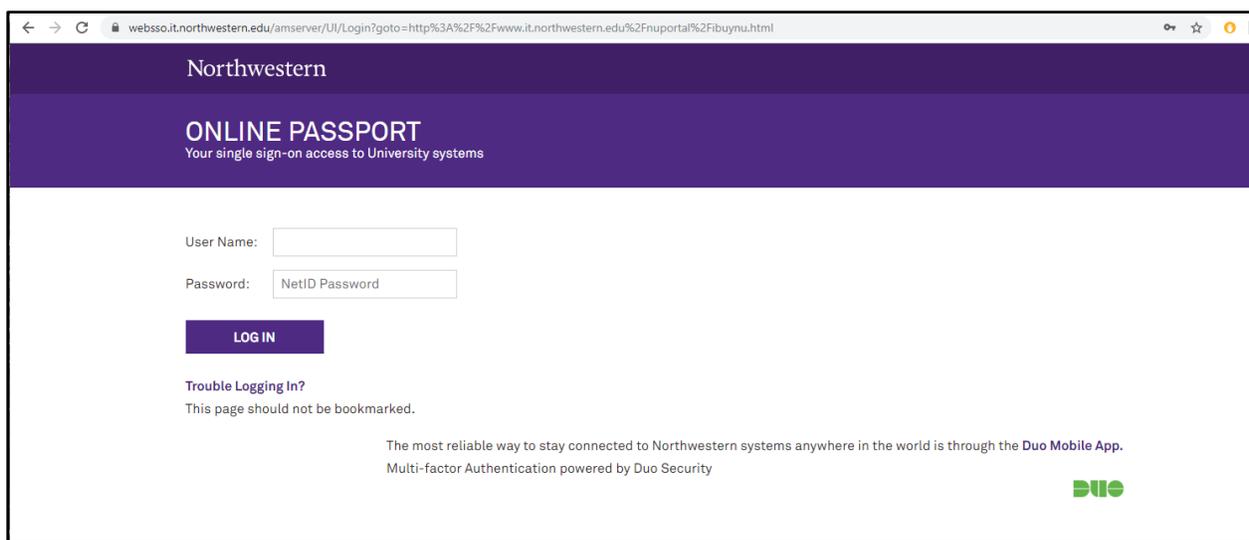
1. Go to Northwestern's information page for iBuyNU:

<https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html>

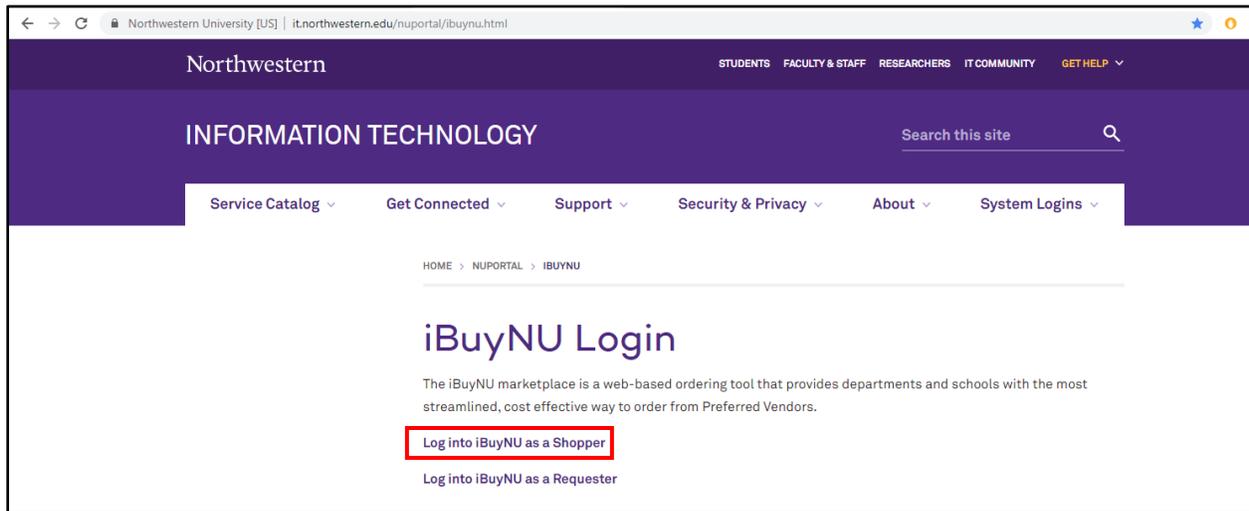
2. Select "Log in as a Shopper"



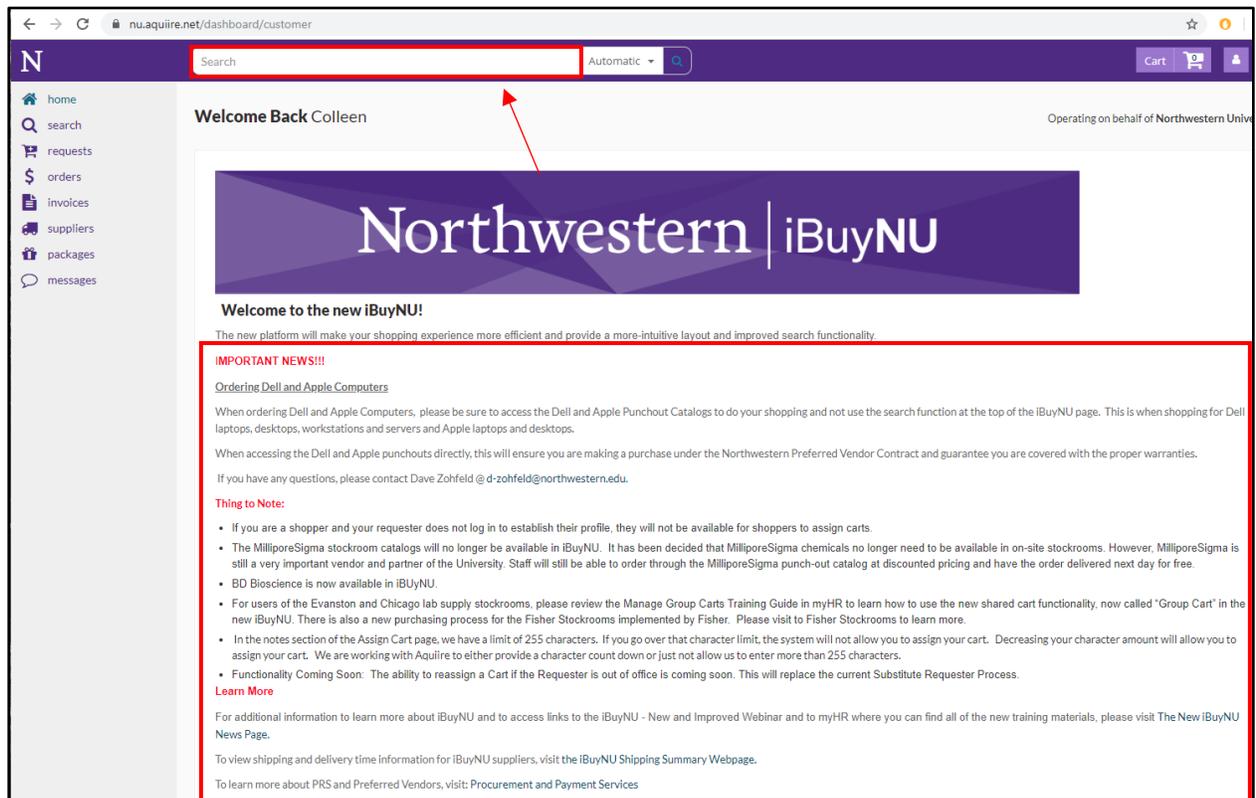
3. Log in with your NetID and password. You will need to have multi-factor authentication set up through Duo



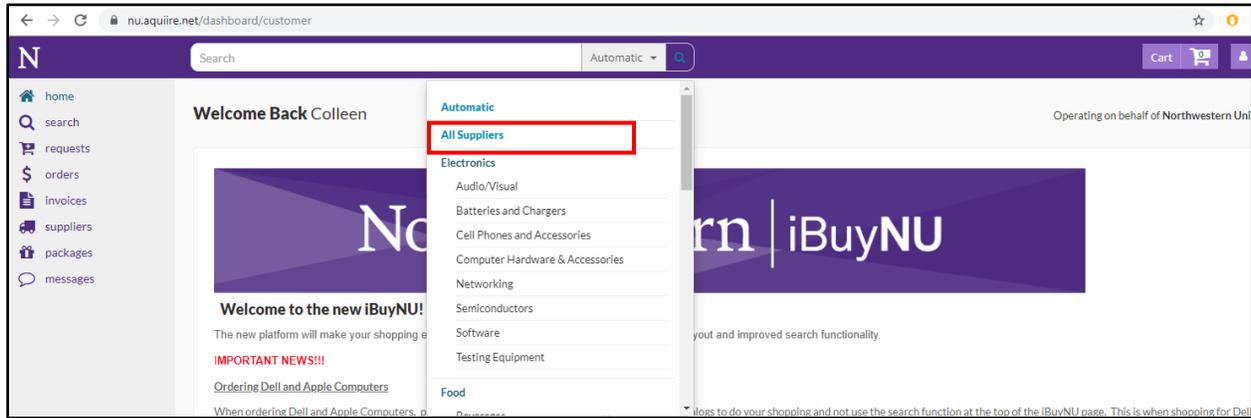
4. Select “Log into iBuyNU as a Shopper”



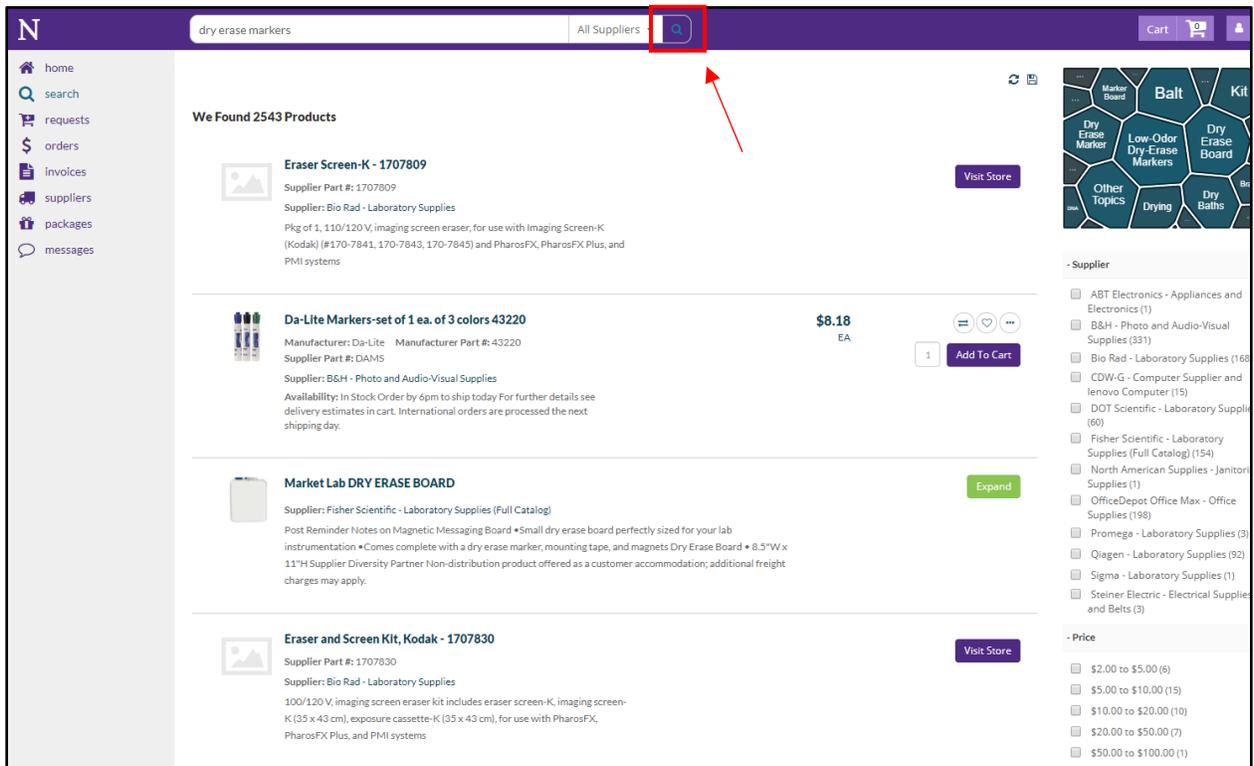
5. You will now be on the iBuyNU homepage. Read the important news underneath the logo to ensure that none of your vendors have special purchase instructions. You can now search for supplies. Click the search bar on the top of the screen and enter a keyword or description of what you'd like to find.



6. Be sure to change the category for your search to “All Suppliers”. This will ensure that you can search the entire system for what you want to order. As an example, we will search for “dry erase markers”



7. Hit the magnifying glass to search. You will see all of the products that iBuy associates with the keyword or phrase you’ve entered. Sometimes it takes a minute or two for the site to search the entire iBuy catalog, so be patient.



8. You can now filter your results by price, supplier, brand, and category (and other characteristics, depending on your product) by checking the boxes on the right hand side of the page. For this example, we will select one supplier (Office Depot) and two price ranges (\$5.00 to \$10.00 and \$10.00 to \$20.00) to narrow our search.

The screenshot shows a search results page for 'dry erase markers'. The search bar at the top contains 'dry erase markers' and 'All Suppliers'. The main content area displays three product listings:

- Eraser Screen-K - 1707809**: Supplier Part #: 1707809, Supplier: Bio Rad - Laboratory Supplies. Price: \$8.18 EA. Quantity: 1. Add To Cart button.
- Da-Lite Markers-set of 1 ea. of 3 colors 43220**: Manufacturer: Da-Lite, Manufacturer Part #: 43220, Supplier Part #: DAMS, Supplier: B&H - Photo and Audio-Visual Supplies. Price: \$8.18 EA. Quantity: 1. Add To Cart button.
- Market Lab DRY ERASE BOARD**: Supplier: Fisher Scientific - Laboratory Supplies (Full Catalog). Price: \$8.18 EA. Quantity: 1. Add To Cart button.
- Eraser and Screen Kit, Kodak - 1707830**: Supplier Part #: 1707830, Supplier: Bio Rad - Laboratory Supplies. Price: \$8.18 EA. Quantity: 1. Add To Cart button.

On the right side, there is a filter panel with the following sections:

- Supplier**: A list of suppliers with checkboxes. 'OfficeDepot Office Max - Office Supplies (1)' is selected.
- Price**: A list of price ranges with checkboxes. '\$5.00 to \$10.00 (15)' and '\$10.00 to \$20.00 (6)' are selected.

9. Once you have found your item, type in the quantity you would like to order and hit “Add To Cart”. If you have not found what you are searching for, try using a new key word or phrase. If your item is not available through iBuy, contact CS department staff for assistance in making your purchase.

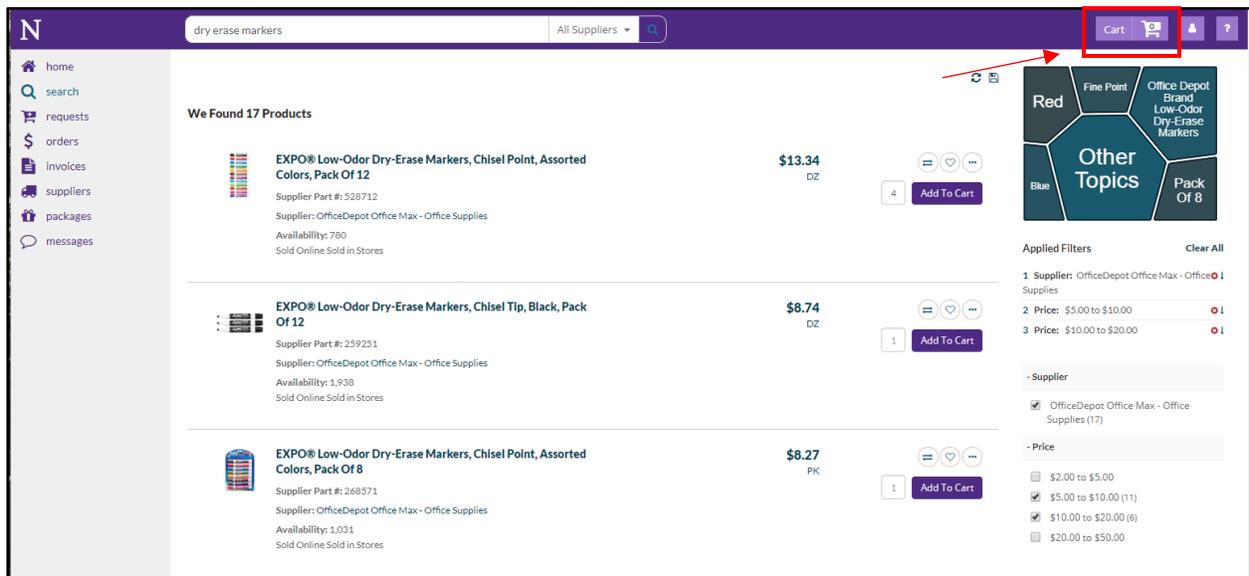
The screenshot shows a search results page for 'dry erase markers'. The search bar at the top contains 'dry erase markers' and 'All Suppliers'. The main content area displays three product listings:

- EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 12**: Supplier Part #: 528712, Supplier: OfficeDepot Office Max - Office Supplies. Price: \$13.34 DZ. Quantity: 4. Add To Cart button.
- EXPO® Low-Odor Dry-Erase Markers, Chisel Tip, Black, Pack Of 12**: Supplier Part #: 259251, Supplier: OfficeDepot Office Max - Office Supplies. Price: \$8.74 DZ. Quantity: 1. Add To Cart button.
- EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 8**: Supplier Part #: 268571, Supplier: OfficeDepot Office Max - Office Supplies. Price: \$8.27 PK. Quantity: 1. Add To Cart button.

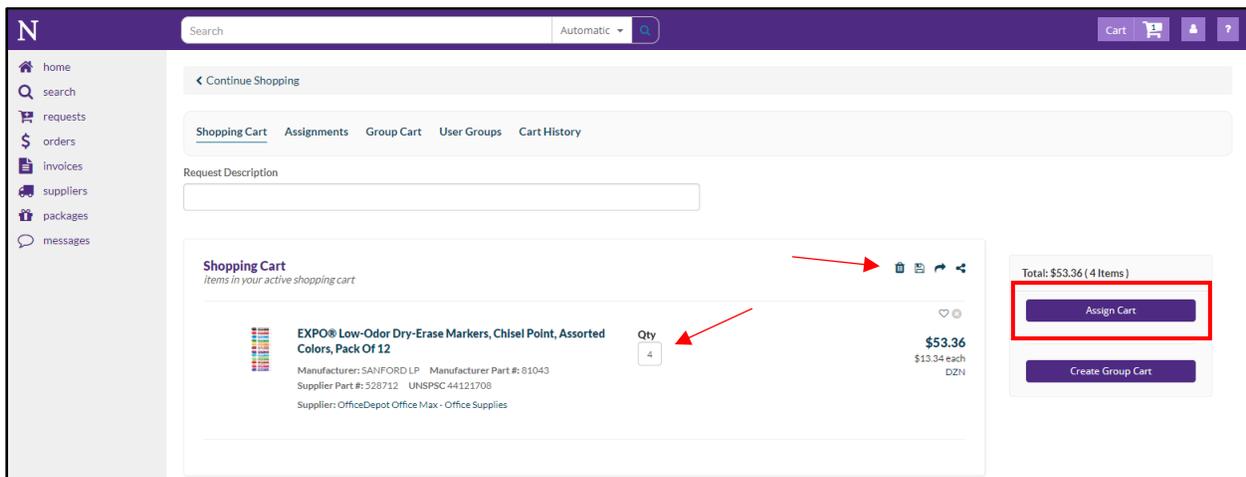
On the right side, there is a filter panel with the following sections:

- Applied Filters**: A list of applied filters. 'OfficeDepot Office Max - Office Supplies (17)' is selected.
- Price**: A list of price ranges with checkboxes. '\$5.00 to \$10.00 (11)' and '\$10.00 to \$20.00 (6)' are selected.

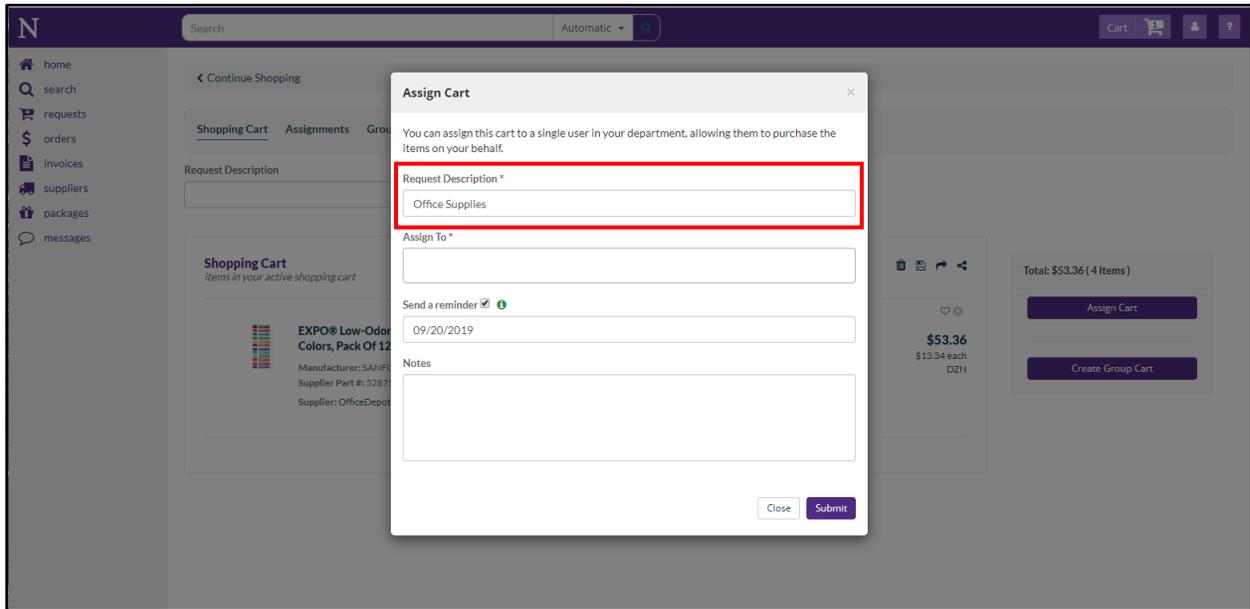
10. Whenever you are done shopping, click your cart icon to see what you have added.



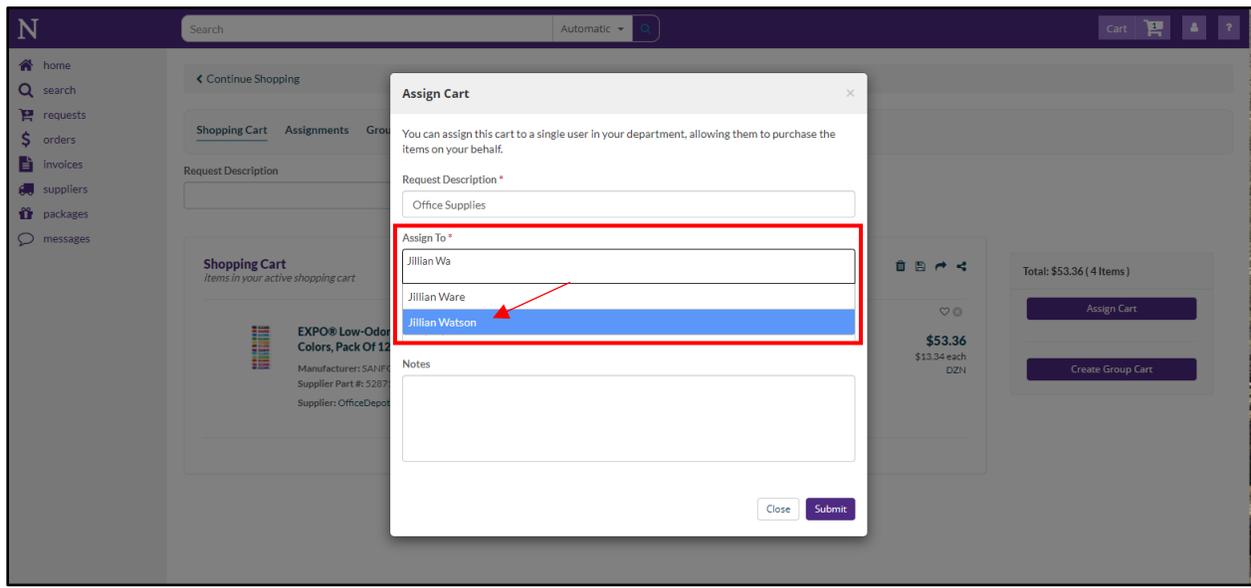
11. You can change the quantity of the items you would like to order or delete items on this screen by editing the "Qty" box or clicking the trash can, respectively. If there is nothing more to add to your order and you are ready to move forward with your purchase, select "Assign Cart"



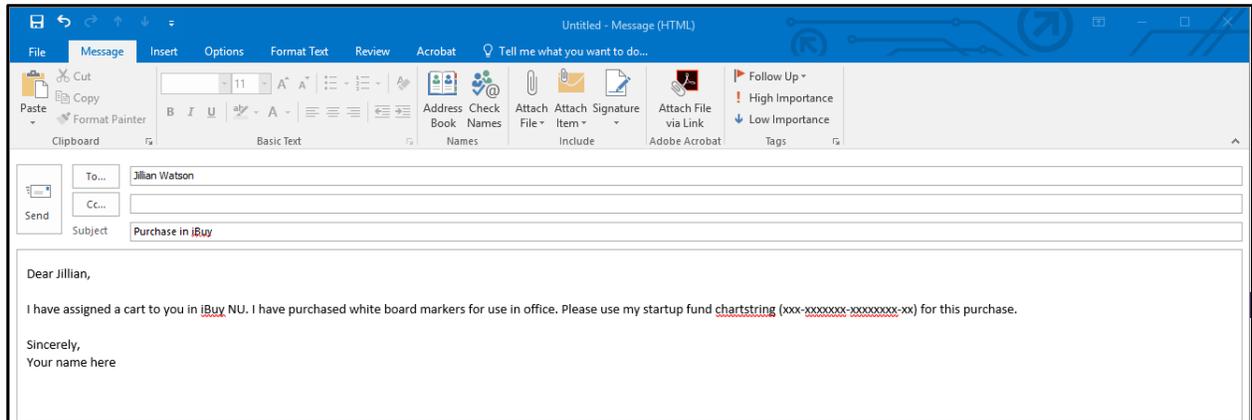
12. Enter a request description in the indicated box. In this example, we will describe the requisition as “Office Supplies”. You can also choose to send a reminder or add notes about your purchase at this time.



13. Now it is time to select your assignee. In this example, we will assign our cart to Jillian Watson.
- a. Be sure to assign your cart to a staff member whose job duties include entering and processing requisitions (usually a Program Assistant I, II, or III) To determine who should handle your requisition, see the CS staff website: <https://www.mccormick.northwestern.edu/computer-science/people/staff.html>



14. Email the staff member to whom you've assigned the cart to let them know that your requisition is waiting for them. At this time you should also provide them with the chartstring you would like to use for your purchase. The staff member will let you know if they experience an issue in fulfilling your request.



Still confused? Here are some resources to help:

1. The Northwestern iBuyNU webpage:

<https://www.northwestern.edu/procurement/purchasing/e-procurement/ibuynu-marketplace.html>

2. The MyHRLearn training module on iBuy (available through your MyHR portal)
3. A computer science staff member. Contact whoever you would assign your cart to if were to make a purchase (a staff member whose job duties include entering and processing requisitions - usually a Program Assistant I, II, or III). To determine who can provide assistance, see the CS staff website:

<https://www.mccormick.northwestern.edu/computer-science/people/staff.html>