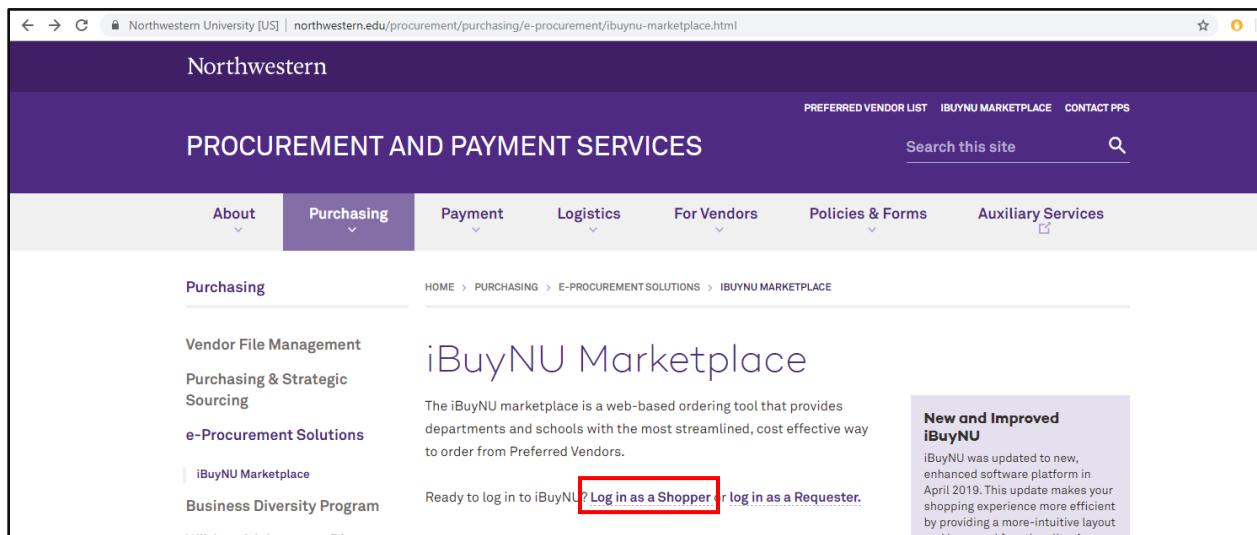


# Instructions for Operating iBuyNu as a Shopper

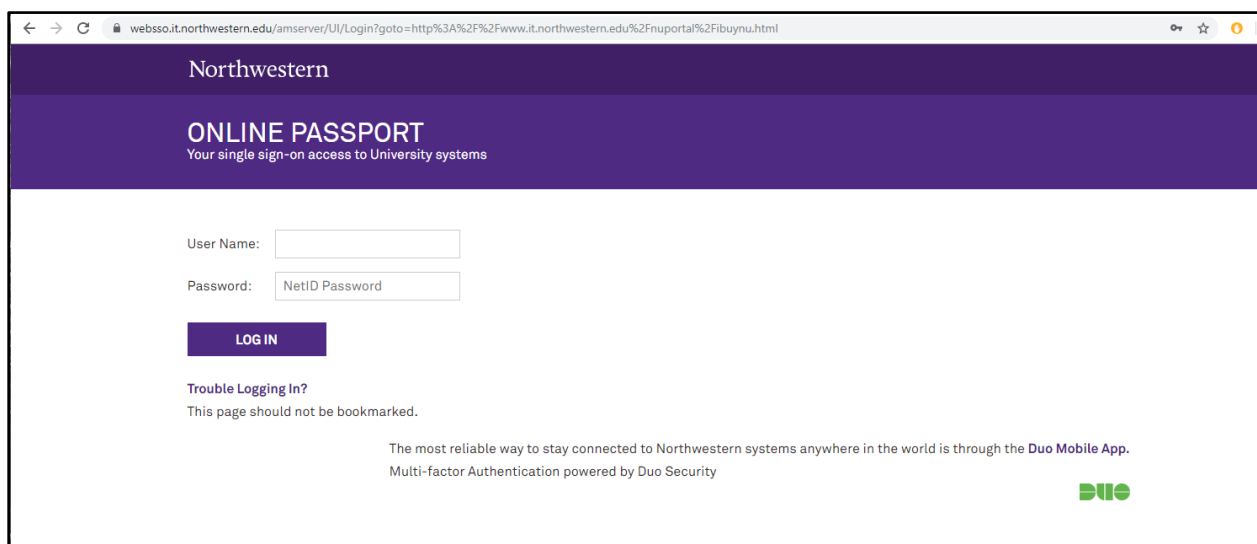
1. Go to Northwestern's information page for iBuyNU:

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

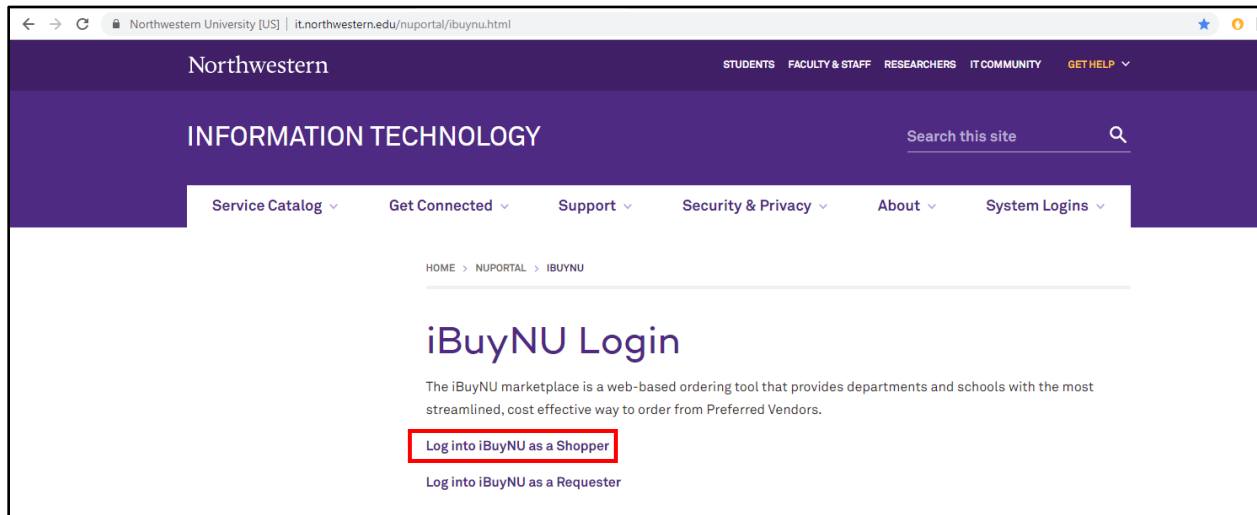
2. Select "Log in as a Shopper"



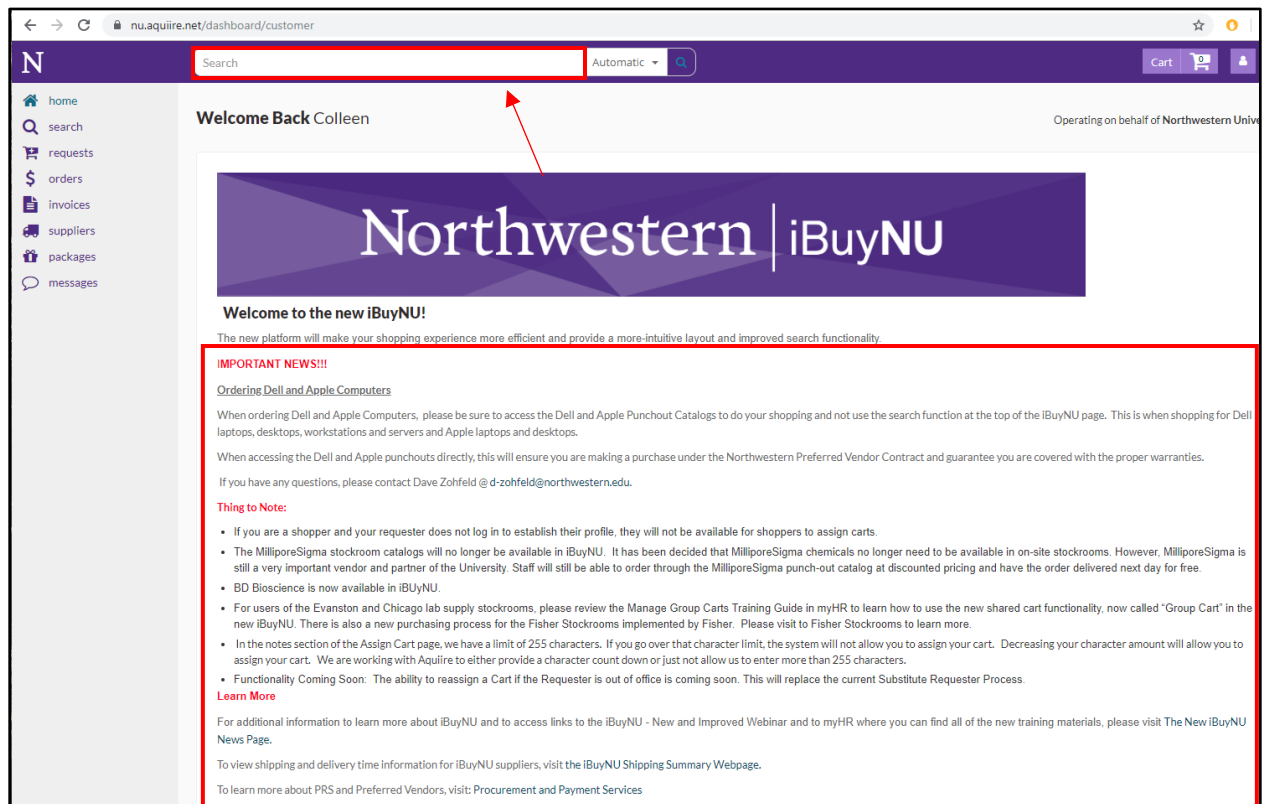
3. Log in with your NetID and password. You will need to have multi-factor authentication set up through Duo



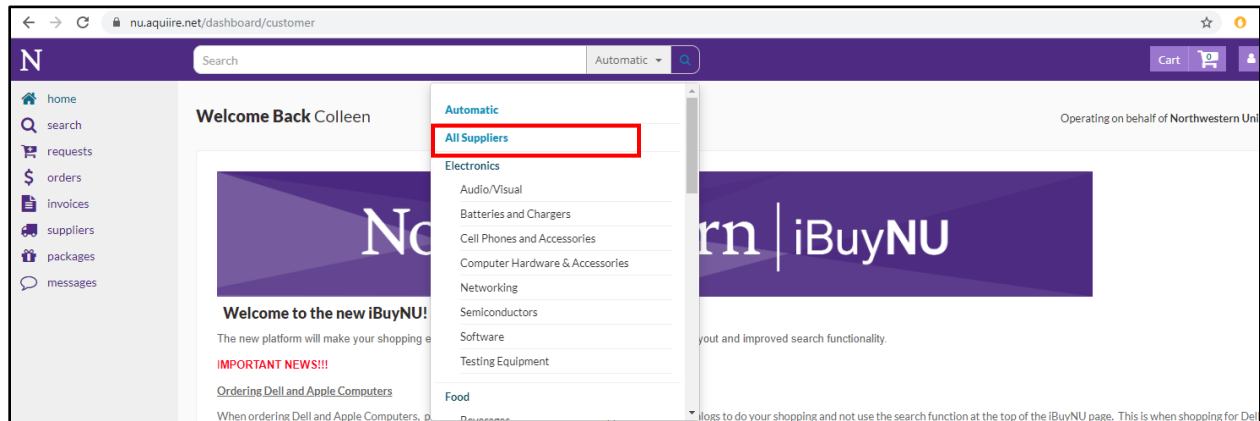
4. Select “Log into iBuyNU as a Shopper”



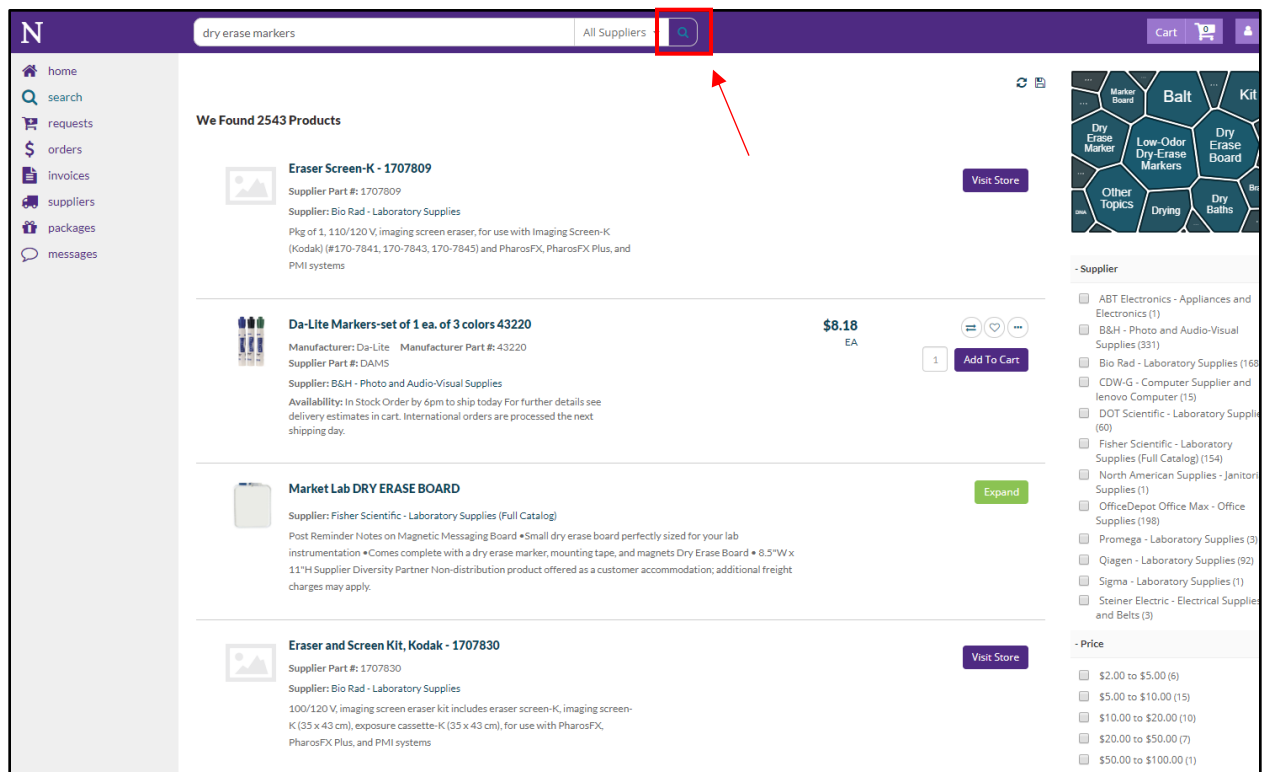
5. You will now be on the iBuyNU homepage. Read the important news underneath the logo to ensure that none of your vendors have special purchase instructions. You can now search for supplies. Click the search bar on the top of the screen and enter a keyword or description of what you'd like to find.



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 the iBuy website interface. The search bar at the top contains 'dry erase markers'. The left sidebar lists navigation options: home, search, requests, orders, invoices, suppliers, packages, and messages. The main content area displays 'We Found 2543 Products'. Three product listings are visible:

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

On the right side, there is a sidebar with filters:

- Supplier**: A list of suppliers with checkboxes. 'Office Depot Office Max - Office Supplies (198)' is highlighted.
- Price**: A list of price ranges with checkboxes. '\$5.00 to \$10.00 (15)' is highlighted.

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.

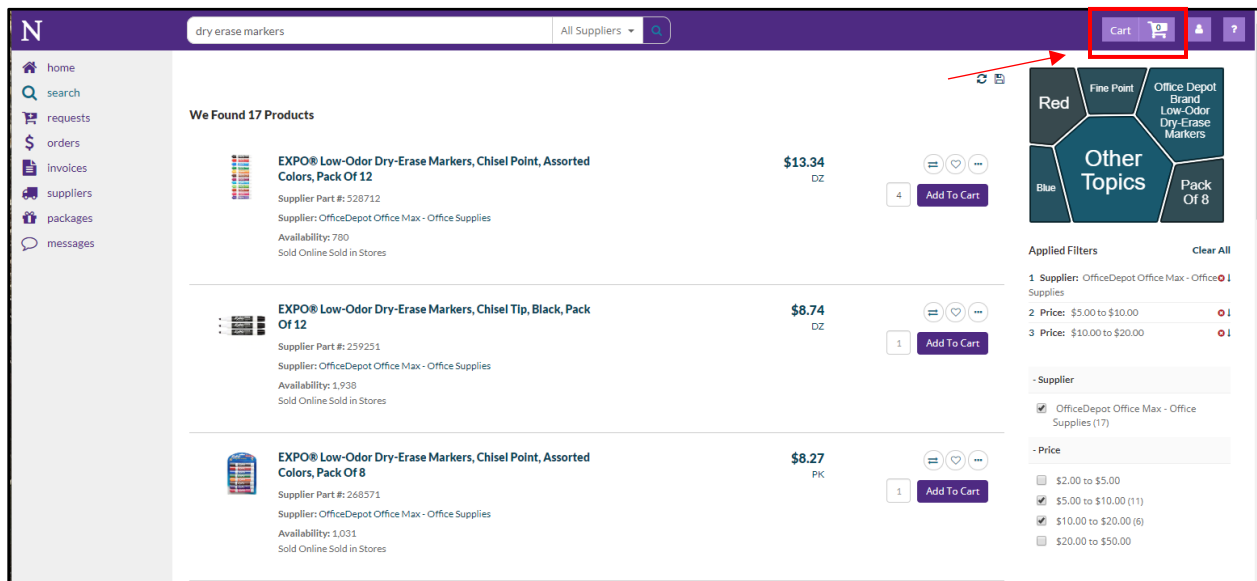
The screenshot shows the iBuy website interface with filters applied. The search bar at the top contains 'dry erase markers'. The left sidebar lists navigation options: home, search, requests, orders, invoices, suppliers, packages, and messages. The main content area displays 'We Found 17 Products'. Three product listings are visible:

- EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 12**: Supplier: Office Depot Office Max - Office Supplies. Price: \$13.34 DZ. 4 units. Add To Cart.
- EXPO® Low-Odor Dry-Erase Markers, Chisel Tip, Black, Pack Of 12**: Supplier: Office Depot Office Max - Office Supplies. Price: \$8.74 DZ. 1 unit. Add To Cart.
- EXPO® Low-Odor Dry-Erase Markers, Chisel Point, Assorted Colors, Pack Of 8**: Supplier: Office Depot Office Max - Office Supplies. Price: \$8.27 PK. 1 unit. Add To Cart.

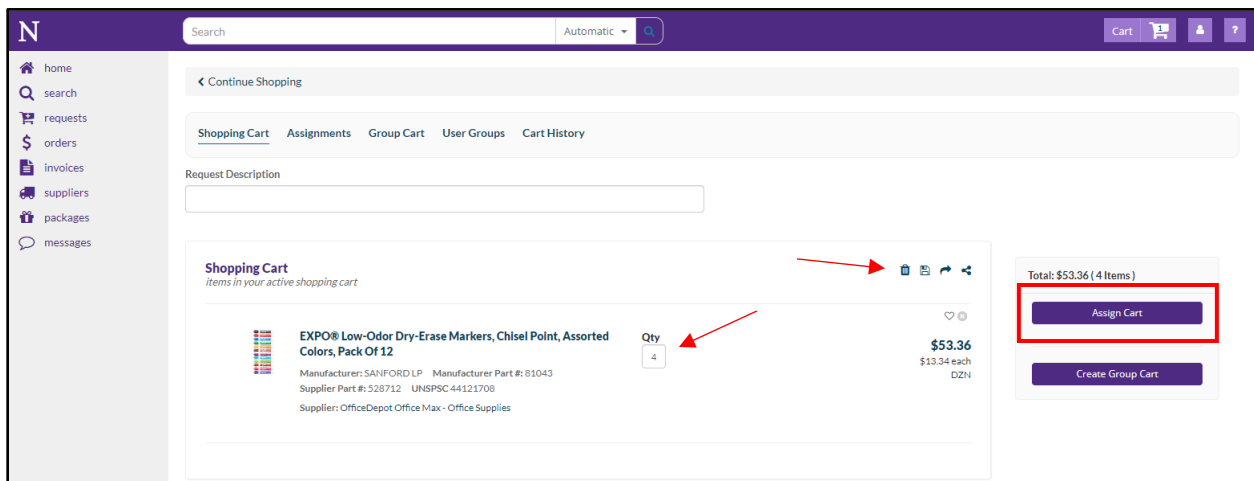
On the right side, there is a sidebar with filters:

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

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”



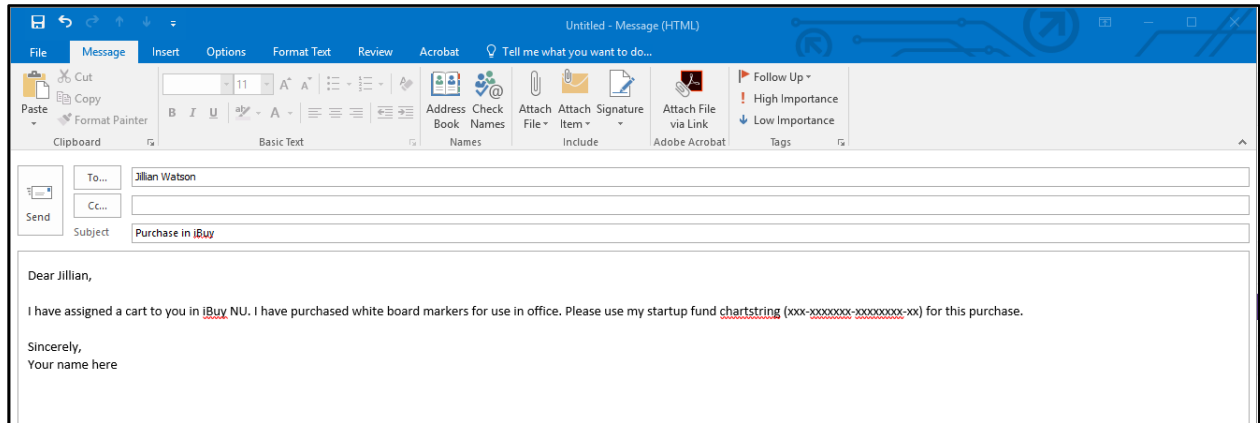
12. Enter a request description in the indicated box. In this example, we will describe the requisition as “Office Supplies”. You can also choose to send a reminder or add notes about your purchase at this time.

The screenshot shows a web application interface with a sidebar on the left containing links like 'home', 'search', 'requests', 'orders', 'invoices', 'suppliers', 'packages', and 'messages'. The main content area is titled 'Continue Shopping' and displays a 'Shopping Cart' with items. A modal dialog box titled 'Assign Cart' is open in the center. The dialog box has a close button in the top right corner. Inside the dialog, there is a text input field for 'Request Description' containing the text 'Office Supplies'. Below this is another text input field for 'Assign To'. There is a checkbox for 'Send a reminder' which is checked, and a date input field showing '09/20/2019'. At the bottom of the dialog is a text area for 'Notes'. The background is dimmed, showing a shopping cart with a total of \$53.36 for 4 items.

13. Now it is time to select your assignee. In this example, we will assign our cart to Jillian Watson.
- 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>

This screenshot shows the same 'Assign Cart' dialog box as the previous one, but now the 'Assign To' field is a dropdown menu. The dropdown menu is open, showing three options: 'Jillian Wa', 'Jillian Ware', and 'Jillian Watson'. The 'Jillian Watson' option is highlighted in blue, and a red arrow points to it. The 'Request Description' field still contains 'Office Supplies'. The background remains the same, showing the shopping cart with a total of \$53.36.

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/ibuy-nu-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>