

IBYNU procedure:

The IBYNU marketplace is located in the NU Portal under the 'System Logins' tab. From there, you will log into IBYNU as a shopper:

<https://solutions.sciquest.com/apps/Router/SAMLAuth/Northwestern>

-OR-

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

-the vendors are listed under the 'showcases' section on the right of the screen.

- click on the tile for the vendor you wish to shop from.

-create your cart or configure your computer in the vendor's online store.

-add selected items and view the cart.

additional Amazon Business instructions below

-click the next prompt ('checkout', 'send proposal', 'create order requisition', for example). It may ask you to 'submit' or 'continue to requisitions'.

-assign the cart (the 'assign cart' button is in the upper right of the screen) to Julia Blend by hitting the purple 'search' prompt and typing in the last name 'Blend' & search again.

-click on the '+' prompt under the action tab listing her name, and it will appear back in the 'assign cart' section.

-include the chartstring number, justification (sponsored accounts), and delivery stop (if not located in the Mudd building) in the 'note to assignee' field.

PLEASE DO NOT ASSIGN IBYNU CARTS WITHOUT THE CHARTSTRING NUMBER OR ACCOUNT NAME

*** Additional Amazon Business steps after selecting your items and adding them into your cart in the Amazon punchout website:

-'proceed to checkout'

-on the 'select a shipping address' screen- you do nothing but hit the 'deliver to this address' button to the right (don't change anything)

-Click 'use this address' underneath the Northwestern University 619 CLARK ST, EVANSTON, IL, 60208-0802, United States, Phone: 847-491-8120 group

- on the 'review items & shipping' screen, hit the 'submit order for approval' button to the right
- This brings you back to IBUYNU, where you hit the 'assign cart' button to the right
- assign the cart (the 'assign cart' button is in the upper right of the screen) to Julia Blend by hitting the purple 'search' prompt and typing in the last name 'Blend' & search again.
- click on the '+' prompt under the action tab listing her name, and it will appear back in the 'assign cart' section.
- include the chartstring number, justification (sponsored accounts), and delivery stop (if not located in the Mudd building) in the 'note to assignee' field.

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Helpful information:

Firefox is the recommended browser when ordering on IBUYNU.

A tip is to NOT use the general search bar under the 'shop' section at the top of the IBUYNU screen. You will get more accurate results by shopping vendors individually.

Julia will get an automatic e-mail from your NU e-mail address to process the order, including your name.

You will receive an automated e-mail notification when your order has been processed.

Amazon will send order & tracking information directly to you once the order is dispatched, we will not receive the information. Please do not initiate a return with Amazon without notifying Julia Blend at Julia.blend@northwestern.edu, to ensure we receive the returned funds back into our account.

For Technical questions, please contact the NU HELP desk at 1-847-491-4357. Or e-mail consultant@northwestern.edu to open a service ticket. CS staff members will not be able to assist you with technical issues for IBUYNU.