

## Order from a Stockroom

Stockroom ordering is initiated through iBuyNU, using hosted catalogs for Fisher Scientific and Sigma Aldrich. Both vendors share the Fisher stockrooms.

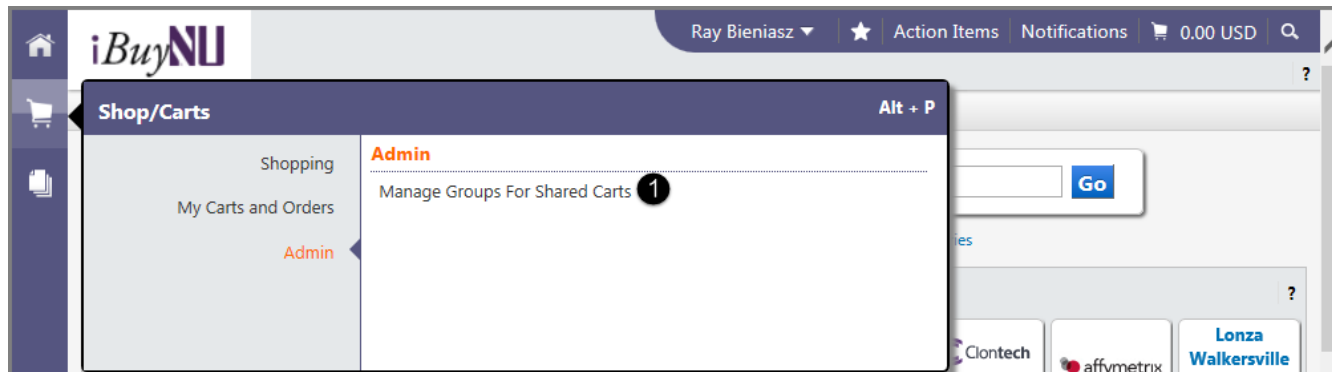
- **Chicago Fisher Stockroom**
  - Searle Medical Research Building, Room B-652
  - Phone: 3-7520
  - [Nuchicago.storeroom@thermofisher.com](mailto:Nuchicago.storeroom@thermofisher.com)
- **Evanston Fisher Stockroom**
  - Technological Institute, Room KG-48
  - Phone: 1-8621
  - [Nuevanston.storeroom@thermofisher.com](mailto:Nuevanston.storeroom@thermofisher.com)

## Step 1: Create and Manage Shared Cart User Groups

To order from a stockroom, you must first create a Shared Cart User Group. The Chicago Fisher Stockroom or the Evanston Fisher Stockroom must be added to your stockroom shared cart user group. This is a one-time step. Once created, your shared cart group can be accessed for future use. This can be set up by a Shopper or Requester.

Access iBuyNU as a Shopper or as a Requester and perform the following steps ([NUPortal](#) > Purchasing tab).

1. Go to **Shop > Admin > Manage Groups for Shared Carts**.



The **Shared Shopping Cart User Groups** screen displays.

2. Click **Create New Group** located in the top left corner. The **New Shared Cart User Group** displays on the right.

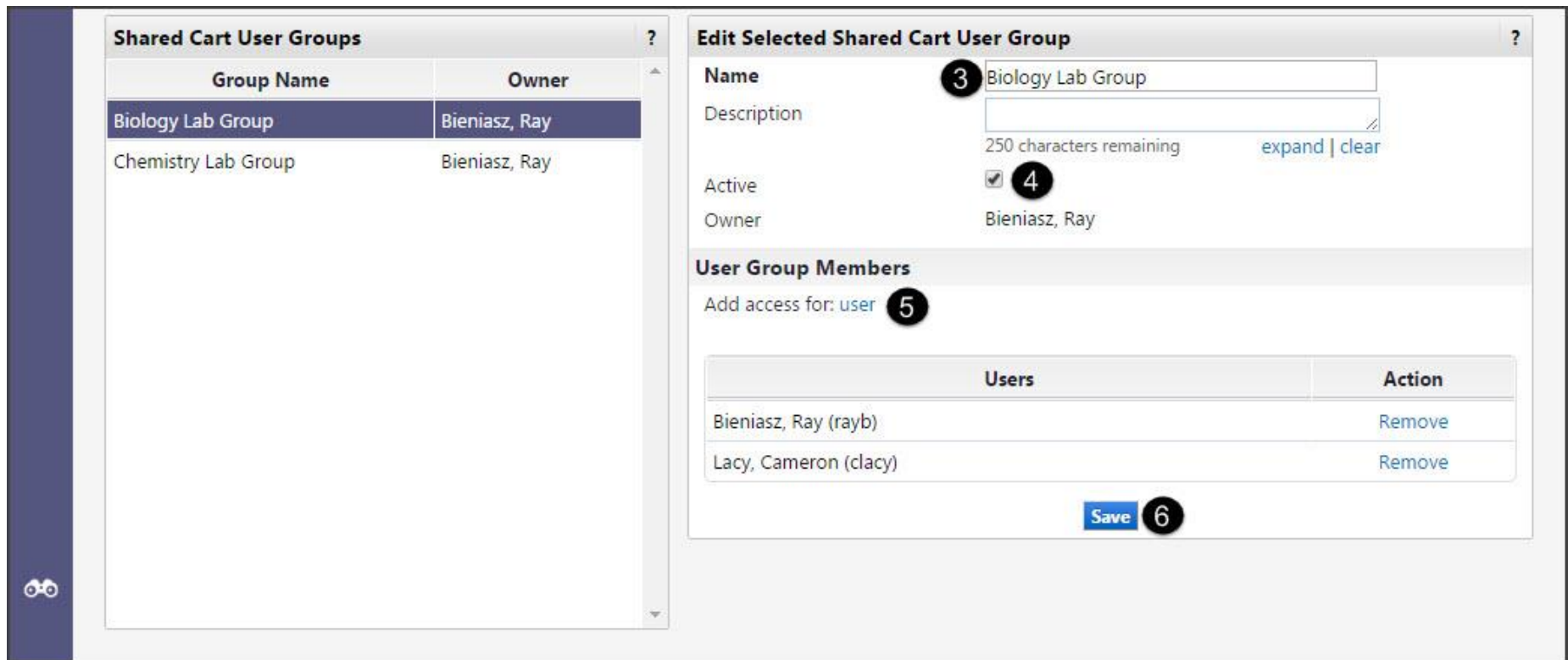


3. Enter a **Name** for the group. Be sure the name is meaningful for all users who will be part of the group.

- Optionally, enter a Description for the group.

4. Ensure that the **Active** checkbox is checked.

5. Add users to the group. Under **User Group Members**, click **user**. The User Search dialog box displays.



- A. Search for Users by first or last name, NetID, or email address. (Not shown) When searching for the stockrooms, use the User Name field. For Chicago, search chicago stockroom and for Evanston, search evanston stockroom.
- B. In the results, click the **select** link in the **Action** column for the User you would like to add to the group. Repeat the search and select as needed to select all Users for the group. Selected Users display in the **Selected Users** box. You, as the group creator, will automatically be added as a User to the group.
- C. *Option:* To remove a user, click the **x** to the right of the user's name.
- D. Click **Add Selected Users** to complete the addition of Users.

6. Click **Save**. The group will be saved and display in the Shared Cart User Groups.

## Step 2: Add stockroom items to a cart

1. In the Lab Supplies-Hosted section, click appropriate stockroom link for Fisher Scientific or Sigma Aldrich, Chicago or Evanston.
2. A search bar appears below the vendor's name. Search for your item(s) within that Vendor. Note: You may see a message for "Getting live price" which is letting you that pricing is being retrieved from the punchout catalog.
3. Add the item(s) to your Cart.

The screenshot displays the iBuyNU website interface. At the top, the user is logged in as Ray Bieniasz. The navigation bar includes links for Action Items, Notifications, and a shopping cart showing 0.00 USD. The breadcrumb trail indicates the user is in the Shopping Home section. A search bar is set to 'Shop Everything' with a 'Go' button. Below the search bar, there are links for 'Go to: advanced search | favorites | quick order' and 'Browse: suppliers | categories'. The main content area is titled 'Lab Supplies - Hosted' and features a grid of vendor tiles. The tiles include logos and names for LScientific Inc, BD, Cell Signaling, Clontech, affymetrix eBioscience, Lonza Walkersville Inc, BioLabs, RAININ Pipetting 360°, Roche, and Fisher Scientific. The Fisher Scientific tiles are further divided into 'Chicago Storeroom' and 'Evanston Storeroom'. A search bar is visible over the Fisher Scientific Chicago Storeroom tile. A sidebar on the left contains a welcome message and contact information for Purchasing Resource Services (PRS).

Welcome to Northwestern's online marketplace, where you can order from NU Preferred Vendors quickly and easily.

Please note this is a test site and most data in the marketplace, including pricing and supplier info, is for test purposes only and subject to change.

If you have any questions or comments, please contact Purchasing Resource Services (PRS) at: [purchasing@northwestern.edu](mailto:purchasing@northwestern.edu). To learn more about PRS and Preferred Vendors, visit: <http://www.northwestern.edu/userservices/Purchasing>.

For help, dial 847-491-HELP (4357) Option 2 or access Shopper or Requester training materials under the Purchasing tab, on the on the Training Curriculum page: <http://ffo.northwestern.edu/training/curriculum.html>

**Lab Supplies - Hosted**

- LScientific Inc Laboratory Supplies
- BD Laboratory Supplies
- Cell Signaling Laboratory Supplies
- Clontech Laboratory Supplies
- affymetrix eBioscience Laboratory Supplies
- Lonza Walkersville Inc Laboratory Suppliers
- BioLabs Laboratory Supplies
- RAININ Pipetting 360° Laboratory Supplies
- Roche Laboratory Supplies
- Fisher Scientific Laboratory Supplies
- Fisher Scientific Chicago Storeroom
- Fisher Scientific Evanston Storeroom
- SIGMA-ALDRICH Chicago Storeroom
- SIGMA-ALDRICH Evanston Storeroom

**Lab Supplies - Punchout**

## Step 3: Share Cart with User Group

To retrieve your items from the stockroom, you must share your cart with a User Group containing that stockroom. **The cart is not being assigned to the stockroom or a requester.** After you have picked up your items, the cart must be assigned to the Requester. No changes should be made to the cart after items are picked up from the stockroom.

1. Click on the dollar amount next to the shopping cart icon in the upper right corner of the screen to access your cart.
2. Name your cart with the following convention: *Stockroom location, Date, Name.* (Chicago, 9/01/15, J Smith)
3. Check the **Share my cart with others** checkbox.
4. Select the appropriate user group.
5. Click **Update and Unlock**. Changes are saved and the cart label now changes from “Shopping Cart” to “Shared Cart”. All members of your shared cart group including the stockroom will receive a shared cart notification email. This notifies the stockroom to prepare your order for pick up.

The screenshot shows the iBuyNU website interface. At the top right, the user's name 'Ray Bieniasz' is visible, along with navigation links for 'Action Items', 'Notifications', and a shopping cart icon showing '87.65 USD'. The main content area is titled 'Shared Cart' and includes a 'Continue Shopping' link. The cart name is 'CH Stockroom Dr. Green's Lab Supplies'. The 'Share my cart with others' checkbox is checked, and the user group is set to 'Chemistry Lab Group'. There are buttons for 'Final Cart Review' and 'Assign Cart'. Below the cart details, there are buttons for 'Update' and 'Update and Unlock'. The cart contains one item: a 'Beaker, Reusable; Pyrex; Tall form w/spout; Glass; White Scale; 100mL; Graduations: 10mL; ASTM E960; Corning; 12/PK' with a unit price of 87.65 USD and a quantity of 1. The total is 87.65 USD. The item is from 'Fisher Scientific - Chicago Storeroom'.

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## Step 4: Pick-Up Items from Stockroom

1. Go to the stockroom at the locations listed above with your [NU Wildcard](#) to pick up your items (M-F, 8:00AM – 6:00PM). Orders must be picked up within 24 hours.
2. Once items are retrieved, the stockroom will send an email to all members of your shared cart group to serve as confirmation of the items picked up.
3. **Before leaving the stockroom with your items, log on to the kiosk computer and assign your cart to your Requester.** The Requester receives an email notification that a cart has been assigned to them. This email notification will not be sent to the shared cart group.
  - If you are a Requester, you must checkout and submit the requisition for approval as you would any catalog order. Upon approval, a PO is sent to the vendor for informational/billing purposes only.
4. If you want to request delivery:
  - Send an email to the stockroom with the name of the cart you shared with the stockroom, your building location, floor and room number as well as any specific details the stockroom needs to know about the delivery.
    - Chicago Stockroom Email: [nuchicago.storeroom@thermofisher.com](mailto:nuchicago.storeroom@thermofisher.com)
    - Evanston Stockroom Email: [nuevanston.storeoom@thermofisher.com](mailto:nuevanston.storeoom@thermofisher.com)
  - Please note: Delivery hours are from 10 am – 4 pm and all deliveries must be signed for.

*Note:* If you need another person to pick up your cart from the stockroom, you have two options. You can either:

- A. Email the stockroom with the cart details and the name of the person who is picking up your items.
- B. Include the name of the person picking up your items in the cart name (e.g. 'CH Stockroom Supplies, John Smith will pick up').

**NEED HELP?** Contact IT Support Center • 841-491-4357 (1-HELP) • [consultant@northwestern.edu](mailto:consultant@northwestern.edu)