NEW STOCKROOM ORDERING PROCESS	2
PREFERRED VENDOR UPDATES	3
PREFERRED VENDOR UPDATES	4
TEMP STAFFING PROGRAM	

Apple has recently added iPad Pro products to their catalog in iBuyNU. Also,

an additional promotional discount if bundled with the AppleCare Protection Plan.

Please remember that Apple does not allow returns except in situations of Apple shipping errors (wrong item, incorrect

problems are still covered by Apple's standard warranty, however.

If you have any questions regarding the contract, please contact Dave Zohfeld, Procurement Administrator at 847-491-8122 or d-zohfeld@northwestern.edu.

As a reminder, preferred pricing for most Microsoft Surface products is currently available through the CDWG iBuyNU catalog for computer peripherals and supplies. Please do not buy Surface products directly through Microsoft's website, as the pricing in iBuyNU is lower

iBuyNU (easy ordering and payment, tax free purchasing, quick shipping, etc.).

If there is a surface product that you

Process & Procedures

6

Financial Operations Northwestern University 2020 Ridge Avenue, 2nd Floor Evanston, IL 60208-4303		
847-491-8120		
procurement@northwestern.edu n		