



## **Purchase Order Processing for the Argonne-Northwestern Solar Energy Research (ANSER) Center**

***Effective Monday, November 23, 2009, the ANSER Center will process all purchase orders funded using ANSER chart strings (containing Department ID 8286300).*** Please follow the procedures listed below. If you require access as a “Shopper” to Project Café, please complete the [Project Cafe Security Access Form](#) and e-mail a copy to [Karolyn Godfrey](#).

### **iBuy NU Orders:**

1. Place order through iBuyNU, then please assign your shopping cart to Lily Sullivan, [lillian.sullivan@northwestern.edu](mailto:lillian.sullivan@northwestern.edu).
2. If your order exceeds \$500.00:
  - a. Obtain PI approval, either a signature or an e-mail stating “approved”
  - b. E-mail the PI’s approval to [anser@northwestern.edu](mailto:anser@northwestern.edu)
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Lily Sullivan in L112 Tech.

### **Non - iBuyNU Orders:**

Please use the ANSER Purchase Order Form to submit orders that **cannot** be placed through iBuyNU. You can find the ANSER Purchase Order Form at [www.ansercenter.org](http://www.ansercenter.org) listed under the “Resources” tab.

1. E-mail the completed purchase order form to [anser@northwestern.edu](mailto:anser@northwestern.edu)
2. If the order exceeds \$500.00:
  - a. Obtain PI approval, either a signature or an e-mail stating “approved”
  - b. E-mail the approved purchase order form to [anser@northwestern.edu](mailto:anser@northwestern.edu)
  - c. Approved forms can also be delivered to Lily Sullivan, Room L112, Tech.
3. Orders for Chang, Freeman, Hersam, Mason, and Stupp, please give packing slips to Katy Pitt

Please contact Katy Pitt or Karolyn Godfrey with all questions. Thank you.

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