Becoming a University Supplier

Procurement Services seeks to expand access to University contracts and purchasing options by ensuring that suppliers with a desire to do business with Princeton are afforded the opportunity to demonstrate their capabilities through a Competitive Bid Process. To increase a supplier’s chances for success, consider recommending the following:

**GET TO KNOW US**
Visit the Princeton University website at www.princeton.edu to view a wealth of information about the University’s academic activities and administrative operations and insight into a variety of supply opportunities.

**REGISTER WITH US**
Our primary method for identifying suppliers to provide the various goods and services the University purchases is through our supplier portal at www.princeton.edu/suppliers. Coming soon, the University will publicly post all available bid solicitations for review by interested suppliers.

**EDUCATE US**
If a supplier is invited to participate in the bid process with the University, make sure they highlight the capabilities that differentiate their firm from competitors and how those capabilities help the University.

Princeton University’s Commitment to Diversity and Inclusion

Princeton University is committed to making supplier diversity an integral part of the way it does business, consistent with its commitment to a diverse and inclusive University community that advances its teaching and research mission. Our commitment is driven by the belief that engaging a diverse supply base is mutually beneficial; fostering competition, opportunity, and generating considerable value by broadening the pool of supplier expertise, perspectives, and capabilities.

Diversity Certification

Independent certification confirms that the business is majority owned, operated, and controlled by one or more diverse individuals, and provides a number of benefits to diverse firms. We strongly encourage those interested in doing business with the University to pursue and maintain certification with one or more certifying agencies.

**GET CERTIFIED**
Consistent with most organizations committed to advancing opportunities for diverse firms, the University’s efforts are concentrated on those firms that have been independently certified.

Certification can be obtained through a number of entities including local municipalities and transportation authorities, state agencies and independent advocacy organizations. The list below reflects the most common certifications accepted by Princeton University:

- National Minority Supplier Development Council (NMSDC)
- Women’s Business Enterprise National Council (WBENC)
- National Gay and Lesbian Chamber of Commerce (NGLCC)
- US Department of Veterans Affairs (VetBiz)
- State of New Jersey (State Contracting)

If you have questions about diverse supplier certification, the competitive bidding process, or would like to schedule a presentation in your department about how to best support your suppliers as well as University goals, contact us at purchase@princeton.edu.
Your Impact on Supplier Diversity

Commitment to Supplier Diversity is the responsibility of every staff member who secures products and services, and who makes purchasing decisions for the University. It is essential that each individual considers diverse firms for contracting opportunities. Broadening the supplier pool means better service and value for the University, and supports the University’s overall mission.