

Thank you for your interest in becoming part of the Princeton University community! In order to ensure timely and accurate payment, we request that you complete an online registration. To facilitate this process, Princeton University utilizes a web-based registration portal. Registration typically should not take more than 10 – 15 minutes.

Within the next 2 business days, you will receive an email from finance@princeton.edu with the subject, “Princeton University has invited you to Register”. This email will provide a link to our registration portal with instructions on how to complete the registration process. The registration process must be complete before any payment is issued.

If you have any questions about this process, please contact the Princeton University Financial Service Center at (609) 258-3080 or finance@princeton.edu during regular University business hours.

Sincerely,

Procurement Services – Supplier Management
Office of Finance & Treasury
Princeton University