“Doing Business with Princeton University”

A Guide for Suppliers

About Princeton University

Princeton University is a vibrant community of scholarship and learning that stands in the nation's service and in the service of all nations. Chartered in 1746, Princeton is the fourth-oldest college in the United States. Princeton is an independent, coeducational, nondenominational institution that provides undergraduate and graduate instruction in the humanities, social sciences, natural sciences and engineering.

As a world-renowned research university, Princeton seeks to achieve the highest levels of distinction in the discovery and transmission of knowledge and understanding. At the same time, Princeton is distinctive among research universities in its commitment to undergraduate teaching. Today, more than 1,100 faculty members instruct approximately 5,200 undergraduate students and 2,600 graduate students.

Procurement Services

Critical to the research and education mission of the University, Princeton supports a procurement environment that recognizes departments have special expertise and are in the best position to determine what they need to run their programs. Procurement Services, as part of The Office of Finance and Treasury, is charged with establishing and maintaining policies, procedures, and systems necessary to facilitate the purchase and payment of goods and services needed to run programs consistent with cost, quality, service, risk, compliance, and social responsibility objectives.

Procurement Services develops and executes strategies to identify, source, and establish campus wide contracts for goods and services, manages hosted and punch-out catalogs on our shopping marketplace, assists campus with supplier identification and preparation of purchase orders, facilitates supplier vetting and onboarding, and manages invoice processing and payments. Princeton University has recently implemented an eProcurement solution which simplifies this Source-To-Pay (S2P) process for stakeholders throughout the University and our suppliers. This suite of tools is provided by SciQuest.

Procurement Services manages hundreds of campus wide contracts across a wide variety of product and service categories generally through multi-year agreements. In addition, individual order opportunities are regularly posted as sourcing events where specific needs are identified for goods and services not typically considered as part of a master agreement. Procurement Services uses and expects the use of professional and ethical practices throughout the S2P process.

Business Opportunities
Sourcing Events, which may include Requests for Quote (RFQ), Requests for Proposal (RFP), or Requests for Information (RFI) are published electronically using Sourcing Director. To access these events, suppliers will need to have an account with SciQuest, available free of charge. In addition to having access to view and bid on Princeton’s events, suppliers will also be able to view and bid on public sourcing events posted by other SciQuest clients.

To begin the registration process, follow this link to the Princeton University Supplier Portal.

With your SciQuest account created, you will have access to provide additional details of your business, including commodity codes, diversity certifications, and other information which identifies you to our sourcing and procurement professionals. A supplier with an account is not considered an approved Princeton supplier.

**Supplier Onboarding**

Suppliers selected to provide goods and services to Princeton will require onboarding into our Supplier Management database. This process will require tax ID information in the form of a W-9 for domestic suppliers or W-8BEN-E for foreign suppliers. In addition, a Supplier Onboarding Form will be required which will collect payment remittance and purchase order dispatch rules along with other information necessary to transact purchases and payments. Selected suppliers will be contacted by Procurement Services staff to initiate the onboarding process.

In the future, we will be implementing self-service registration to provide additional functionality allowing suppliers doing business with Princeton to manage their supplier information, including banking information, insurance certificates, contact information, payment methods, and other information through a secure site. In addition, future enhancements will add functionality to submit electronic invoices, obtain payment status, and other helpful features.

**Types of Suppliers**

**Strategic Suppliers**

Strategic suppliers will be promoted to campus as the preferred supplier for a spend category. These suppliers generally have been awarded a multi-year agreement as a result of competitive bidding. Suppliers will be showcased in our shopping marketplace for all campus shoppers to transact business using punch-out or hosted catalogs. Purchase orders and invoices will be transmitted electronically. Procurement Services seeks suppliers who deliver the highest levels of value, quality, service, compliance, and transparency to support the activities necessary to fulfill the education and research mission of the University.

**Contract Suppliers**

Contract suppliers are preferred suppliers and are visible to campus for a wide variety of spend categories to enhance our preferred supplier portfolio. Suppliers may be promoted on our shopping marketplace with custom catalogs to further direct shoppers to these suppliers. Contract suppliers
are generally determined through a competitive bidding and evaluation process resulting in a multi-year agreement.

**Approved Suppliers**

All suppliers who transact business with the University are required to be vetted as part of our onboarding process. Creating a registration on our supplier portal does not approve a supplier. Only suppliers with whom Princeton intends to transact business will be invited and onboarded into our supplier management system.

**Procurement**

The primary method of transacting the purchase of goods and services is a purchase order. Payment cannot be processed without a purchase order (PO) number listed on the invoice, so we encourage all suppliers to ensure they have received a PO prior to any work being performed for the University.

As part of supplier onboarding, PO dispatch rules are required where suppliers can select from email or fax. Our preferred option is to dispatch POs via email. Strategic suppliers with hosted or punch-out catalogs on our marketplace will have their POs dispatched electronically enabled by our eProcurement partner.

**Payment Processing**

All invoices should be sent to Accounts Payable for processing at invoices@princeton.edu and should have the PO number listed on the invoice. This PO number is essential to process the payment.

For suppliers with hosted or punch-out catalogs on our marketplace, we encourage the use of electronic invoicing through our eProcurement partner.

The University encourages the use of electronic payments. Our standard payment terms are 45 days if a paper check is selected. Suppliers will have the option to select an accelerated payment if using an electronic payment method. Details of our payment terms options are available here.

Payment terms are calculated based on the receipt of the invoice in Accounts Payable. It is important that invoices be sent to invoices@princeton.edu in order to avoid payment delays.

**Important Considerations**

**Diversity**

Diversity and inclusion are top objectives for the University. A commitment to diverse suppliers is an important part of good business. Procurement Services encourages small, minority, and woman-owned businesses to register on our Supplier Portal. Registering as a supplier, and managing your registration to include your diversity information and types of goods and services you offer will make you visible to our procurement staff for future sourcing events.

**Sustainability**
Princeton University is committed to providing a safe and healthful environment for its employees, students and visitors and managing the University in an environmentally sensitive and responsible manner. In collaboration with other campus departments, Procurement Services encourages the use of products that minimize adverse environmental and health effects and take into consideration the costs associated with the full product life cycles.

**Ethics**

Employees of the University have an obligation to avoid activities or situations that may appear to be, or could result in, a conflict of interest. Employees must not use their University positions to influence outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, members of their families, or others with whom there is a personal relationship.

Procurement Services is committed to fair and ethical business practices that promote open and fair competition in the best interests of the University and the success of its supplier relationships. Procurement Services abides by the [National Association of Educational Procurement Code of Ethics](#).