Welcome to Northeastern University

Doing Business with Northeastern University
A GUIDE FOR SUPPLIERS

Northeastern University was founded in 1898. It is a global, experiential, research university built on a tradition of engagement with the world, creating a distinctive approach to education and research. Northeastern provides unprecedented worldwide experiential learning opportunities grounded in its signature co-op program. The University offers a comprehensive range of undergraduate and graduate programs as well as doctorate degrees in nine colleges and schools and select advanced degrees at graduate campuses in Charlotte, NC and Seattle, WA. The University’s research enterprise is strategically aligned with three universal imperatives: health, security, and sustainability.

This brochure contains information for companies who are doing business or wish to do business with Northeastern University. Northeastern is a diverse community and requires a great deal of resources to keep it running well. Your help in providing these resources is greatly appreciated.

To get started, if you believe that a market exists on the campus for commodities or services provided by your company, let us know. The Procurement Office Buyers would be more than happy to meet with you and provide potential end user information for you to market your goods/services.

At that time, Procurement will help you determine which end users throughout campus may need your goods/services. We will also inform you of any requirements that may be necessary (for example insurance requirements).

Following the initial consultation, we will set up a follow-up meeting with faculty and staff members who may be interested in your goods/services.

Our Campuses

Northeastern has campuses in multiple locations including:
- Boston, MA
- Burlington, MA
- Dedham, MA
- Nahant, MA
- Charlotte, NC
- Seattle, WA

Directions to our campuses are available online at www.neu.edu/campusmap as well as the map of the Boston campus.

Finding a parking space on the Boston campus can be challenging. Please park in any of our paid parking facilities. Renaissance Park Garage located at 835 Columbus Ave and Gainsborough Garage located at 10 Gainsborough St. Procurement does not have the authority to rescind any parking tickets you may receive.

Contact Information
Phone: 617.373.2135 Fax: 617.373.8572
Email: procurement@neu.edu
Web: www.neu.edu/purchasing

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Supplier Diversity & Local Program

The Procurement Supplier Diversity and Local Program encourages business opportunities for minority business enterprises, women owned business enterprises, and local small businesses. The Program's goal is to contribute to the economic growth of a diverse business community by contracting with businesses to provide high-quality and cost-effective goods and services to Northeastern University. Procurement Buyers participate in outreach activities throughout the year as a means to meet new, diverse and local suppliers.

Procurement will work with suppliers to ensure that the University's business requirements are mutually beneficial to both parties.

Receiving and Filling an Order

Work should not begin until you receive an official Purchase Order (PO) from Northeastern or a Procurement Card number from the department placing the order. Payment cannot be issued without a valid PO prior to delivery of goods/services.

You should not assume you have been awarded a job if you do not have the actual PO number.

The University's Terms and Conditions can be found at www.neu.edu/purchasing.

Accepting the Procurement Card

The Procurement Card Program is administered by the Accounts Payable Department. It allows campus departments the ability to acquire goods/services directly. The Procurement Card, also known as a Pcard, is used like a credit card. The card has some restrictions—a purchase may not exceed $5,000 and certain items may be restricted. A purchase may not be split into multiple charges to circumvent the $5,000 limit.

Bidding/Competitive Pricing Policies

- If the value of goods/services is between $3,000 - $10,000 three bids/quotes are recommended.
- If the value of goods/services is over $10,000 three bids/quotes are required.
- Formal Request For Proposals are done at the University’s discretion for all products and services.

Award Criteria

Decisions at Northeastern University are based upon the "total cost of ownership." We do not simply solicit proposals and award business to the lowest bidder. Many factors are considered when selecting a supplier. These factors include: quality, meeting deadlines, supplier reliability, pricing, warranties, management depth and financial strength.

Delivering Products or Services

When an order is ready to be delivered, follow the instructions on the PO. When providing a service, work with the department placing the order to discuss schedules and expectations. Check with the cardholder for delivery instructions if the purchase was made with a Pcard.

Payment Process

Once you have filled the order or completed the work, send all invoices to Accounts Payable as indicated on the PO. Be sure to reference the PO number. Once received by Accounts Payable, invoices are processed based on the terms negotiated in the PO. To avoid payment delays, make sure the item(s), price, quantity ordered and payment terms are on the invoice. In some cases, a department must be consulted or a change order issued before the invoice can be processed. Northeastern’s standard payment terms are Net 35.

Buyer Initiated Payment (BIP)

Northeastern believes the American Express Buyer Initiated Payment (BIP) Solution is a cost-effective payment method for acquiring goods/services. Your willingness to accept American Express BIP for payment is a factor which will be considered when weighing proposals. It is the required method of payment. If the supplier is not currently participating in the American Express BIP, suppliers are strongly urged to contact American Express for a detailed explanation of the features, processes and costs associated with the program. If you would like to obtain information regarding the American Express BIP Program please contact American Express at 800-825-3272 option 1.