Sustainability at Northeastern

In an effort to reduce Northeastern’s carbon footprint, sustainable purchasing will be a priority in the upcoming calendar year. We’ll be looking to find affordable, green products, to cut down on packaging, and to be more mindful of the way we dispose of our waste. We’ll be sending more updates with the next newsletter but please take time to be attentive of your own purchasing habits and what you can buy more sustainably. If you have any tips, success stories, or frustrations with sustainable purchasing please reach out and let us know at procurement@northeastern.edu

New Supplier Updates

- Medline is a new vendor to Northeastern University with contracted pricing offered by E&I Cooperative Services. They are a global leader in distributing and manufacturing medical supplies including vaccines, gloves, sharps, and bandages. Medline is accessible through MyMarketplace where you can purchase any supplies you need with a Northeastern discount. Our representative is Sarrah Carmody (SCarmody@medline.com) and she is happy to help with any purchases or further questions in regards to Medline.

- B&H Photo is now on myMarketplace; new to myMarketplace but not to Northeastern they have been a trusted university supplier for decades. Now with contracted pricing offered by E&I Cooperative Services B&H offers photography, A/V presentation, camcorders, optics, surveillance video, lighting & studio equipment and much more. Our representative is Yehoshua Auman (yauman@BandH.com)

- Staples now offers coffee and breakroom products throughout the University. The Northeastern contracted prices are now on myMarketplace. Easy to order. Just procure your coffee and breakroom items as usual through myMarketplace by clicking on the Staples myMarketplace logo.

Survey: Please take our survey. Rate your coffee and document shredding services experience. Click on the link https://neu.co1.qualtrics.com/jfe/preview/SV_3UcLT5kACEMFt1X?Q_SurveyVersionID=current&Q_CHL=preview to begin the attached survey ONLY if you use either Boston Bean or Shred-it services. Your responses are greatly appreciated.
Department News

We are very happy to introduce our new Associate Director, Lindsay Pope Dahlberg. She joins us after spending 5 years as the Chief Procurement Officer for the Town of Lexington and she is a returning HUSKY.

Welcome Alexander Julien: He is a returning Northeastern Graduate and will be our Contract Manager. Prior to this, he worked as a Supply Chain Engineer at L’Oréal USA and he is a returning HUSKY.

Department Updates

- **Relocation**: Please note that the banner code for Employee Relocation Expenses is 76910. Please reach out to Micheal Mallon (M.Mallon@northeastern.edu) for assistance.

- **Vendor Justification form**: A new version of the VJF form has been uploaded in the Procurement Services Website under "Forms" tab [http://www.northeastern.edu/purchasing/pdfs/updatedvjf.pdf](http://www.northeastern.edu/purchasing/pdfs/updatedvjf.pdf).

- **myMarketplace Access form Signature Update**: For all ledger 5 accounts you will need to get the form signed by the Principal Investigator (PI) and your next level supervisor.

- **Procurement Program Team Assignment Updates**: Please visit the "Staff & Contact Information" section [http://www.northeastern.edu/purchasing/contact/index.html](http://www.northeastern.edu/purchasing/contact/index.html) on our website for the latest information.

Department Events

- **Minority Supplier Networking Event**: The networking event was a huge success with over 210 small, minority and women-owned businesses came to campus and visited over representatives from 30 different colleges, companies and hospitals . !!!!

- **P2P Training**: The next training is scheduled for **January 8th** from **10:30 AM to 11:30 AM** in **Curry Student Center**, Room 344. Please reach out to Blanca Teixeira or Kathrine Dean with any questions about the Procure to Pay policy.

- **Green Kitchen**: Sustainability is one of the Northeastern’s 2025 priorities. Here in 177 Huntington Ave (8th floor), we have made an effort to replace all the plastic ware in the kitchen to reusable products ..!!!!

- **Please reach out to Blanca Teixeira (bl.teixeira@northeastern.edu) for Procure to Pay (P2P) training. Please use the link to register for training, [http://www.northeastern.edu/purchasing/training/index.html](http://www.northeastern.edu/purchasing/training/index.html)**.

Please reach out to **Sri Teja Kotha (s.kotha@northeastern.edu)** to schedule one-on-one myMarketplace and Banner Requisition training.