



NORTHWESTERN
UNIVERSITY

Purchasing Environment Information for Vendors

Northwestern University is committed to excellent teaching, innovative research, and the personal and intellectual growth of its students in a diverse academic community.

History

Northwestern University is a private educational and research institution founded in 1851. The Evanston and Chicago campuses provide education for approximately 7,700 undergraduate students and 2,800 graduate students enrolled full-time. There are approximately 2,250 full time faculty and approximately 5,000 staff employees. About 1,500 employees make purchasing decisions.

Purchasing Environment

Decentralization is the key to the University's purchasing environment. Each department has its own budget and makes its own purchasing decisions. The Procurement Administrators in Purchasing Resource Services provides resources and assists departments, when needed, with their purchasing requirements. Some of these resources can be found on the Purchasing Resource Services website: <http://www.univsvcs.northwestern.edu/Purchasing/>

Vendor Information

- The University buys a wide variety of goods and services in numerous categories (see back).
- The University issues purchase orders only. The University purchase order along with its terms and conditions is proof that a legitimate order has been placed. Make sure you get a hard or faxed copy of the purchase order before proceeding with order fulfillment.
- Purchase orders are matched with invoices for payment through the Accounts Payable Department. The University's payment policy is Net 30.
- If buying department chooses to use your services or purchase your products, you will want to contact Purchasing Resource Services to obtain University credit and trade information in order to establish an account for your new end user.
- Vendors that have been successful at the University have developed relationships with buyers in departments that use their goods or services.
 - Familiarize yourself with the University, the campus layout and location of departments by surfing the University's website: <http://www.northwestern.edu>
 - The University on-line directory is a good way to find department numbers and contacts <http://directory.northwestern.edu>
 - Be patient and persistent.
- Parking is at a premium. On the Evanston campus, get a daily vendor parking pass at the University Police parking office, 1819 Hinman Avenue to park on campus. There are commercial parking lots near the Chicago campus.
- Northwestern University is a separate buying organization from Northwestern Memorial Hospital and Northwestern Medical Faculty Foundation. Those organizations should be contacted separately for purchasing and business matters.
- Department buyers network with each other. Your success with one department may lead to success with others by word-of-mouth.
- Minority-owned, woman-owned and local (Evanston) vendors may register for the University's Supplier Diversity database. Fax or mail the General Information form found on the *Supplier Diversity* website:
<http://www.univsvcs.northwestern.edu/Purchasing/econop.html>



**NORTHWESTERN
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Schools

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| Arts & Sciences (Weinberg) | Journalism (Medill) |
| Communication (formerly Speech) | Law |
| Education & Social Policy | Management (Kellogg) |
| Engineering & Applied Science (McCormick) | Medicine (Feinberg) |
| Evening Degree Programs (School of Continuing Studies) | Music |
| Graduate School | |

Commodities

ADVERTISING/PROMOTIONS	OFFICE SUPPLIES
HOUSEHOLD APPLIANCES	OFFICE/BUSINESS EQUIPMENT/SUPPLIES/SERVICE
ART/DRAFTING	INDUSTRIAL PAPER/TOWELS/ISSUES/ NAPKINS
ATHLETIC/SPORTS	NONINDUSTRIAL PAPER
AUDIO/VISUAL EQUIPMENT	PERFORMING ARTS/THEATRE
AWARDS/PLAQUES/BADGES	EXTERMINATING PEST CONTROL
BOOKS	PHARMACEUTICAL/NARCOTICS
TRAVEL	PHOTOGRAPHY/CAMERAS
CATERING/LIQUOR	PRINTING FORMS
CHEMICALS NONRADIOACTIVE	RADIOACTIVE MATERIALS
CLEANING/SUPPLIES/EQUIPMENT	REAL ESTATE/PURCHASE/LEASE
COMPUTER HARDWARE/SOFTWARE/ SERVICE/SUPPLIES	MOVING HOUSEHOLD
NEW CONSTRUCTION	REMODELING
CONSULTANTS	RESEARCH EQUIPMENT
COPIERS/MAINTENANCE/SUPPLIES	RESPIRATOR
ELECTRICAL EQUIPMENT/SUPPLIES	SECURITY
ELECTRONIC EQUIPMENT/SUPPLIES	SELECT AGENT TOXINS
ELEVATORS/SERVICE/REPAIR	SIGNS/FLAGS/PENNANTS
FACSIMILES	SUBCONTRACTING
FOOD/EQUIPMENT/SUPPLIES	SUBSCRIPTIONS
FUELS	TELEPHONE/PAGERS
LAB SPECIMENS	
LAB SUPPLIES	TRANSPORTATION/HAULING
GARDENING/LANDSCAPING/SALT & CALCIUM	UNIFORMS/CLOTHING
LEASES	UTILITIES
MAILING SERVICES	VEHICLES
GENERAL MAINTENANCE/ELECTICAL/PLUMBING/ HVAC	
MEDICAL SUPPLIES	
MUSIC/INSTRUMENTS/SUPPLIES	