



## **CREDIT APPLICATION PROCESS**

Please send all credit applications to Purchasing Resources Services (do not send it to the attention of a specific individual):

- By fax to ext. 1-3849
- By e-mail to [univsvcs@northwestern.edu](mailto:univsvcs@northwestern.edu) (attach the pdf or MS Word document)

Please be certain to fill in and complete the company information section with your department name, address, phone, and contact person on the Credit Application. Please do not fax a blank application because we may have questions and need to know who to contact.

If all of the above information is received with the credit application, the department's request will be processed as soon as possible.

Generally, Purchasing does not actually fill out the vendor's application. Purchasing will fax the vendor's credit application back to them along with a standard document that has been created by Purchasing with Northwestern University's bank information, trade references, and other general information.

Please do not sign applications. Many times these applications are asking for the requestor for their personal guarantee to any unpaid bills and to agree to their standard legal terms. Purchasing Resource Service will review the terms and strike any that the University will not agree to. If a vendor absolutely requires a signature, we will notify the Office of General Counsel.

Please let Purchasing Resource Services process all credit applications. This will ensure that vendors get appropriate, up-to-date information and that end user's don't get caught up in any ambiguous liability issues.

If you have credit application questions please call our main phone line 1-8120.

Thank you.