

HOW DO I SELL TO ASU?

Making contact with the appropriate buyer is the first step in doing business with the University. Schedule an appointment and bring along a line card and/or catalog. Written correspondence, such as e-mail, is also an acceptable method for communicating information to the buyer.

During your meeting, you may discuss the possibility of marketing directly to campus departments. If you are contacted by a faculty or staff member, please inform the buyer before working directly with the department

Who do I contact with my products & services?

The purchasing staff consists of teams of buyers that serve the Tempe, West, Polytechnic and Downtown campuses. You may call the main Purchasing office at (480) 965-8732 to be directed to the appropriate buyer.

The Construction and Facilities Team purchases architectural (design), engineering and construction services, as well as products and services in support of facilities management, including building, grounds, waste management, vehicles, the power plant, material handling and products for the various trade shops, and related consulting services. Call (480) 965-3665.

The General Services Team purchases products such as athletic equipment, promotional items, food, appliances, artwork and musical equipment. This team also handles services that include moving, concessions, advertising, charter transportation, facility leases, temporary agencies and travel. Call (480)965-4370 or (480)965-0578.

Furnishing Services purchases office furniture, carpet, flooring, window coverings and related installation services. Call (480)965-0578 for furniture and (480)965-5378 for flooring and window coverings.

Lab/Scientific and Medical Supplies Team purchases products and services that include laboratory, scientific and medical supplies and equipment, compressed gases and liquids, animals, rare and precious metals, radioactive material and subcontracts/agreements.

Print Service Center provides printing services to the University for all printed communications such as brochures, catalogs, newsletters, postcards and other related services. Call (480) 727-7468.

The Technology Team purchases products and services that include computers, printers, software, data and telecommunication, audio/visual, broadcasting, electronics, security equipment, other technical items, and related consulting services. Call (480) 965-8860

Contract Services reviews and finalizes contracts, including consulting and personal services agreements submitted by various departments and suppliers and works with the renewal of existing contracts. Call (480) 965-2316 or (480) 965-6954

SunRISE is a web-based ASU application that can be used to search for, and order supplies and equipment from online catalogs. The application also allows the scientific community the ability to manage and dispose of chemicals and other laboratory materials. For questions concerning SunRISE call 727-RISE (7473)

West Campus purchasing services are accessed by calling (480) 543-7707.

Polytechnic campus is serviced by the buyers at the Tempe campus.

ASU Laboratory Stores is an internal service department that provides laboratory supplies, chemicals and gas products to the ASU scientific and research community

ASU Stores is an internal service department that provides office supplies, toner, paper and maintenance materials to the ASU campus community.

Where can I get information about bids?

Information is available through newspaper advertising, public postings and at our electronic bid board at: www.asu.edu/purchasing/bids/

How is a Supplier Selected?

Each buyer maintains their own file of current and prospective suppliers. They will also work in conjunction with the requesting departments who are encouraged to suggest possible suppliers. The number of suppliers contacted will depend on the type and dollar amount of the purchase.

The final decision for the procurement method and selection of suppliers rests with Purchasing. No guarantee is made that every supplier will be contacted for every procurement opportunity.

Invoices

Incomplete invoices may cause a delay in processing your payment. The purchase order will include the address of the appropriate accounts payable location. University policy is to pay for goods after receipt, unless prior contractual arrangement has been made.

The following information must appear on your invoice:

- Name and department of the individual placing the order (not the buyer);
- Complete and valid Arizona State University purchase order number;
- Itemized description of material ordered and shipped, including the date.

Tax

Arizona State University is required to pay Arizona state sales tax except when purchasing a service, or capital or fabricated equipment that is used specifically for research purposes.

By policy, Arizona State University requires the supplier to pay all contribution, taxes and premiums under federal, state and local laws for their employees engaged in the performance of work under an Arizona State University contract.

What does ASU expect from you?

Keep us informed of changes regarding your business, including name changes, Federal tax ID number, address, telephone and fax number changes.

- Insure that shipments reference the ASU purchase order number and complete and correct delivery address on the shipping label.
- Deliver the ordered goods or services without the need for a buyer to intervene, renegotiate or expedite the order.
- Dependable products and services, timely deliveries, lowest prices, not substitutions from brand names or bid items and compliance with all purchasing terms and conditions and policies and procedures.

Where is Purchasing and Business Services located?

Purchasing and Business Services is located in the University Services Building (USB) on the Tempe campus; on the east side of Rural Road, north of Broadway, south of Spence.

Visitor parking is located in Lot 45, behind the building. Spaces are available for visitors displaying a state disabled placard or plate. Rates are \$2.00/hour, not to exceed \$8.00 upon exit. Payment is cash only. Rates are subject to change.

Loading zones are available for a limit of 20 minutes.

Our mailing address is:

Arizona State University
Purchasing and Business Services
P O Box 875212
Tempe, AZ 85287-5212

Please visit Arizona State University's Purchasing & Business Services web site for more information and ongoing updates at:
<http://www.asu.edu/purchasing>