How do I sell to ASU?

Making contact with the buyer is the first step in doing business with the University. Contact the appropriate buyer and schedule an appointment to meet.

During your meeting with the buyer you can discuss the possibility of marketing directly to individual campus departments.

If you are contacted directly by a faculty or staff member, please inform the appropriate buyer before making further contact.

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 480.965.2160 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. Contact construction@asu.edu or 480.965.2160.

The General Services Team purchases products and services such as athletic equipment, promotional items, food, appliances, artwork and musical equipment, and paintings. This team also handles services that include moving, concessions, advertising, charter transportation, facility leases, temporary agencies and travel. Contact commodities@asu.edu or 480.965.2160.

Furnishing Services provides office furniture, carpet and flooring; and window coverings including installation. Contact furnishingservices@asu.edu, floorcovering@asu.edu, windowcovering@asu.edu or 480-965-2160.

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. Contact commodities@asu.edu or 480.965.2160.

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. Contact commodities@asu.edu or 480.965.2160.

Contract Services Team assists buyers and departments in the review, revision, and development of procurement contracts. This team also handles the renewal of all RFP contracts. Contact contractingservices@asu.edu or 480.965.2160.

The E-Commerce Team is responsible for both the PCard program and the SunRISE program. The PCard program offers the university community the ability to purchase goods directly from suppliers for transactions under $5000 using a university VISA credit card that is issued by JPMorgan bank. The SunRISE program is a web-based ASU application that offers the university community the ability to purchase goods from supplier’s online catalogs with ASU contracted pricing. Additional suppliers are continuously being added to enhance the system. For questions regarding the PCard program. Call 480.965.0658 or 480.965.7273 or email pcard@asu.edu. For questions regarding SunRISE call 480.727.7473 or email sunrise@mainex1.asu.edu.

West Campus purchasing is serviced by the buyers at the Tempe Campus.

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

ASU Stores is an internal service department that provides office supplies, toner, paper and maintenance materials to the ASU campus community. Call 480.965.6323.

Where can I get information about bids?

Information is available through newspaper advertising, public postings and at our electronic bid board at: http://cfo.asu.edu/purchasing-bidboard

How is a Supplier Selected?

Purchasing & Business Services informs suppliers of upcoming procurements from information obtained by end-users and the buyers’ bidders list. To be placed on a specific buyer’s bidder’s list, a personal visit or written correspondence requesting to be added to the bid

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Purchasing will work in conjunction with the requisitioning department, who is encouraged to suggest possible sources of supplies and services, however the final decision for the method used to procure supplies and services, as well as the final responsibility for the selection of the suppliers, rests with Purchasing & Business Services.

No guarantee is made that every supplier will receive a request for quotation or a request for proposal on every procurement. The number of suppliers solicited by a buyer depends on the type and dollar amount of the procurement.

**Invoices**

Incomplete invoices may cause a delay in processing your payment. The purchase order will direct the supplier where to send the invoice. 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.

- Ensure 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 office is in the University Services Building (USB), 1551 S. Rural Rd., on the Tempe campus, located on Rural Road, north of Broadway and south of Spence.

Visitor parking is located in Lot 45, behind the USB building. The rate is $1.00 per hour, or a portion thereof, for up to 12 hours. Pay machine visitor parking hours are from 7 a.m. to 5 p.m., Monday-Friday. Cash or credit card is accepted. Rates are subject to change. Loading zones are available and are limited to 20 minutes.

Visitors displaying a state disabled placard or plate may park in disabled visitor’s spaces located within the lot.

**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://cfo.asu.edu/purchasing.