ARIZONA STATE UNIVERSITY

How To Do Business With ASU

Arizona State University is committed to forging new relationships with the Vendor/Supplier Community. Our Buyers are organized in commodity groups and keep an informed list of Vendor’s/Supplier’s to whom they send solicitations. If you would like to be sent such solicitations, please email a list of your products/services and your contact information to the commodity grouping which is best for your commodity or service. If you are contacted directly by a faculty or staff member, please inform the appropriate commodity buying team before making further contact. A list of teams and contact information can be found below.

The Buyers send solicitations to those who have expressed an interest in doing business with the University; along with those who are likely to be competitive in the bid process. Prospective vendor’s/suppliers who do not respond to solicitations, who are consistently the highest priced or otherwise not competitive, who have failed to perform in the past, who have wasted time with frivolous protests, or who have lost the confidence of user departments, are not sent solicitations. You do not have to be a registered vendor/supplier to submit a bid or proposal.

For information on current available bids via the formal solicitation process please go to our website at http://cfo.asu.edu/purchasing-bidboard. For any additional information concerning the referenced construction related solicitations or non-construction solicitations, please contact purch-q@asu.edu or the Helpline at 480.965.2160. You can leave your email address or fax number and we will send you the solicitation you request. We also post solicitations on an electronic network (Bid Source) and the Bid Board on our website.

Note: While our Buyers attempt to notify prospective suppliers of current opportunities at Arizona State University, the vendors are ultimately responsible to keep themselves current by contacting the website, Bid Phone Lines, Bid Source, etc.

The main telephone number for the Purchasing and Business Services Department at Arizona State University is 480.965.8732. The Helpline telephone number is 480.965.2160 and the Email address is purch-q@asu.edu.

“WHERE CAN I LOOK TO FIND UPCOMING CONSTRUCTION PROJECTS AT ASU?”

| ASU On-Line Bid Board (Commodities) | The Society for College and University Planning |
| ASU On-Line Bid Board (Construction) | Bid Source |
In addition, construction and design professional firms may request to be added to our email notification database (there are two listings; one for Design Professionals and one for Contractors). Should your company wish to be added to this list, simply send an email to purch-q@asu.edu or call the Helpline at 480.965.2160.

Include your company name, complete address, phone number, fax number and email address you would like the notification to be sent, and which listing is best suited for your firm. In addition, please visit our website at: http://cfo.asu.edu/purchasing.

Arizona State University also offers two additional options for doing business with ASU - SunRISE, the ASU e-commerce system and the P-Card, our VISA Purchasing Card. These two optional methods of purchasing goods and services make the process faster and more efficient for us, the consumer, and you, the vendor/supplier. If you are interested in either one of these methods of doing business and want more information please contact any one of us.

**SunRISE**

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<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Pamela Cabello</td>
<td>480.965.2430</td>
<td><a href="mailto:pamela.cabello@asu.edu">pamela.cabello@asu.edu</a></td>
</tr>
<tr>
<td>Patty Taylor</td>
<td>480.965.1816</td>
<td><a href="mailto:pltaylor@asu.edu">pltaylor@asu.edu</a></td>
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**VISA Purchasing Card**

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<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Candace Misko</td>
<td>480.965.0658</td>
<td><a href="mailto:candace.misko@asu.edu">candace.misko@asu.edu</a></td>
</tr>
<tr>
<td>Pamela Sanchez</td>
<td>480.965.7273</td>
<td>pamela.sanchez@asu</td>
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**Quotes**

Please include a valid email address on your quote. This is the address the Purchasing buyer will email the Purchase Order to once complete.

**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 $2.00 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; however, the machine does not give change. 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.
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 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 SunRISE call 480.727.7473 or email sunrise@mainex1.asu.edu.

**The PCard program** offers the university community the ability to purchase goods directly from suppliers for transactions under $5000 using a university VISA card that is issued by JPMorgan bank. For questions regarding the PCard program. Call 480.965.0658 or 480.965.7273 or email pcard@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 Gas cylinders, paper supplies and maintenance materials to the ASU campus community. Call 480.965.6323