FINANCIAL INFORMATION FOR STUDENTS
Sponsored by the Division of Campus Life, Residential Colleges, Graduate School and Office of Finance and Treasury

PAYING A SUPPLIER

(FOR SUPPLIERS THAT DO NOT ACCEPT CREDIT CARD PAYMENTS)

This procedure is only for suppliers that do not take credit cards, or for items that are available in the Prime Marketplace. The Marketplace includes office supplies and camera equipment.

Please use suppliers that are already in the University system. Search for these suppliers by following the directions below.

SHOPPING THE MARKETPLACE


⇒ Go to prime.princeton.edu, sign in, and click on the “Marketplace Shopper” tile.

⇒ Click on the appropriate supplier icon to shop their catalog. Frequently used Marketplace catalogs include Office Max for office supplies and B&H for camera equipment.

⇒ Add items to your cart. Click the shopping cart icon in the upper righthand corner of the screen to review your cart.

Make sure everything is in the cart that you’d like to see in your order and edit information as necessary.

◊ Change your cart name to include your student group’s name; leave the date information as part of the cart title.

◊ Click “Proceed to Checkout”

⇒ Click the “Add Comments” tab. In the Comments field, enter your event and the business purpose of the purchases.

⇒ Click “Assign Cart” button and search for the appropriate administrator to assign your cart to. Click “Assign.”

⇒ You can check on the status of your cart by signing into the Marketplace.

PAYING SUPPLIERS NOT IN THE MARKETPLACE

⇒ Obtain the following electronic documentation from the supplier you want to pay:

◊ W-9 form (August 2013 or December 2014 version)

◊ Invoice/quote listing goods/services to be purchased and actual cost/cost estimate

◊ Contact name/email address/phone number for the person you’ve been working with at the company

⇒ Email the above information and documents to the staff member listed for your student group on the “Student Guide to Funding Offices” sheet.

⇒ Check payments take several weeks to process.

FOR MORE INFORMATION

⇒ For technical assistance, and inquiries about the status of a payment to a supplier, contact the Financial Service Center during business hours at 258-3080 or finance@princeton.edu, or visit the 7th floor of New South.