Northeastern University
Procurement Services

myMarketplace

User Access Form

360 Huntington Ave, 810-177, Boston, MA 02115 p: 617-373-2135 procurement@northeastern.edu

Instructions: Please complete all information below, print, sign and email to procurement@northeastern.edu. Contact Procurement Services with any questions.

Action: Please check appropriate box ☐ New Access ☐ Edit Access

Applicant Information:

Name: _____ Y'èb9¦ Username:_____ NUID: _____

E-mail: _____ Dept: _____

Phone: _____ Position Title: _____ Building Name: _____ Rm#:_____

Supervisor's Name: ?? Supervisor's Phone:ψψψψψψψψψψψψψψψψ

Please check one: ☐ Faculty/Staff ☐ Part time Faculty/Staff ☐ Student ☐ Other (please specify) _____

Campus Ship to Addresses: Check the campuses where you will be shipping products to (check all that apply)

☐ Boston Main ☐ Warehouse ☐ Burlington ☐ Nahant ☐ Dedham ☐ Charlotte, NC ☐ Seattle, WA

☐ Holyoke ☐ San Jose ☐ Marlborough ☐ Downtown Campus

Default Ship to Campus- Please select your default campus from the drop down list.

Boston Main

myMarketplace Access- Enter your 6 digit index number. Check off whether you are adding or deleting the index. myMarketplace requires a default index. Index 1 will be your default index. You can have unlimited indexes. If you require more indexes then what the space provides please attach additional applications with appropriate signatures.

NOTE: You need to specify your individual indexes. myMarketplace does not link to Banner Finance security.

NOTE: Default account code is "office supplies." If you choose a grant as your default index, your account will default to "lab supplies" NOTE: Use of Student Activities Business Office (SABO) Indexes must be approved by SABO Office

Index 1 _____ ☐ Add ☐ Delete **Default Index**	Index 6 _____ ☐ Add ☐ Delete	Index 11 _____ ☐ Add ☐ Delete
Index2 _____ ☐ Add ☐ Delete	Index 7 _____ ☐ Add ☐ Delete	Index 12 _____ ☐ Add ☐ Delete
Index 3 _____ ☐ Add ☐ Delete	Index 8 _____ ☐ Add ☐ Delete	Index 13 _____ ☐ Add ☐ Delete
Index 4 _____ ☐ Add ☐ Delete	Index 9 _____ ☐ Add ☐ Delete	Index 14 _____ ☐ Add ☐ Delete
Index 5 _____ ☐ Add ☐ Delete	Index 10 _____ ☐ Add ☐ Delete	Index 15 _____ ☐ Add ☐ Delete

Account Agreement:

- myMarketplace Accounts:
  - Per University procurement guidelines, authorized users will be able to make purchases ≤ $9,999.99 on the listed indexes. Purchases ≥ $10,000.00 will be routed for approval through Procurement Services.
  - By signing and submitting this application you authorize to purchase from multiple vendors and categories.
  - When placing orders on myMarketplace no funds will be encumbered in Banner. The cost will be reflected when invoiced from the vendor.
  - By signing and submitting this application I agree I will comply with all cost principles that apply to federal grants. Specifically, I will not purchase office supplies, books, subscriptions, laptops and other administrative type costs on a grant unless an approved and documented Cost Accounting Exception is on file in the Office of Research Administration and Finance.
- By signing and submitting this application I agree to abide by all Northeastern University procurement and department policies and procedures with regard to the purchasing of goods and services in the conduct of university business. Misuse or fraudulent use of any university system or credit card may result in loss of privileges or possible termination of employment.
- University systems are to be used according to the terms of the Appropriate Use Policy. By requesting access, I agree to the terms of the Appropriate Use Policy, and further agree to: access, use, distribute and share data only as needed to conduct University business as specified in my position/engagement description, to respect the confidentiality and privacy of individuals whose records or data I access, to observe all ethical and legal restrictions that may apply to data I view or handle, to protect my password and be personally accountable for all work performed under my user IDs and passwords, to logout when leaving my workstation, to report knowledge of security breaches or information security policy violations to NU Information Security, and to comply with all department and University policies and procedures.

Applicant Signature_____ _____ Date _____
Print Name

Next Level Supervisor Signature _____ _____ Date_____
Print Name

PI or designee Signature _____ _____ Date_____
(If different from above an additional signature is required for grants & student activities) Print Name

Internal Use Only: Approved_____ Date _____