Dear Valued Vendor,

Northwestern University (NU) is now making the option of ELECTRONIC payments available to all of our vendors and suppliers. Please review the options below and contact NU per the listed instructions.

The ePayables credit card program is a way for NU to pay their invoices using VISA credit card. With this program, your company would receive an email as notification and authorization to charge the dedicated credit card after an invoice is approved by NU's Accounts Payable department. The remittance email provides the invoice number(s), invoice dollar amount(s), and credit card information to charge the transaction, and can be sent to multiple individuals in your organization.

To sign up for the ePayables credit card program, please send an Email to Nicholas Gang n-gang@northwestern.edu and provide the following information: Email (or Emails) for receiving remittance information, Name and Title, Company or Business Name, and Telephone Number.

The Paymode X direct deposit program is an ACH program that allows NU to directly deposit invoice payments into into the bank account you specify, along with complete remittance information that can be accessed at any time, after an invoice is approved by NU’s Accounts Payable department. A Paymode X email will be sent notifying you of the deposit.

To sign up for the Paymode X direct deposit program, please register your company and bank information at the following secure website: http://www.paymode.com/nu and send an Email to Nicholas Gang n-gang@northwestern.edu with your Company/Business Name when complete.

Please contact me at 847-467-4715 or n-gang@northwestern.edu if you have any questions about either program.

Thank you for your time,

Nicholas Gang
Accounting Coordinator, Northwestern University
Evanston, Illinois
n-gang@northwestern.edu
847.467.4715