

Dear Valued Vendor,

Northwestern University (NU) is now making ELECTRONIC payments available to all of our vendors and suppliers. We request that you register with either our ePayables credit card program or our Paymode X direct deposit program. If you are currently receiving this payment related to a refund, reimbursement, or other non-recurring business, please disregard this letter. Details on each program are below:

- The ePayables credit card program is a way for NU to pay their invoices using VISA credit card. With this program, you will continue to send in your invoices the same way you always have, and once an invoice is approved by NU's Accounts Payable department, we would send you an email identifying the invoice number(s), invoice dollar amount(s), and the credit card information to charge the transaction. This emailed remittance would serve as notification and authorization to charge the credit card and can be emailed to one or more people in your organization.
  - To sign up for the ePayables credit card program, please send an email to [n-gang@northwestern.edu](mailto:n-gang@northwestern.edu) and provide the following information:
    - Company or Business Name
    - Name and Title
    - Email (or Emails) for receiving remittance information
    - Telephone Number
- The Paymode X direct deposit program is an ACH program that allows NU to directly deposit invoice payments into your bank account along with complete remittance information that can be accessed at any time. You will continue to send in your invoices the same way you always have, and once an invoice is approved by NU's Accounts Payable department, the funds will be deposited into the bank account you specify and an email will be sent notifying you of the deposit. To sign up for the Paymode X direct deposit option:
  - Send an email to [n-gang@northwestern.edu](mailto:n-gang@northwestern.edu) with your Company/Business Name
  - Please register your company and bank information at the following secure website: <https://go.paymode.com/NorthwesternUniversity/G-TM5ZGLXAX>
  - If you have any questions or have any problems with the registration process, please contact Paymode Customer Support at 800-331-0974 or [enrollment@paymode-x.com](mailto:enrollment@paymode-x.com)

If you prefer to continue doing business with payments by check, please let us know.

Please contact me at 847-467-4715 or [n-gang@northwestern.edu](mailto:n-gang@northwestern.edu) if you have any questions about either program. We would greatly appreciate a response before the end of next month.

Thank you for your time,

Nicholas Gang  
E-Payment Solutions Accounting Coordinator  
Financial Operations, Procurement and Payment Services