

Vendor Information/ Payment Information

Boston College standard payment terms are 2% 10, Net 30.

Boston College Terms and Conditions can be found at www.bc.edu/suppliers.

We offer payment by VISA for most departments, for transactions UNDER \$5000.

Does your company accept VISA? Yes _____ No _____

Do you anticipate transactions under \$5000? Yes _____ No _____

Do you provide Level III (item detail) VISA Data? Yes _____ No _____

What is your company MCC code _____

If you expect all payments to be under \$5000, and you accept VISA, no further action is required.

Payments not made by VISA can be made using an ACH/EFT bank funds transfer. In order to receive payments via bank fund transfer to your bank click here to complete the application form found at www.bc.edu/suppliers.

Purchase Orders are required for transactions over \$5000. Purchase Orders are sent via email to a designated non-personal email address, when possible. Please complete the following information regarding your order address information.

Company Order Address:

Boston College Vendor Number, if known: _____

Company Name: _____

DBA: _____

Street 1: _____

Street 2: _____

City: _____

State: _____

Email Address for orders only (non- personal email address): _____

Phone: _____

Email Address for Customer Service: _____

Phone: _____

All Boston College suppliers are also required to submit a W9 form to Boston College. Which can be found at www.bc.edu/suppliers.

Please print this form and fax to 617.552.2369 or email purchasing@bc.edu.

Thank you for your support to Boston College. We look forward to doing business.