

## **New Supplier Packet**

We are pleased that you have considered Vanderbilt University. To become a supplier at Vanderbilt University, please:

1. Visit our [Supplier website](#) and apply by emailing [PurchasingServices@vanderbilt.edu](mailto:PurchasingServices@vanderbilt.edu)
2. Read the Procurement Policies & Procedures ([https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingandpaymentservices/documents/Vanderbilt\\_Supplier\\_Procedures.pdf](https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingandpaymentservices/documents/Vanderbilt_Supplier_Procedures.pdf))
3. Review the attached information.
4. Speak with the Sourcing Officer who will reply to you within 45 days after receiving your email about the status of the sales of your commodity.

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## **Introduction to Purchasing Services**

Purchasing Services manages the acquisition, delivery and payment for the supplies, equipment and services required to support the educational, research and patient care missions of Vanderbilt University.

Purchasing Services is responsible for overseeing the commercial relationships between Vanderbilt University and our suppliers and insuring that all aspects of our relationships are held to the highest ethical and professional standards. Our suppliers contribute significantly to the ongoing success of Vanderbilt University and we in turn actively support our suppliers and help them achieve their objectives. The Supplier Diversity Program, which promotes business with small, disadvantaged and diversity owned businesses, is one example of this support.

Purchasing and Payment Services is also leading the conversion to modern eCommerce purchasing technologies including electronic ordering and invoicing. Future business growth will be with those suppliers who embrace eCommerce as part of their customer service strategy.

As a private, non-profit higher education institution, Vanderbilt University is not required to disclose contracts, RFP documents, proposals or other related documents to outside parties. All such materials are considered confidential.

## **Application**

Suppliers wishing to be considered for future business can now apply with the Purchasing & Payments Services. Tell us a little about your business size and primary commodity offered. Your information will be added to a master database of potential suppliers to Vanderbilt University and reviewed by our sourcing staff who will contact you within 45 working days.

## **Supplier Procedures**

Vanderbilt University Procurement has a 10 page Supplier Policies and Procedures documents which you can review at our website at: [https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingandpaymentservices/documents/Vanderbilt\\_Supplier\\_Procedures.pdf](https://finance.vanderbilt.edu/purchasingandpaymentservices/purchasingandpaymentservices/documents/Vanderbilt_Supplier_Procedures.pdf)

## **Parking Policy and Delivery / Parking Map**

Vanderbilt offers an interactive University Map and Building Directory for your convenience at <http://www.vanderbilt.edu/map/>.

Parking policies for Suppliers and Contractors is determined by the two Traffic and Parking departments for the Medical Center and University Central Campus.

Medical Center Traffic & Parking Policy:

<http://www.mc.vanderbilt.edu/root/vumc.php?site=medcenterparking> University Central Traffic &

Parking Policy: [http://www.vanderbilt.edu/traffic\\_parking/](http://www.vanderbilt.edu/traffic_parking/)

A Map detailing all loading docks, service entrances and other entrances suitable for commercial deliveries is located at [http://www.vanderbilt.edu/traffic\\_parking/maps/parking.php](http://www.vanderbilt.edu/traffic_parking/maps/parking.php)

All deliveries to Vanderbilt University Hospital and the Monroe Carell Jr. Children's Hospital at Vanderbilt must be scheduled with the appropriate dock master prior to delivery.

## How to Stand Out in a Crowd

Chamber of Commerce Business Wire Article

By **Vanderbilt University Purchasing Services Team** Chamber member since 1949

Vanderbilt opens its doors to small business and diversity sources for products and services. How do you know if YOU are a good fit for Vanderbilt? Do you know how to stand out among other suppliers?

In procurement, we focus on **best price, quality and service**. But what exactly does that mean? It means we want to know if you offer a product or service that is measurably better, faster or has a lower price or cost of ownership than your competitors. We want to know your service commitments, how your company might handle a crisis, what you do when something is out of stock, if you can meet requirements, who your competitors are, if your product/service is unique, if you can provide a designated representative to handle Vanderbilt inquiries, personable and responsive one-on-one contact with departments, friendly and helpful service and staff, appropriate marketing assistance, ease of communication (contact, ordering), and quick response times.

How is your **technology**? Do you accept credit cards, electronic orders and payments, have a website, and a fax machine that is monitored regularly?

Are you professional, reputable, fair and ethical? Will you be here long-term? A history of growth and satisfied customers demonstrate your **good reputation and stability**. We also welcome new companies with a clear vision for doing business with Vanderbilt or a plan demonstrating a clear path of anticipated growth.

Being **certified** as a small or diversity-owned business by a recognized organization will differentiate you, as will technical or other industry certification.

Because Vanderbilt is committed to sustainability, when differentiating between comparable offers, we will favor the more **environmentally friendly** product or company.

If you offer a wide variety of products/services, **focus on** and be clear about what you do best when you **apply online** so we can connect you with the right people.

Being strategic in all these areas will help you to stand out from the crowd. If you **contact us**, be patient. We may already have contracts in place, and it could be some time before they are up for renewal. We wish you the greatest success in your business.

## **Supplier Diversity Policy**

In April 1995, Vanderbilt University formalized its supplier diversity initiatives by establishing a Supplier Diversity Program (SDP). The principle mission is to provide equal access to business opportunities at the University for diverse suppliers and to aid departments in meeting federal subcontracting purchasing goals.

The Supplier Diversity Program objectives are:

1. Create a quality process for all stakeholders - including a plan of action to monitor, achieve, and report business diversity activities.
2. Develop new, creative and innovative means to utilize small business and specific subcategories of small business including minority-owned, women-owned, veteran-owned, small disadvantaged, hubzone, and small business enterprises.
3. Establish cost-effective relationships that will ensure that Vanderbilt University and its Medical Center realizes the benefits of competitive pricing and quality products and services.

The Supplier Diversity Program (SDP) is committed to extending business opportunities to small business enterprises of all genders and ethnicities. The policy of the SDP is supported by the Chancellor of Vanderbilt University. Supplier diversity initiatives are managed by Procurement Services. Responsibility for the leadership and management of Vanderbilt's Supplier Diversity Program

For a copy of the policy, see <http://www.vanderbilt.edu/procurement/diversity/policy.shtml>

## **Trademark Licensing Policies**

The University's Trademark Licensing office oversees the use of the University's trademarks on products and services. The Trademark Licensing office works closely with Collegiate Licensing Company (CLC) to ensure that products are being produced by licensed vendors.

Designs must be approved by the Trademark Licensing office before production on an item may begin. The University's royalty rate (the fee to use the marks) is 10% on products sold commercially. This rate does not apply to orders placed by University departments and student organizations. For more information, please visit the Trademark Licensing web site at [www.vanderbilt.edu/licensing](http://www.vanderbilt.edu/licensing).

## Frequently Asked Questions

### **1. How do I determine if there is a business opportunity for my company?**

Vanderbilt first asks that you visit our supplier site and register there to begin the process. This is how you make the initial contact with the appropriate Sourcing Officer for your commodity and is the critical first step to successfully participating in the University purchasing process.

### **2. How do I become a Vanderbilt Approved Supplier?**

Suppliers must register to be considered for "approved supplier" status. The information supplied in the online questionnaire will be used to determine whether your product or service is needed by Vanderbilt.

### **3. How can I be considered to be a supplier for Federal Grant purchases?**

To be part of our grant approved supplier list, you must register with the Federal System for Award Management [SAM](#).

*Any entity wishing to do business with the federal government under a Federal Acquisition Regulation (FAR)-based contract or applying for federal grants, cooperative agreements or other forms of federal financial assistance through Grants.gov must be registered in SAM. Federal agencies may require entities be registered in SAM for additional processes. Also, consider creating a SAM account if you wish to utilize the full set of capabilities that have been developed in SAM and/or migrated from legacy systems: CCR, FedReg, ORCA and EPLS. (Source: Federal Service Desk)*

For more information, visit our federal grant pages. To view details on who must register in SAM visit [Federal Service Desk for Contracts and Grants](#)

### **4. What type of products and services does Vanderbilt purchase?**

The University requires a wide range of products and services to support its educational and research missions.

### **5. Is there someone I can talk to if I have any questions?**

All questions regarding the Supplier Diversity Program should be addressed directly to Purchasing Services at [PurchasingServices@vanderbilt.edu](mailto:PurchasingServices@vanderbilt.edu).

## **Best Practices Advice for Small Business and Diversity Suppliers**

### **Differentiate Yourself from Your Competition**

- Product and service capabilities
- Past performance and references
- Price
- Technical experience and low employee turnover
- Location
- Financial strength
- Energy efficient, sustainable or "green" products or services

### **Register In Federal Databases**

- Obtain a DUNS Number, see [www.dnb.com](http://www.dnb.com)
- Register in federal data bases: SBA, SAM

### **Obtain Certification as a Small or Diversity-Owned Business**

- SBA 8(a), Hub Zone, NMSDC, State of TN, etc.
- Maintain active registrations with certifying agencies such as, TSMDC, SAM, SBA and the Nashville Chamber of Commerce
- Diversity suppliers seeking participation in Federal Contracts provide Representations and Certifications Application in SAM at <https://www.sam.gov/portal/public/SAM/>

### **Research Your Market**

- Target the Right Customers - Learn who buys your products and/or services
- Ask Procurement Services
  - Review department websites

### **“Learn the Rules” about Conducting Business at Vanderbilt (on Website)**

- Thoroughly read Vanderbilt’s Supplier Policies and Procedures found at our website: [https://finance.vanderbilt.edu/purchasingervices/Vanderbilt%20Supplier%20Procedures\\_v7.pdf](https://finance.vanderbilt.edu/purchasingervices/Vanderbilt%20Supplier%20Procedures_v7.pdf)
- Be familiar with the appropriate policies and requirements, such as parking regulations, access and badges requirements, safety, confidentiality, etc.
- Know our approved purchasing methods for your product
- Know VU’s Insurance Requirements
- Read all materials thoroughly before completing our online application form

### **Know Standards and Expectations**

- Keep your promotional materials, brochures, and website looking as professional as possible
- Keep consistent quality of your service or product after the initial sale
- We expect ethical business practices

### **Plug into existing Business Networks**

- Consider partnering in small and diversity business programs of distributors already selling to Vanderbilt.
- Join Nashville Chamber of Commerce, Nashville Business Incubation Center, TN-MSDC, etc. or other local medical and professional trade organizations involved with Vanderbilt