Vendor Compliance Guidelines

Purpose
The purpose of this documentation is to provide guidelines when selecting and authorizing the vendor population for the purpose of minimizing cost and reducing fraud and abuse.

Procedure
Faculty and Staff are strongly encouraged to utilize existing vendors. Established vendors deliver the best overall value to the University based on price, quality, delivery capabilities, past performance, training, and financial stability. Consolidation of usage drives up volume, which is what provides incentive for vendors to offer the best possible price to the University.

Purchases made from the University’s E-Marketplace Platform do not require additional bidding, as they have been awarded based on full University requirements. University contract standards should be used whenever possible and will be reviewed by Procurement Services, were applicable. E-marketplace helps to ensure the University is in compliance with the Uniform Guidance Code and the Florida Green Book.

If an existing vendor cannot provide the desired good or service, faculty and staff may request that an alternative vendor be approved and entered into Banner. Goods and services can be purchased from a new vendor only after the vendor has been approved by Procurement Services and entered into Banner by a Purchasing Associate. To request a new vendor, the Initiator is required to have the vendor complete a Vendor Registration Package with their current W-9 (domestic) or W-8BEN (international), and mail, fax or scan to Procurement Services.

Procurement Services is responsible for the initial setup and ongoing maintenance of the University’s Supplier/Vendor database. Using the information provided in the vendor registration package, they will perform a number of external checks to confirm business compliance both internationally and domestically. With a clear report, the vendor will be approved and entered into Banner. The newly created vendor ID will be communicated to the Department for use in the creation of a Purchase Requisition.

Procurement Services will regularly review all vendors in Banner and de-activate those vendors that have been inactive for several years. Once a vendor is deactivated in Banner, a new Vendor Registration and a current signed W9 Form must be completed along with the above processes prior to being reinstated.