Doing Business with Emory University

Procurement Services
Finance Division
Emory
Emory University is located in Atlanta's historic Druid Hills suburb and is recognized internationally for its outstanding liberal arts college, superb professional schools, and one of the Southeast's leading health care systems. Emory is an inquiry-driven, ethically engaged, and diverse community whose members work collaboratively for a positive transformation through courageous leadership in teaching, research, scholarship, health care, and social action.

Mission and Vision
Procurement Services is the purchasing office for Emory University. Procurement is ultimately responsible for the acquisition of goods and services and for implementing University wide contracts for the use of all departments. Individual departments at Emory are authorized to make needed purchases and, when necessary, to recommend new suppliers/vendors to the university.

Mission
To be recognized as a leading service provider to the Emory Community by actively supporting the University mission through supply chain excellence.

Vision
To leverage our institutional knowledge, supply chain expertise and technology to provide efficient, responsible and innovative solutions to our clients that deliver measurable value to the institution.

Vendor Selection
Procurement Services is continually evaluating new suppliers and they are entered into the database only if they have been shown to be actively engaged in business with the Emory University community and are in good standing. Procurement Services does not accept requests to be “pre-registered” or to be added to the university’s database. Emory University endeavors to conduct its business in a fair and equitable manner. Purchases will be made on the basis of quality, service, delivery and total value.
Supplier Diversity
To ensure economic opportunity, Emory University Office of Supplier Diversity enhances sourcing by providing opportunities and forging relationships with Certified Small, Minority and Women–Owned businesses. Diversity and Inclusion is an integral part of the procurement process. Supporting diversity is not only vital but also reinforces our dedication to our community, employees, and customer base, thus casting a wider net of inclusion through competitive access.

Sustainability
Emory University and Procurement Services is dedicated to the vision of transforming practices and sustainable choices in our daily operations to help restore our global ecosystem, foster healthy living, and reduce the University's impact on the local environment. Procurement Services is continually encouraging and evaluating new products and services that promote environment and socially responsible practices and have an impact on supporting our universal objectives.

Competition
It is the practice of Emory University to buy on a competitive basis from carefully selected sources of supply. When choosing a vendor Emory University may consider factors other than price; factors include the types of goods and services to be supplied, the particular needs of the requesting department, the date of delivery, and the reliability, quality and experience of the vendor.
Preferred Suppliers
Emory University has many preferred suppliers which have gone through a competitive process, who have shown to provide quality service to the university and its affiliates, and which have contracts in place with the university. Vendors and suppliers that provide goods or services that are similar, identical or equivalent to goods or services offered by preferred suppliers will be considered for opportunities at the sole discretion of Procurement Services.

Prospective Suppliers
As a vendor, you provide an important service to the University. Procurement Services appreciates your interest and the time you are taking to become familiar with Emory University. Vendors, regardless of size or classification, have the opportunity to become suppliers to the university. Emory University values excellence, quality service, integrity, and sustainable standards in our business relationships.

Deliveries and Payment
Emory University does not have a central receiving location, therefore, items and services must be delivered as indicated on each purchase order. All freight terms will default to FOB Destination. Emory University will not accept COD shipments and will refuse payment for any costs named as a result. Emory University payment terms are net 30 days. New vendors and suppliers to Emory University will be paid via ACH.

Tax Exempt Status
Emory is exempt from Sales and Use Taxes within the State of Georgia. No separate tax identification number other than an authority letter from the Department of Revenue is required to support this claim.

Getting Started
Emory University highly recommends that your business:

- Maintains a company website that is current, regularly updated, and user friendly.
- Holds insurance which meets Emory University requirements and be able to provide a Certificate of Insurance Liability when requested.
- Accepts credit card payments for purchases less than $3,000.
- Has the ability to generate online invoices (preferably an electronic invoicing system for computer generated invoices) that can be accessed through Emory University’s online portal.
- Offers a desktop delivery system with business processes to support that system, which can accommodate Emory University’s numerous locations.
If your business is small and/or diverse, determine if your company meets the criteria for certifying as any of the listing below. Emory University recommends that your company completes the Federal requirements for certification in order for your business to be classified as such.

All suppliers are strongly recommended to enter their company or firm with the System for Award Management or SAM (www.sam.gov) site established by the federal government. By registering with SAM, your business will have greater access to potential opportunities with a number of federal agencies which search for businesses using this portal. Furthermore, Emory University utilizes this website to search for businesses as needed for federal contracts and grants, which require purchases from such businesses as well as to support our supplier diversity and inclusion program.

- Small Business (SB)
- Small Disadvantaged Business (SDB)
- Women–owned Small Business (WOSB)
- Veteran–owned Small Business (VOSB)
- Service-disabled Veteran owned Small Business (SDVOSB)
- Minority Business Enterprise (MBE)
- Historically Underutilized Business Zone (HUBZone)
- 8(a) Business