VENDOR GUIDE

Embry-Riddle Aeronautical University

This information will acquaint you with the purchasing policies of Embry-Riddle Aeronautical University. Whether you are a regular or a new supplier, we feel that a better understanding of how we do business will benefit both of us. Embry-riddle Aeronautical University (ERAU) is a private, not for profit educational institution and is exempt from federal and state taxes. Our tax exempt numbers appears in the lower left hand corner of all our purchase orders under the heading of INSTRUCTIONS. Upon request the Purchasing Office will submit a copy of our tax-exempt certificate.

UNIVERSITY POLICY

As a matter of University policy, authority to commit University funds for materials and services is vested in the Purchasing Department. It is the responsibility of the Purchasing Department to conduct all negotiations affecting purchase price, terms and delivery of materials and services. Under no circumstances are vendors to supply materials or services without authorization from the Purchasing Department. The University does not assume responsibility for any charges for materials or services ordered by unauthorized individuals. Any order placed by an individual without proper authorization will be considered a personal transaction between vendor and the individual.

As general policy, competitive quotations are required for most purchases. It is the responsibility of the Purchasing Department to originate, control and analyze vendor bids and quotations. All quotations or proposals must be submitted to Purchasing. The actual bid award is made by the Purchasing Department and pricing information solicited from vendors is considered to be confidential.

VENDOR SELECTION

It is the responsibility of the Purchasing Department to select sources of supply. Potential vendors are selected for their ability to serve the needs of the University in an economical and efficient manner on a continuing basis. Past performance of vendors, as well as competitive prices, quality and timely delivery are important factors in vendor selection.

A vendor wishing to furnish goods or services to the University should make an appoint to call on the Purchasing Department located at:

Embry-Riddle Aeronautical University
Purchasing Department
100 Corsair Drive, Room 202
Daytona Beach, FL 32114-3900

The Purchasing Department is committed to recruiting new vendors, including minority vendors. Whenever possible, more than one source will be sought and considered. Alternate or multiple sources of supply are maintained as a means of insuring quality, service, minimum costs, and a favorable, competitive environment for the procurement of goods and services.
WE ASK YOUR COOPERATION

- Insist on receiving a purchase order number for any order of equipment, supplies or services (rental or maintenance contract) placed with you.
- For prompt payment, invoices must reference the purchase order number and should be sent to:

  Embry-Riddle Aeronautical University  
  Attn: Accounts Payable Department  
  600 S. Clyde Morris Blvd.  
  Daytona Beach, FL 32114-3900

- It is the policy of Embry-Riddle Aeronautical University that all personnel decline any gifts, gratuities or entertainment from vendors doing business or attempting to do business with the university.
- Delivery of samples or equipment for trial or demonstration must be authorized by the Purchasing Department.

CODE OF ETHICS

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier: and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP* members and promote a spirit of unity and a keen interest in professional growth among them.
*National Association of Educational Procurement (www.naepnet.org)