

<p>Children's Memorial Hospital Where kids come first.™</p>	<p>Patient Care Support Services</p> <p>Policy and Procedure Manual</p>	<p>Policy #</p> <p>Effective Date: 03/10/05</p> <p>Approved By:</p>
<p>Subject: New Vendor Authorization</p>		

Policy: Vendor - The following have access to the Vendor File: Director of Purchasing, Purchasing Agent – Lead and AP Manager.

Purpose: To provide proper guidelines for consistent adding and changing of information in the Vendor File and to assure that Purchasing and Accounting vendor files match. The persons listed above under Policy have the responsibility listed below. The Authorization Form for New Vendor should be used when a vendor is not presently listed in the Vendor File or if any changes need to be made to the Vendor File.

Responsibility: The Purchasing Agent will fill out the New Vendor Form making sure that all information is as complete as possible. The form is submitted to the ???? for review and signature and is then forwarded to the System Manager. The OR Inventory Specialist will follow the steps listed under Addition Procedures and forward the form to the System Manager. The System Manager will forward the form to Accounting and keep the pink copy for his or her records. Accounting will return the white copy with the approved vendor number, date, and signature from General Accounting. The Team Leader will enter the number in the appropriate field and file alphabetically in the Vendor File. The yellow copy or a copy of the print screen will be retained by Accounting for their files. A three-ply "Authorization Form for New Vendor" will be created.

Procedure:

1. Requisition is sent to purchasing requiring a new vendor setup.
2. Purchasing will complete the Authorization form for a new Vendor.
3. W9 information will be provided by the vendor.
4. Vendor validation performed by the purchasing staff.
5. Once completed, all information forwarded to the AP department who will setup up and activate the vendor.
6. 5-7 day lead time to setup and process supply requisition.