



Procurement and Sourcing Services

Effective Date:	November 2, 2011
Last Update/Revision:	November 2, 2011
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Procurement and Sourcing Services
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1415

Policy Name: Vendor Activation/Inactivation

Purpose: To establish guidelines for managing the PeopleSoft system.

Policy: The PeopleSoft System, as presently configured, includes four vendor status categories:

- Unapproved
- Approved
- Inactive
- Archive

Minimum required data varies, based upon supplier type:

- Normal
- Onsite Service
- General Contractor/Construction
- Hazardous Material Disposal
- Architect

A supplier will be considered as “approved” only if all of the following considerations are met:

- Supplier is in good standing (no performance issues).
- All minimum data requirements are on file and current.
- Supplier has transaction activity with the University within the previous 18 months.
- Supplier does not meet any criteria listed as “inactive”.

A supplier will be considered “unapproved” if any of the following conditions apply:

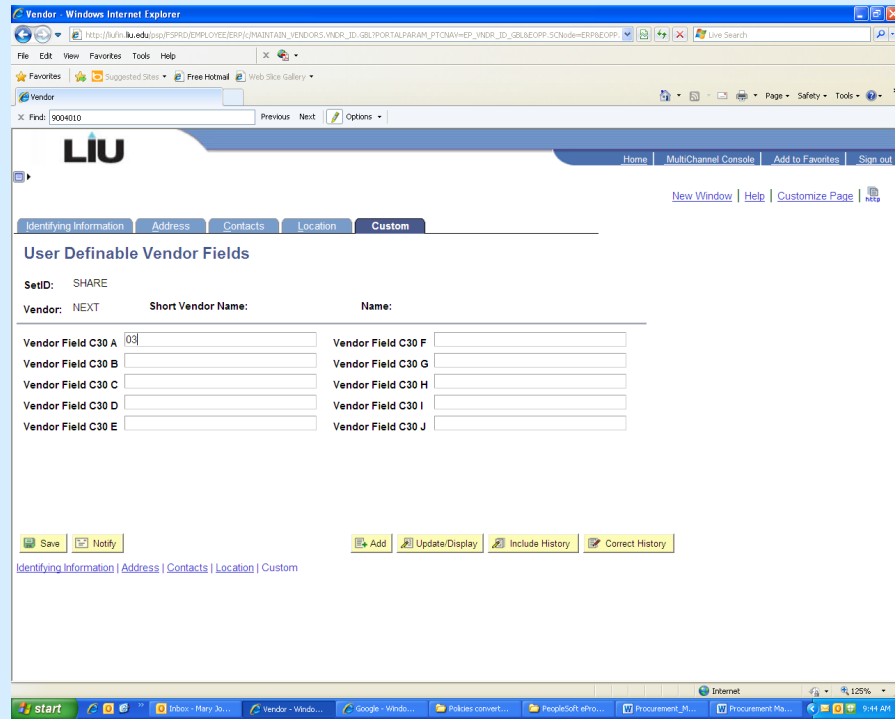
- Incomplete set of minimum required data in Purchasing System.
- Pending approval by Procurement Department.

A vendor may be placed in “inactive” status, either through action by Procurement Department or by automated process, in the sole discretion of the Procurement and Sourcing Services Director, if any of the following criteria apply:

- Lack of activity in previous 18 months (R) Code-01.
- Poor performance or other quality related issues (R) Code-02.
- No longer in business (R) Code-03.
- No valid Certificate of Insurance or other minimum required data on file (R) Code-04.
- Pricing consistently non-competitive (R) Code-05.
- Duplicate vendor in file (R) Code-06.

- Name Change (R) Code-07.
- Noncompliance (R) Code-08.

A two digit reason code will be entered in the appropriate field; any further explanation/comment will be entered in the comment field for that vendor.



This Policy Applies to:

Procurement and Sourcing Services

Procedure:

On notification of a change in vendor status, Procurement and Sourcing Services will note the change in the comment section of the vendor file. The two digit inactivation code is entered in the custom tab of the vendor file.

Exceptions:

Automatic cleansing due to vendor inactivity

Forms:

None