STATE VENDOR REGISTRATION

Completion of the Georgia Vendor Registration Form, through the State Purchasing Office, is the first step in the process of doing business with Georgia State University. There is no registration fee. Vendors can then complete the electronic application on the State Purchasing Office Web site at www.doas.state.ga.us (click “Procurement” then “Vendor Registration” then “Register”). Vendors are asked to indicate the correct commodity or service using the code numbers that best describe the goods or services their company provides.

Becoming a registered vendor does not ensure receipt of Georgia State University bid solicitations by mail or electronically. Georgia State University Procurement utilizes the state’s vendor database for the selection of vendors to receive solicitation notices. Vendors must monitor the Georgia Procurement Registry to download current bid solicitations.

GEORGIA PROCUREMENT REGISTRY

Georgia maintains a Web site, called the Georgia Procurement Registry, to provide current bid opportunities in all state agencies. Georgia State University utilizes the registry as its official method for public advertisement of authority bid solicitations. You may review these opportunities and receive copies of any current Georgia State University bid opportunity by following the instructions listed on the Georgia Procurement Registry. The Internet address is www.ganet.org/purchas/doctype.cgi.

PURCHASE ORDER

A purchase order is a legal document that obligates the University to pay a vendor for a product or service. For any purchase with a cost greater than $4,999.99, a vendor must have a purchase order issued by the Georgia State University Purchasing Office prior to performing any work or supplying any product. Department personnel in some cases may make purchases under $5,000.00. Contact any authorized Purchasing Agent for details.

WE ENCOURAGE YOU TO:

1. Call ahead for appointments.
2. Promote the use of products with recycled content and items, which are reusable, refillable, repairable, more durable, and less toxic, to the extent that the purchase or use is feasible and cost effective.
3. Bring new products or ideas, as they are made available.
4. Ask questions regarding our procedures for doing business.
5. Check the Georgia Procurement Registry at procurement.state.ga.us for bids posted by Georgia State University and other State of Georgia agencies.
6. Ask questions regarding our procedures when planning a purchase.

DELIVERIES

Unless otherwise specified, all goods are to be shipped prepaid FOB destination. Note ship to information on the purchase order. In most cases, deliveries will be made to Central Receiving.

The regular hours for receiving are 8:30 AM to 5:15 PM, Monday thru Friday. Please contact Central Receiving @ 404-651-2392 if you have questions.

INVOICES/PAYMENTS

The original and one additional copy of all invoices must be addressed to Accounts Payable as shown on the purchase order and must indicate the purchase order number.

The University is unable to pay from a statement so invoice each order separately. Please do not send the invoice with the merchandise as it may be discarded or misplaced at some point in the delivery process. Goods or services must be received prior to payment.

WHAT YOU CAN DO TO HELP US.

1. Familiarize yourself with our requirements and offer suggestions as to how our service objectives can be met and further cost reductions achieved.
2. If you see specifications that can be improved, please let us know.
3. Keep us supplied with the latest catalogs and current price lists.
4. Follow through on order to insure delivery as scheduled. If there is a problem, let the responsible buyer know immediately.
5. Insist on receiving a purchase order number on any order placed with you that is greater than $4,999.99.
6. Support our policy that the Purchasing Staff will accept no gifts, services or favors at any time.
7. Familiarize the buyer for your commodity with your products and level of operation—manufacturer, dealer, wholesaler, etc.
CODE OF ETHICS

Georgia State University is a member of the National Association of Educational Buyers (NAEB) and adheres to the Code of Ethics as published by the NAEB. This code is listed below. We encourage you to review the code and to help us maintain these high standards.

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, and 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 arbitrations 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 NAEB members and promote the spirit of unity and a keen interest in professional growth among them.