

UNIVERSITY  
OF MIAMI



# Doing Business with UM for Women and Minority- owned Businesses

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July 12, 2013

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# Purchasing

- Responsible for establishing University vendors, purchase orders, contracts
  - Coral Gables Purchasing
  - Medical Purchasing
  - Supply Chain (hospitals)

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# Doing Business with the University

- Complete the Supplier Registration Form:  
[https://umbiz.miami.edu/SDMS/supplier\\_registration.aspx](https://umbiz.miami.edu/SDMS/supplier_registration.aspx)
- Schedule an appointment with Purchasing to introduce your firm and learn about potential opportunities
- Schedule appointments with University departments to market your products/services

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# University of Miami Vendor Application

- Complete the University of Miami Vendor Application:  
<https://www6.miami.edu/purchasing/FORMS/VendorApplication.pdf>
- The form will be kept on file until an order is submitted

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# Orders for Goods and Services

- PCard: goods up to \$2,000 with some restrictions
- Purchase orders can be used for all goods and services
- Vendors are responsible for obtaining a PO number or Pcard number before providing goods and/or services

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# Purchase Orders

- Paper purchase order or UMeNET (Ariba electronic procurement system)
- UMeNET orders are typically sent via electronic fax to the vendor
- The University's terms and conditions apply to each purchase order
- Standard payment terms are 2% 10 days/Net 30 or Net 30

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# Contract Pricing

- State of Florida
- Educational and Institutional (E&I) Cooperative
- HealthTrust Purchasing Group (HPG) for the UM hospitals
- US Communities
- Premier (facilities and construction related goods and services only)
- Western States Contract Alliance (WSCA)

Vendors are encouraged to extend discounted pricing to the University whenever possible.

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# Contract Signature Authority

- Only Purchasing or Financial Operations are authorized to sign contracts on behalf of the University
- Departments may initial contracts but they are not authorized to sign contracts



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# Insurance Requirements

- Comprehensive General Liability: \$1M/\$2M
- Workers Compensation
- Automobile Liability: \$1M
- Professional Liability/Errors and Omissions \$1M per occurrence, \$3M aggregate
- The University must be named additional insured

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# Payment of Invoices

- Send invoices to Accounts Payable at 1320 South Dixie Highway, Coral Gables, FL 33146
- Accounts Payable posts the invoice and payment is issued based upon the previously agreed upon payment terms
- Invoice questions should be directed to Accounts Payable at 305-284-3570