



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE: Supplier Onboarding

REFERENCE: New

CATEGORY: Purchasing

PAGE: 1

SUPERSEDES: New

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I. PURPOSE:

The purpose of this policy is to provide instructions and requirements needed to add potential suppliers in order to do business with the University.

II. SCOPE:

Suppliers selected to provide goods and services to the University.

III. POLICY:

All potential suppliers wanting to do business with the University must go through the Supplier Onboarding process. Carefully assessing and prequalifying a new supplier is crucial to avoid supplier risk and to reduce fraud.

IV. DEFINITIONS:

Supplier onboarding: the process of gathering documents and data needed to set up a company as an approved supplier and to enable the university to efficiently conduct business, purchase goods and services, and make payments to that company.

Conflict of Interest: Situations in which University personnel use their positions for purposes of obtaining private gain for themselves or others, such as those with whom they have family, business, or other ties.

Insurance Requirements: The University requires outside parties who will be performing work or providing services, or using University facilities to provide insurance coverage at specified minimum limits. In most instances, outside parties are required to name the University as an additional insured and to provide a certificate of insurance (COI) before commencing work or before using a University facility.

HIPAA: The HIPAA regulation applies to PHI (which is the patient data that resides at UHealth). The law requires that all vendors or third parties who will receive or handle PHI must have a Business Associate Agreement (BAA) in place. The regulation imposes heavy fines and penalties for not having a BAA in place. This is a critical step in maintaining compliance and living up to our commitment to patient privacy.

Restricted Party Lists: The University utilizes Amber Road to screen lists the US government maintains of denied parts/sanctioned entities. This includes the Office of Foreign Assets Control (OFAC), which administer export control regulations.

V. PROCEDURE:

Employees wanting to add a supplier to the University's supplier database must first search UM Marketplace to ensure there is not an existing supplier providing the same goods or services.

If there is not an existing supplier, click on the Service Now link found on the WorkDay homepage and fill out the requested information. Once approved by the onboarding team, selected suppliers will receive an invitation to complete a full profile in our Supplier Portal. This process will require Company information, tax ID information, insurance, and payment and order information.

After the fully completed application has been submitted to the supplier onboarding group, the following checks will be performed:

- Conflict of Interest check to ensure supplier is not an employee.
- HIPAA compliance if patient data will be handled.
- Restricted party screening via Amber Road
- Review company information
- Review W9
- Review Insurance

Any non-compliance to the above will stop the onboarding process and will be reviewed by the Executive Director of Purchasing for resolution.

Once the review has been completed, the supplier onboarding group will approve and the supplier will become an active University supplier.

Suppliers will be responsible to update any and all changes via the Supplier Portal.