 UNIVERSITY OF MARYLAND MEDICAL SYSTEM SUPPLY CHAIN PROCEDURE MANUAL	PAGE: Page 1 of 4	PROCEDURE NO: UMMSSC02
	EFFECTIVE DATE: 3/01/2011	LAST REVISION: Rev A
SUBJECT: VENDOR MANAGEMENT GUIDELINES	FUNCTION: Management of Vendors	

SCOPE: All University of Maryland Medical System (UMMS) vendors

PURPOSE

To establish UMMS system-wide guidelines that govern sales representative visitations, vendor selections, procurement practices and guidelines for the introduction of new products or services into UMMS. These guidelines apply to all the facilities within UMMS listed on page four of this policy.

RESPONSIBILITY: VP Supply Chain Management

POLICY

The policy of the University of Maryland Medical System (UMMS) to encourage our vendors to keep Corporate Contracting, and other appropriate department personnel, informed on all aspects of the current business conducted with that business partner, including supply availability issues and forthcoming price increases. In addition, it is expected that our business partners will make us aware of any opportunities for new products that will produce improved outcomes and/or lower our current costs. Further, no Sales representatives shall be assigned to support UMMS affiliates where their immediate family members are employed.

PROCEDURE

Appointments:

Sales calls are by advance appointment only. All Sales representatives visiting a UMMS location must sign in and pick up a vendor badge at the designated location for that facility. Vendor badges are produced through the use of Reprax (www.Reprax.com) our vendor management and credentialing company. It is the responsibility of all required vendors to be successfully credentialed by Reprax prior to entering any of our facilities.

Additional Requirements for Surgical / Procedural Areas:

Sales representatives visiting on Surgical Services or other procedural areas must conform to additional guidelines set forth in those areas. Copies of those guidelines are available from the Surgical Services departments at the respective facilities.

PARKING

All UMMS facilities provide parking, many of which have an associated fee for which the vendor is responsible.

TELEPHONES

Sales representatives are not permitted to use hospital telephones to conduct business unless express permission has been granted.

PURCHASE ORDERS

A valid purchase order is the only method by which UMMS commits to acquiring all products and most services. The UMMS Corporate Procurement Department is the only department within UMMS authorized to procure materials and services controlled by the Department. Exceptions to this policy include the purchases of pharmaceuticals, perishable foods stuffs, maintenance supplies, consultant, professional and legal fees, fees associated with employee benefits, temporary staffing expenses, or UMMS facilities not under UMMS Corporate Procurement control. Purchase commitments are only made through the proper execution of a purchase order, issued by the Corporate Procurement Department.

A valid purchase order number must appear on all vendor documents, including packing slip, invoice and, as necessary, credit memos. Any correspondence from a business partner that relates to a specific business transaction must also reference the purchase order number, which initiated the transaction in question.

CONTRACTS, PRICE AGREEMENTS AND USAGE COMMITMENT FORMS

Any vendor document that obligates UMMS must be approved by the VP Supply Chain or designee.

DELIVERIES

All deliveries to UMMS must take place to the Receiving department loading dock, at one of the facilities listed in this policy, unless prior arrangements for an alternate delivery location have been made and approved by the VP Supply Chain, designee or a department authorized to issue a purchase order (see Purchase Order section). All deliveries to any location must include a vendor packing slip with the authorized purchase order number contained on the packing slip.

After hours or weekend, special deliveries should be arranged through the Corporate Procurement Department whenever possible. Some deliveries due to their very nature will require delivery arraignments be made by a project manager or the clinical requestor.

Incorrect shipments, over shipments, damaged shipments and shipments not referencing an authorized purchase order number are all subject to return at vendors cost. Any return, for any of the mentioned reasons, will be done at the vendor's expense, either by vendor-arrangement pick-up or returned freight collect.

INVOICES

Payment will only be authorized when an invoice references a valid purchase order and purchase order descriptions, quantities received, and price match.

UMMS payment terms are as defined in the purchase order or current contract.

Invoices are to be sent to: UMMS Accounts Payable department, All invoices must include approved purchase order number.

VENDOR SELECTION

UMMS embraces an open and competitive atmosphere that is beneficial for both the system and our business partners. UMMS is also committed to promoting the utilization of women and minority-owned business.

UMMS seeks business relationships across the spectrum of our health service lines and administrative operations that assure the highest standard of quality and performance consistent with our vital mission. We recognize the fiduciary responsibilities that must be considered in those business relationships and the value of a diverse and competitive marketplace to advance our ability to serve our community.

As a matter of good purchasing practice, we periodically evaluate all business partners based on actual performance of services for UMMS. Areas evaluated include, but are not limited to, actual performance versus promised delivery date, completeness of deliveries, number of shipping errors, invoice accuracy and ability to react to emergency or unusual requests. Unsatisfactory scores could lead to removal of a business partner from our approved list of vendors, or, at a minimum being put on a probationary period, wherein a specific corrective action plan will be developed and the business partner will be evaluated against their ability to meet or exceed plan.

VENDOR POLICIES AND PROCEDURES TO DETECT FRAUD, WASTE AND ABUSE

In accordance with the federal Deficit Reduction Act, the Medical System is required to provide detailed information on the federal and state False Claims Acts as well as the Medical's System's policies and procedures to prevent and detect fraud, waste and abuse in federal and state healthcare programs to our agents and contractors who furnish Medicaid health care items or services. This information may be accessed through the link below:

http://www.umms.org/contracting/vendor_policies.htm

It is expected that you, your employees and any of your subcontractors will abide by the Medical System's False Claims Act and Whistleblower Protection Education Policy in connection with the provision of goods or services to or on behalf of the Medical System

University Maryland Medical System

University of Maryland Medical Center

Baltimore Washington Medical Center

Chester River Health System

Civista Medical Center

Kernan Hospital


Maryland General Hospital


Mt. Washington Pediatric Hospital

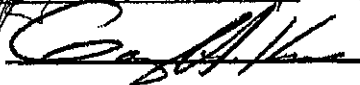
Shore Health System

University Specialty Hospital

Upper Chesapeake Health System

Prepared by  Date 2/14/11

Reviewed by  Date 2/11

Executive Approval  Date 2/28/2011