



BAYLOR
UNIVERSITY

Doing Business with Baylor

Introduction

Baylor University in Waco, Texas, is a private Baptist university, and a nationally ranked liberal arts institution. Chartered in 1845 by the Republic of Texas, Baylor is the oldest, continually operating university in the state. Though 80 percent of our students come from within Texas, we are home to students from 48 states and 86 countries. <http://www.baylor.edu/about/>

What is the nature of Baylor's purchasing policy?

Baylor's purchasing is decentralized. Individual faculty and staff in the various schools and departments across the University determine business needs, place orders, and authorize the payment of invoices. Centrally, the Department of Procurement Services facilitates University efforts to maximize value and create a focus for the University to consolidate and leverage purchasing power.

Procurement Services creates commodity-based buying programs for the University, establishes guidance for purchasers, processes purchases orders, maintains supplier reference material, and serves as an information clearinghouse for Baylor's purchasing community.

How does Baylor work with suppliers?

There are two avenues through which suppliers can work with Baylor:

- Strategic procurement initiatives and supplier partnerships with the Department of Procurement Services
- Relationship-based business with a specific school or department

Strategic procurement initiatives and supplier partnerships: Procurement Services establishes and manages supplier partnerships and other commercial agreements in selected, strategic commodity areas to support the needs of the Baylor community.

The goals of these programs are to:

- Leverage the University's buying power to reduce overall University costs
- Consolidate the supplier base and reduce transaction processing costs
- Provide higher levels of service and other value-added features
- Make purchasing of products quick, convenient, and trouble free

For these commodities, Procurement Services actively negotiates and establishes supplier partnerships through an extensive sourcing process and strongly recommends that Baylor employees use these suppliers. Suppliers can participate in these strategic initiatives either directly or through relationships with other preferred suppliers.

Relationship-based business: For goods and services not covered by a Strategic Procurement Initiative or Supplier Partnership, the decentralized nature of Baylor's purchasing makes it the supplier's responsibility to market its products to the appropriate individuals within Baylor's schools and departments. The supplier should determine whether its products or services support (directly or

indirectly) the University's mission of teaching and research and then identify the proper avenue for locating and engaging the individuals within the University responsible for purchasing those products or services. For example, if a supplier's product supports instruction or research in a particular field, prospective Baylor customers might learn about a supplier's products from trade shows, trade publications, advertising, and/or direct contact from the supplier, or by reference from a personal contact within their specialized community.

Because Baylor is a decentralized institution, there is no centralized registration and approval process for most commodities. Suppliers should recognize that often they will need to establish marketing and sales programs to independently reach each potential Baylor customer.

Working with Baylor

Many Baylor employees have purchasing responsibilities; these employees are expected to responsibly make procurement decisions based on the best interests of the University. Baylor faculty and staff are expected to display fairness and integrity during the course of the acquisition of goods and services; likewise, Baylor anticipates its suppliers will support the Baylor community by promoting ethical and legal trade practices. In addition, Baylor purchasers are expected to maintain auditable records that comply with applicable government regulations.

What is the invoicing and payment process?

Supplier selection, ordering of goods and services, and invoice approval are handled by the University business units/departments responsible for the purchase. Generally, invoices should be directed to the supplier's designated contact in the schools or departments where the transaction occurred. Typical University-wide payment terms are "net 30 days", although Baylor will accept terms offering early payment discounts when possible.

As a local supplier, how do I start doing business with Baylor?

Become familiar with Baylor's Procurement Services web page and know which purchasing cooperatives and organizations are provided as references to the internal purchasing community. Consider becoming a member of those organizations.

- Get to know Baylor and its various schools and departments
- Explore the Baylor website: <http://www.baylor.edu>
- Build relationships with individuals
- If you have contacts at different schools or departments, ask for referrals

How do I get to Baylor?

Baylor's campus is located in Waco, Texas. Visitor parking is available, which provides access to most of the buildings on our campus. For campus maps and directions to campus, please consult:

<http://www.baylor.edu/map/>

How do I contact the University?

Procurement Services recommends that suppliers make appointments in advance of sales calls. To research contacts within the schools or departments, suppliers should consult Baylor's Online Directory:

<http://www.baylor.edu/directory/>