

Policy No.: MMA4

Supplier Guidelines

POLICY STATEMENT

Supplier representatives will be granted reasonable access to organizational personnel contingent on their adherence to the guidelines set forth in this policy.

REASON FOR POLICY

[Click here to enter text.](#)

ENTITIES AFFECTED BY THIS POLICY

This policy applies Material Management

WHO SHOULD READ THIS POLICY

All staff, faculty, employees, and agents representing or engaging in practice within Materials Management

DEFINITIONS

Supplier representative (or sales rep) - Any individual working for a supplier (also called a vendor) whose purpose is to influence the organization to purchase their products or services as well as those individuals performing education about product use. This does not normally include service technicians or repair technicians.

PROCEDURES

- A. Supplier representatives provide a valuable service to the organization and are to be treated with respect. Sales representatives can also be disruptive and may have goals that are different from and even opposed to those of the organization. Therefore, it is important to control their access to and time with members of the organization.
- B. All supplier representatives are required to make an initial appointment with Supply Chain where they will be informed about hospital policies. The supplier representative will be

required to register with RepTrax, a vendor management system, and meet the requirements set forth and sign a statement acknowledging to abide by the policies.

C. After their initial visit supplier representatives may make appointments directly with hospital personnel. However, supplier representatives will start each visit by registering at one of the RepTrax Kiosks found throughout the campus and acquire a badge from that system. If a prior appointment has not been made, the vendor will present himself to distribution where someone will contact the appropriate individual(s) to determine if they are available and wish to see the representative. In no case will the supplier representative be allowed to visit any area of the hospital without a prior or on-the-spot appointment with an individual in that area.

D. Supplier representatives are informed at their initial visit that the Purchasing department is solely responsible to commit the hospital to all purchases with the exception of food items and pharmaceuticals. No one in the organization will present themselves in a way that would imply otherwise.

E. Supplier representatives are not allowed to visit or approach physicians in clinical areas except by Physician request or for prearranged educational purposes.

F. Supplier representatives who wish to be present during any patient procedure must have the permission of the department manager responsible for the area and must conform to all patient safety and patient privacy guidelines.

G. If physicians maintain administrative offices within the hospital they may see supplier representatives there. Registration and a badge are still required.

RELATED DOCUMENTS, FORMS, AND TOOLS

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AUTHORIZING SIGNATURE

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Date