HELPFUL WEBSITES

GEORGIA TECH HOME PAGE

http://www.gatech.edu

GEORGIA TECH BUSINESS SERVICES HOME PAGE

http://www.procurement.gatech.edu

**GEORGIA TECH PURCHASING
VENDOR INFORMATION PAGE**

http://www.procurement.gatech.edu/vendor

**GEORGIA DEPARTMENT
OF ADMINISTRATIVE SERVICES
PURCHASING DEPARTMENT**

http://doas.ga.gov/statelocal/spd/pages/home.aspx

**GEORGIA TECH PROCUREMENT
ASSISTANCE CENTER**

http://gtpac.org

SMALL BUSINESS ADMINISTRATION (SBA)

http://www.sba.gov/ga/

**FOR VENDOR SUCCESS AT
GEORGIA TECH**

-Supply the required product and or service on time.
-Quote your best price
-Provide prompt and full service/ support – be willing to go the extra mile.
- Develop a strategic business partner relationship.
-Remember, we may not need your product/service today, but we may need them tomorrow!

General Visitor Information

General information regarding campus can be found at:

http://www.gatech.edu/visitors/

A map of the Georgia Tech campus can be found at:

http://gtalumni.org/map/

**October
2013**

Georgia Institute of Technology

Georgia Institute of Technology

Business Services

A Guide for Vendors

This publication provides a summary of the policies associated with vendors on behalf of the Georgia Institute of Technology. The complete vendor regulations, procedures and forms are available on the web in Section 5.0 – Purchasing and Accounts Payable at:

http://admin-fin.gatech.edu/business/index.php

For additional information, please contact the Georgia Tech Purchasing team:

Phone: 404-894-5000
Vendor Fax: 404-894-8552
Email: vendor.help@business.gatech.edu
Web: www.procurement.gatech.edu/vendor

Ajay Patel
Director of Purchasing

Annette Ross
Accounting Manager

ABOUT US

The Georgia Institute of Technology, also known as Georgia Tech, is one of the nation's leading research universities, providing a focused, technologically based education to nearly 21,000 undergraduate and graduate students. Georgia Tech has many nationally recognized programs, all top-ranked by peers and publications alike, and is ranked in the nation's top ten public universities by U.S. News and World Report. It offers degrees through the colleges of Architecture, Engineering, Sciences, Computing, Management, and the Ivan Allen College of Liberal Arts. As a leading technological university, Georgia Tech has more than fifty interdisciplinary research centers that consistently contribute vital research and innovation to America's Government, industry, and business.

Georgia Tech operates in a central acquisition environment, where the Purchasing Department has been granted the full authority to manage acquisitions and enter into contracts on behalf of the Institute for the wide variety of goods and services that are essential for the daily operation of the Institute. The Purchasing Department is a unit of Business Services, which includes Accounts Payable, Travel, PCard, Insurance and Claims, Property Control, Logistics/ Surplus and Business Systems.

The Purchasing Department is responsible for maintaining vendor relations and ensuring that the Institute obtains the optimal sources of supply, with optimal pricing and support, as well as the most acceptable terms and conditions. Purchasing strives to accomplish these goals as economically as possible, within acceptable standards of quality and service, while utilizing professional ethics and best business practices throughout the entire procurement process.

BUSINESS OPPORTUNITIES

The Purchasing Department of Georgia Institute of Technology (Georgia Tech) has numerous contracting and purchase order opportunities available across a wide variety of product and service commodities.

To become a potential vendor for Georgia Tech you must register with our Business Services Department by submitting an electronic Vendor Profile:

http://www.procurement.gatech.edu/vendor

eVerify

eVerification is required for acquisitions of labor and services of $2,500 and above.

Questions? Email:
Vendor.help@business.gatech.edu

Look for current bid opportunities on the Department of Administrative Services' (DOAS) Procurement Registry:

http://ssl.doas.state.ga.us/PRSapp/

Register as a vendor with the Department of administrative Services' State Purchasing Department:

http://doas.ga.gov/suppliers/pages/supplierstart.aspx

If applicable, register with the Small Business Administration (SBA):

http://www.sba.gov/ga/

Purchases Under $2,500

Department personnel making purchases under 2,500 can utilize The Institute's eProcurement system, (BuzzMart) or the University's Purchasing Card (PCard), which is a VISA card. Purchasing cards are available to approved Faculty and Staff for purchases up to $2,500 per transaction, with limited restrictions. The card eliminates use of requisitions and purchase orders. It also expedites end-users ability to obtain goods and services under $2,500. Purchases over $2,500 require a purchase order.

Competitive Bidding

Bids are managed via the web to ensure the broadest possible participation from a diverse pool of vendors. Throughout the entire competitive bidding process, business is conducted in a fair, ethical and professional manner to ensure that all vendors have an equal opportunity. Bids are posted to the Georgia procurement registry.

Invoices and Payments

Accounts Payable will only make payment from the vendor's invoice, not statements, receipts, packing slips or quotes. All invoices are to be sent to Accounts Payable at 711 Marietta Street. Atlanta, GA 30332. Or individually emailed to apinvoices@gatech.edu Faxed invoices from vendors are acceptable. Invoices must reference a Georgia Tech purchase order number for payment. Approved invoices are processed in a timely manner to ensure Institute compliance with payment terms.

Deliveries

Most deliveries are made direct to the department's loading dock with adequate means of receipt.