



Guidelines for Vendors and Vendor Representatives

Welcome to Shriners Hospitals for Children

You, our vendors and suppliers, are an integral component of our business and our success as we endeavor to accomplish our Mission. We value the resources our vendors and suppliers offer.

In order to ensure a mutually successful business relationship, guidelines have been established for vendors and vendor representatives who visit and want to conduct business with SHC. As you review these guidelines and interact within our facilities, if you have any questions or additional information is needed, you can contact the Corporate Supply Chain Management Department or the Office of Corporate Compliance at hdq-supplychain@shrinenet.org or hdq-compliance@shrinenet.org.

POINTS OF CONTACT

Shriners Hospitals for Children conducts procurement activities through a centralized purchasing system. Your primary point of contact while conducting business at our facility will be the Corporate Supply Chain Management Department.

LOCATION AND BUSINESS HOURS

The Supply Chain Management Department is located at the International Headquarters at 2900 Rocky Point Drive, Tampa, FL 33607. The Purchasing Department is open 7:00 am to 6:00 pm, Monday through Friday.

VENDOR CERTIFICATION

It is the policy of Shriners Hospitals for Children to ensure that all vendors and sales representatives with whom SHC conducts business with are registered in the vendor certification program. SHC is utilizing Vendormate, Inc as its credentialing service provider.

The registration will be reviewed and approved before purchase orders are issued and invoices are paid. All vendors are screened through the OIG and GAS exclusion databases in addition to other screens depending on the type of product or service being provided and location of the hospital.

During the certification process, you will be provided a copy of SHC's established Vendor Management Program policy and our Code of Ethics standards to follow while conducting business with Shriners Hospitals for Children.

SHC requires registration with Vendormate, Inc before representatives are permitted to come on site to conduct business.

PRODUCT STANDARDIZATION

Decisions on products and equipment are evaluated by the EVAC Committee and will include a financial analysis and outcomes of actual product trials.

VENDOR VISITS AND IDENTIFICATION

Vendor representatives are **required** to make appointments, including visits to physicians. "Cold calling" is not allowed. All vendors must check-in at the vendor kiosks and receive a photo badge, which must be worn at all times during your visit to our facility.

PATIENT CONFIDENTIALTY

The protection of our patients' confidential information is of utmost importance to Shriners Hospitals for Children. Access to areas where patient care is conducted is restricted.

PURCHASE ORDERS

An approved purchase order must be obtained prior to providing pharmaceuticals, equipment, supplies, and/or services, including repairs. You should not accept an order without a purchase order number that is provided by the Corporate Supply Chain Management Department. This requirement includes samples and evaluation products.

EVALUATION AND LOANER ITEMS

All equipment and products to be evaluated and loaned to SHC must have an assigned purchase order from the Corporate Supply Chain Management Department. Shriners Hospitals for Children will not be responsible for any equipment or product brought into the facility without the appropriate authorization and purchase order number.

MEDICATION SAMPLES

To ensure proper control, quality, storage and dispensing records, all drugs within the facility fall under the control of the Department of Pharmacy. Sample drugs within the facility are not exempt from this requirement. All sample medications dispensed to patients for use at home will be labeled in accordance to current Federal and State statutes. Samples of controlled substances are prohibited by law.

VENDOR DISPLAYS

No displays will be permitted at SHC.

VENDOR PRESENTATIONS

Vendors may be requested to participate in educational presentations of products approved by the EVAC committee and with prior written approval by Corporate Supply Chain Department or Corporate Compliance.

SEMINARS AND CONTINUING EDUCATION

All programs must be coordinated with the Human Resources Department and with the Pharmacy Department, if drug information is included. Seminars and Continuing Education includes programs intended for and arranged by medical staff.

DELIVERIES

All equipment and products must be delivered to the Receiving Department located at the ship to address on the purchase order unless the purchase order specifies alternative shipping arrangements.

A packing slip must accompany shipments and must reference the purchase order number to assure acceptance. Deliveries that require special handling are by appointment only. All deliveries should be

shipped FOB Destination, unless otherwise negotiated.

INSPECTION OF ELECTRICAL ITEMS AND EQUIPMENT

Biomedical Engineering will be responsible for inspecting all electrical items and all medical equipment for compliance to applicable regulations and to ensure the safe use prior to the item being forwarded to the requesting department.

INVOICES

Invoices that do not reflect or reference an approved purchase order number will not be honored and will be returned to the vendor. Shriners Hospitals for Children standard payment terms are Net 30, unless otherwise negotiated. It is our custom to remit invoices promptly in order to receive any payment discounts.

BIDS AND QUOTATIONS

All bids and quotations are initiated through Corporate Supply Chain Department. The Request for Proposal process will include terms and conditions appropriate for the commodity. Any questions concerning a bid or quotation should be directed to Corporate Supply Chain Management representative listed on the request. Direct contact with the requesting department may be grounds for disqualification. All bid and quotation submissions will remain confidential.

CONTRACTS

All contracts for supplies, services, and equipment will be reviewed by the Corporate Supply Chain Department. All contracts require the signature of the Executive Vice President or those individuals authorized by policy. Shriners Hospitals for Children will not recognize any liability for payment on any contractual agreement without the proper authorization.

ENFORCEMENT

Shriners Hospitals for Children is committed to our published code of ethics and policies. Violation of the Code of Ethics or of the policies set forth for vendors or its representatives could result in prohibition of personnel or product from Shriners Hospitals for Children facilities and the voiding of existing agreements.