

# UConn HEALTH

**POLICY NUMBER 2006-22**

**January 8, 2013**

**POLICY: SUPPLIER PROFILES**

**PURPOSE:**

This policy establishes guidelines for entering and managing supplier profiles in UConn Health's e-procurement portal and financial system of record.

**SCOPE:**

- 1) All UConn Health faculty and staff.
  
- 2) All suppliers of goods, services or leased space to UConn Health, whose orders and invoice payments will be processed through UConn Health's e-procurement portal and financial system of record.

**POLICY STATEMENT:**

Suppliers must provide UConn Health with the information that UConn Health requires in order to create and maintain supplier profiles in UConn Health's e-procurement and finance systems. For new suppliers, the required information includes the supplier's Federal Employer Identification Number (FEIN) or Social Security Number (SSN) and completion of the applicable UConn Health New Supplier Application. Suppliers are also checked against state and federal debarment databases prior to being set up in UConn Health's systems and at regular intervals thereafter.

Purchase Orders cannot be issued to a new supplier until all the required documents have been received, the debarment checks have been successfully completed, and the supplier's profile has been created in the applicable system(s). Any changes to a supplier's name, FEIN, SSN, debarment status or other pertinent information must be reported to UConn Health immediately.

Lori Acomb (Signed)

1/29/13

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**Lori Acomb**  
**Director of Procurement**

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**Date**

John Biancamano (Signed)

2/1/13

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**John Biancamano**  
**Chief Financial Officer**

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**Date**

Frank M. Torti (Signed)

2/6/13

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**Frank M. Torti**  
**Executive Vice President for Health Affairs**

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**Date**

Revised: 06/23/06, 1/8/13