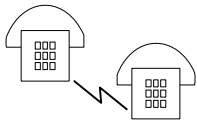


Step One



Supplier Assessment Process

Potential Supplier contacts Purchasing and/or and visits website

Step Two



The New Supplier MUST complete the Information Sheet AND register with the Online System

- Supplier prints and completes the Supplier Assessment Information Sheet from Website
- Registers with the on-line bidding program

Step Three



Supplier forwards completed Information Sheet to Purchasing Department via fax, email or postal delivery

Step Four



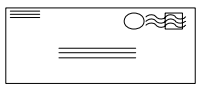
No →

Non-Acceptance e-mail sent to Supplier with explanation

Purchasing Reviews documentation and determines if there is a need

Yes

Step Five



Purchasing sends out reference checks

Step Six



Purchasing reviews returned reference checks

Step Seven



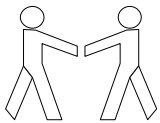
*Buyer Evaluates all Information

Rejected →

Non-Acceptance e-mail sent to Supplier with explanation

*with input from using department

Accepted



Accepted as a Registered Supplier in System

Acceptance e-mail sent to Supplier