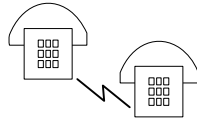


Step One



Potential Supplier contacts Purchasing and/or and visits website

Supplier Assessment Process

Step Two



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

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

Step Three



Supplier forwards completed Information Sheet to Purchasing Department via email

Step Four



Purchasing Reviews documentation and determines if there is a need

No

Non-Acceptance e-mail sent to Supplier with explanation

Yes

Step Five



Purchasing sends out reference checks

Step Six



Purchasing reviews returned reference checks

Step Seven



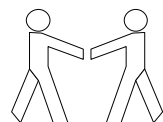
*Buyer Evaluates all Information

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