

Salk Institute Supplier Guidelines

Procurement Services has outlined the following basic guidelines for all suppliers to ensure a positive working relationship with Salk's clients. Suppliers of Salk must be dedicated to providing Salk exceptional service; trained, skilled and knowledgeable representatives and high quality products, at a fair and equitable price.

Visiting the Institute

Salk is a secure campus; all suppliers must have an appointment and do the following to be allowed access to Salk Property:

1. *Display some form of visual identification at all times while onsite.*
2. *Check in with Security Services at the main East Gate.*
3. *Provide the Security Guard the purpose of your visit and the name and phone number of the Salk employee you have an appointment with for verification.*

If a supplier does not comply with all the requirements listed above, entry to the Institute may be denied. All suppliers requiring only single day access will be issued a self-expiring Visitor Sticker. If the supplier will be onsite daily for two weeks or less to perform services or other obligations to Salk they may be approved for a Temporary Badge. Suppliers may be approved for a Contractor Badge if they have been issued a Purchase Order requiring long term access and a Contractor Badge Access Form has been submitted on the supplier's behalf and approved by an authorized Salk employee.

Parking

Visitor parking at Salk is very limited and Salk's overflow parking lot (dirt area in back) is recommended for parking. You may ask the Salk employee you are visiting to see if a parking spot can be reserved for you through Security Services. Procurement Services has a reserved spot outside their office which may be approved for reservation if you have an appointment of no more than one hour.

If you have a scheduled supplier show you may drop off items at our loading dock for transport to the show location. You must then move your vehicle to the overflow parking lot. When the show is finished you may return to the loading dock to retrieve your items.

Supplier Shows and Seminars

Supplier shows and seminars may be used to introduce new products and technology, promote special product and service promotions and to develop relationships with our clients. All supplier shows and seminars must be coordinated through a Buyer in Procurement. The Buyer who is responsible for the commodity or services you provide will review any show or seminar requests. If approved, the Buyer will secure a date, time and location for your show and will add it to Salk's internal calendar and Salk's main events calendar. Prior to the event, you must submit an announcement flyer, via email in an editable text format, to the Buyer for approval. Upon approval, the Buyer will email the announcement in the most appropriate format to the Institute and will send a follow up reminder email the day of the show. If you are interested in hosting a seminar you may also contact the Buyer for approval and to schedule a conference room. A conference room will only be scheduled if you have predetermined that researchers or administrative staff have committed to attend or host the event and you have provided this information to the Buyer. On the day of the event you will need to follow the entry procedures noted above to receive a Visitor Sticker; your contact will be the name and phone number of the Buyer who approved your show.

Promotions

Salk receives Federal and other agency grant funding therefore we are not allowed to receive gifts or gratuities of a personal nature. Suppliers are not to offer anything, including entertainment, to a Salk employee that may influence, or appear to influence, any buying decisions or quote/proposal evaluations. Any gift cards, promotional or free items with a value of \$25.00 or more, whether offered in conjunction with the purchase of a product or service or not, must not be of a personal nature that would benefit or reward the individual. Raffles are allowed provided they are not tied to the purchase of a product or service. Within reason, suppliers may bring light refreshments onsite for consumption on the premises during shows and seminars. Taking Salk employees out to eat is discouraged. Please contact Procurement before offering any promotional items and we will advise you as to whether or not it is acceptable.

Quotes

If you provide a quote directly to a Salk client, you must also send a copy to procurement@salk.edu. All quotes shall be considered redeemable by any Salk client willing to meet the conditions of the quote in regards to configuration, quantity, timing, etc. Supplier must note on the quote if any special equipment or "New Lab Start-Up" quotes are not transferable to other Salk clients.

Purchase Orders and Order Confirmations

Suppliers are not authorized to ship products or perform services without a valid Salk Purchase Order (PO). POs are generally placed electronically through our e-procurement system, Jaggaer. In the event of an emergency or outage, Salk reserves the right to place Purchase Orders verbally or by fax. Suppliers are required to send order confirmations. These confirmations must be emailed to orderconfirmations@salk.edu within 24 hours after receipt of a Salk Purchase Order.

Invoicing

Invoices are not to be sent directly to departments or labs. If you are not enabled in Salk's e-procurement system to submit invoices electronically, your invoices must be scanned and emailed to accountspayable@salk.edu to ensure prompt payment.

Sales and Use Tax

Salk is subject to California sales or use tax on the purchase of goods and services considered taxable by the California State Board of Equalization. If you are an out-of-state supplier who is not licensed to collect sales or use tax, Salk will accrue the tax and directly pay the state of California. Any supplier doing business within the state, as defined by the California State Board of Equalization, is subject to audit by the Board on any of its transactions with California entities. Purchases by Salk are generally not for exempt use or resale. You will need to make your tax determination based upon each individual procurement transaction. However, some of Salk's equipment purchases qualify for a partial tax exemption.

Sustainability

Salk is committed to protecting our environment for future generations by utilizing sustainable practices and environmentally friendly products whenever feasible. In an effort to promote our 'green initiative' at Salk, we ask all suppliers to cease catalog and direct marketing promotional mailings, unless specifically requested by an individual Salk client. If suppliers do not comply, mailings will be returned at the sender's expense.

Ethical Conduct and Integrity

Suppliers must uphold and promote the highest ethical standards and maintain integrity in all dealings with Salk. Please report any questionable behavior or requests to the persons identified under Communication Channels and Escalation.

Communication Channels and Escalation

Suppliers are highly encouraged to bring to our attention any issues or concerns about potential misconduct or other matters that require attention so they may be addressed. If there is a preference to communicate any concerns in an anonymous fashion or the normal channels of communication are ineffective or inoperative, you may send written inquiries to 10010 N Torrey Pines Rd, La Jolla, CA 92037. Please address these inquiries to the attention of any of following: Melanie Showalter, Procurement Manager; Joanne Rumpel, Associate Director, Logistics Operations; Nicole Lack, Director, Procurement Services; Mallory Zaslav, Senior Director, Human Resources; or Julia Miller, General Counsel and they will route your concern to the most appropriate person for investigation.

If you would like to discuss any of these guidelines further, please contact Nicole R. Lack, CPIM, Procurement Services Director, at nlack@salk.edu.