

# 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 has a closed door policy; no one is allowed inside labs or department without an appointment. No cold calls or unescorted visits. Procurement may assist suppliers by providing a list of contacts who have agreed to receive mailings or email introductions related to technology, products and services. Send an email to [eharris@salk.edu](mailto:eharris@salk.edu) to be referred to the appropriate Buyer to receive this information.

## **Parking**

Visitor parking at Salk is very limited. Salk's overflow parking lot (dirt area in back) is recommended for parking. Procurement has a reserved spot outside the office which may be reserved if you have an appointment of no more than one hour. Please check with Procurement well in advance if you would like to reserve this spot.

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, promotes 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. Prior to the event, you must submit an announcement flyer, via email in an editable format, to the Buyer for approval. If the Buyer approves the flyer, you will be advised how many printed copies will be required for posting. Printed flyers must be delivered to Procurement no later than ONE WEEK prior to the show. The Buyer will also email a reminder to the Institute the morning of the show. If you are interested in hosting a seminar 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 are interested and have committed to attend.

## **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. 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, supplier 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 copy the appropriate Buyer or your contact in Procurement. 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, SciQuest. 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](mailto:orderconfirmations@salk.edu) within 24 hours after receipt of a Salk Purchase Order.

### **Terms and Conditions**

Salk Terms and Conditions of Purchase apply to every purchase by Salk. A copy will be sent with each Purchase Order and may also be obtained for your review from anyone in the Procurement Services department. If your company is unable to accept our terms as written, please contact the Procurement Services Director.

### **Invoicing**

Invoices are not to be sent directly to departments or labs. If you are not enabled in Salk's eProcurement system to submit invoices electronically, your invoices must be scanned and emailed to [accountspayable@salk.edu](mailto: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.

### **Insurance**

All suppliers performing services on-site must, at a minimum, sign Salk's Release and Indemnification Agreement and submit all insurance documentation referencing the required coverages, amounts and waivers of subrogation prior to beginning any work. Procurement will provide you with the agreement and any other necessary forms for you to sign and return along with the specified insurance documents as stated in the agreement.

### **Safety**

Suppliers working onsite must agree to follow all Cal-OSHA requirements as well as the standards outlined in the Contractor Safety Manual provide by Salk's Environmental Health & Safety Department. In order to comply with smoking ordinances passed by the city and county of San Diego, smoking is prohibited anywhere on Salk property. You will be escorted from the premises if you fail to comply. Children under 16 years of age are not allowed in the Salk laboratories.

### **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 its expense.

### **Ethical Conduct and Integrity**

Suppliers must uphold and promote the highest ethical standards maintain integrity in all dealings with Salk.

### **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](mailto:nlack@salk.edu).**