

STAFF SMALL BUSINESS ENGAGEMENT 101
Seven Tips for Ensuring Participation (S.T.E.P.)

Supplier diversity is about ensuring that underrepresented businesses are offered the same opportunities to compete for the supply of goods and services as other qualified suppliers. Therefore, ensuring that there is a 'level playing field' for them to access procurement opportunities is critical.



1. Business Card: Leave your business card with the supplier.
2. Commodity/Specialty: Find out what the supplier specializes in (don't assume you know what they do from the items you see on display or the name of their company).
3. Procurement Card: Make sure they are aware that departments are authorized to make purchases from them utilizing express cards (\$4,999 transaction, etc.) without going through central Integrated Procure-to-Pay Solutions Procurement.
4. Campus Guidance: Help direct them to departments that you feel may need their products or service.
5. Clients/Customers: Find out if they are working with any other local Universities. If so what are they supplying them? If not, why not.
6. Blink Tool: Please remember to mention, "Blink" to the supplier. It can be a valuable tool for exploring potential contacts.
7. Customer Care: Invite them to call you for future assistance or refer to our Capability Meeting program.