Welcome to the University of Kentucky Hospital. As a supplier or potential supplier of goods and services to the University of Kentucky, we value your visit and hope to gain new insight from you that will improve our care to patients and reduce our costs.

This summary is provided to help you do business with the University of Kentucky. Additional detailed information is available on our website at www.uky.edu/Purchasing/. We will try to answer your questions in person, if scheduling permits.

Please read the information below. By signing in you acknowledge you have received these instructions.

- The UK Hospital and Chandler Medical Center are a part of the University of Kentucky. UK operates a centralized purchasing system. All purchasing decisions are finalized in Purchasing. UK operates a Purchasing branch in the hospital, responsible for purchasing clinical products. Further, pharmaceutical purchasing is delegated to Pharmacy Administration.
- The UK Hospital is a member of UHC (the University HealthSystem Consortium) and utilizes its purchasing group, Novation, for contract prices whenever practical. Contact Novation directly to become an approved supplier. Contact them at www.novationco.com.
- New and replacement products are introduced to the facility following an analysis, which measures improved value. Evaluations may be conducted only after approval of UK Hospital Purchasing. These evaluations then must be coordinated through Purchasing.
- As a public institution, UK must purchase most goods and services through a competitive bid process. Details and current bid requests are available in Hospital Purchasing or on our web site.
- Except for your initial visit to Hospital Purchasing, all subsequent visits should be by appointment, in order for Purchasing and hospital staff to devote proper time to you.
- Hospital policy requires that suppliers be approved by Hospital Purchasing to do business with the hospital. See the enclosed Hospital Policy HP01-31 for details. A dated, identifying badge will be assigned to you allowing you to visit a specific department. Hospital personnel should not see you...
unless you have a badge. A permanent badge with annual renewal is also available for purchase.

- Suppliers must be registered. Registration occurs in either Purchasing or Pharmacy Administration (for Pharmaceutical Sales Representatives). A Supplier data sheet must be on file with Purchasing or Pharmacy Administration containing pertinent information on you, your products, contacts to upper management within your company, etc. This must be updated annually to remain certified to do business with us. UK Hospital cannot do business with any company that has been debarred from the Medicare program. The data sheet includes a certification area to confirm you are not debarred.

- To assist hospital staff in purchasing from your company, a copy of your latest catalog, if available, may be left with us in a central repository. It is your responsibility to update these catalogs as necessary. Catalogs over 3 years old are removed from the repository.

- As a public institution in Kentucky, our contracts include a “Cancellation for Convenience” clause. We are required to have this clause, due to funding issues, but it is our intent to honor contracts in their entirety. Also, we are precluded by law from entering into contracts with “indemnity” type clauses. Be aware of this as you prepare agreements for UK. Attached is a summary of these conditions from our legal department. We also offer versions of a UK agreement, (one version copy attached) which if acceptable to your company, is preferred in lieu of your company contract.

- It is hoped that these guidelines will assist you in doing business with the University of Ky. Your understanding of and your adherence to these guidelines assures all suppliers fair and honest treatment. **If you have any suggestions for improving our processes, please let us know.**

Ken Hogan, Assistant Director-Hospital, University of Kentucky Purchasing

John Armitstead, Director of Pharmacy Services