

INSIDE PROCUREMENT



As your Chief Procurement Officer, I strive to foster transparency, collaboration, and innovation. "Inside Procurement" is a monthly update and one step toward strengthening our communication and celebrating the incredible work you do.

– Ajay Patel

Procurement Update

Non-PO Payments:

To reduce non-compliant non-po payments, procurement will review selected check request submissions to ensure compliance with Emory policies.

Policy Updates Coming:

The following policies are under review and will be updated in the next few months:

Strategic Procurement: Policy 2.121

Travel and Expense: Policy 2.90

Contract Approval and Signature Authority: Policy 1.2

Supplier Update

VWR Supplier Fair



"Discover What's Next in Research"

Join us at the 2026 VWR Supplier Fair

Tuesday, April 7

10 a.m. to 2 p.m.

Emory Student Center Multipurpose Rooms 4-6

Open to graduate students, researchers, postdoctoral scholars, principal investigators, and purchasing staff to explore the latest innovations in reagents, lab supplies, and research techniques. Meet directly with representatives from 40+ suppliers, discover new products, and get your questions answered—all in one place.

VendorInfo Portal Update

(Live) Notification when supplier has submitted their information

(2/23) Improved reporting – Provides users real-time visibility into where their submission is in the approval process

(Soon) Upgrades to banking information validation

(Soon) Alternatives for vendor onboarding - to enhance efficiency and security

Delayed Registrations?

Some supplier registrations are delayed due to missing information in the portal. Please remind vendors to check their junk folders for the registration invite from emory@vendorinfo.com

Laboratory Gas Suppliers RFP Update

The existing Laboratory Gases contracts are set to expire in July. Procurement has released an RFP for Laboratory Gases, and the evaluation committee will begin reviewing proposals in March. New contracts are expected to be executed and implemented by mid-July 2026. Stay tuned for more information this spring.

Your Go-To Procurement Contacts

Sourcing and Contracting, sourcingandprocurement@emory.edu

PO orders or requisitions, e-market@emory.edu

AP payments, Emory.FSC@emory.edu

FedEx, fedexrequest@emory.edu

EMORY

Visit the Procurement and Support Services Website