

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

Payment Request Information:

Compass processes are being updated to align with the new vendor portal. In the meantime, if you need a supplier's banking information or W-8BEN to submit a payment/check request, please contact [Paula Heath in Accounts Payable](#). We expect Compass workflows to be updated soon, so these documents will no longer be required.

Supplier Update

Corning Products:

Please purchase all Corning products through **VWR/Avantor**, our preferred distributor. This ensures accurate processing and timely delivery. Thank you for using this preferred ordering channel.

Coming Soon: Laboratory Gas Suppliers

Emory will establish new contracts with two laboratory gas suppliers to enhance service reliability and better support campus research needs.

A solicitation is underway to identify qualified suppliers of industrial and specialty gases used in research, calibration, and critical laboratory operations. This effort will streamline gas management, improve safety, and ensure a reliable supply.

For more information or to participate in the RFP, contact [Danika Fanner in strategic sourcing](#).

VendorInfo Portal Update

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.

We Heard You

We've heard your feedback and are making improvements.

Suppliers who haven't responded to a VendorInfo invitation will now receive reminder emails every two days.

We're also enhancing portal reporting to enable departments to track the status of their vendor requests. These updates are targeted for rollout in late February.

Reminder

The vendor section on the VendorInfo portal must be completed by the vendor.

[VendorInfo Portal Process](#)

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

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