

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Supplier Obligations  
Procurement Rule No.: P-330

Approved by:  
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## I.Purpose

It is the purpose of this policy to state the basic policy concerning supplier obligation to the university.

## II.Scope

This policy applies to all supplier obligations to purchase transactions conducted in behalf of the university.

## III.General

Suppliers are expected to fulfill these basic responsibilities:

1. To handle all written and personal communications with the university through Procurement and General Services, for technical reasons, to do otherwise; in which case Procurement and General Services is to receive copies of all correspondence and be kept informed of any oral communications.
2. To negotiate purchasing contracts and all sales with Procurement and General Services only.
3. To conduct negotiations ethically, without attempts to influence through offering valuable personal gifts or entertainment.
4. To make available through Procurement and General Services or other designated university representatives, all available technical, engineering, systems, procedures, service and ideas that might improve the university's present or future use of suppliers products and services.
5. To advise Procurement and General Services or other authorized personnel of any new products as soon as such information is available.
6. To suggest ways and means of conducting joint efforts in research and development that might be of benefit to both parties.
7. To inform Procurement and General Services of changes in economic or other conditions that might affect purchasing or operating decisions.
8. To inquire through the Director of Procurement and General Services for further information concerning selling products to the university.