



Policies and Procedures for New Item Implementation

Policies

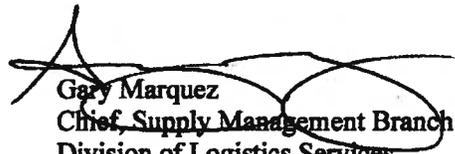
- The NIH Supply Center (NIH SC) Business Operations/Marketing team is responsible for the Implementation of new items to the Gaithersburg Distribution Center and its Self Service Stores (SSS) on the NIH main campus in Bethesda.
- Vendor representatives requesting the addition of the new items must be authorized to do business with the NIH Supply Center. To be established in the NIH Business System, vendors need to provide a copies of 1) their completed W9 - Request for Taxpayer Identification Number and Certification, 2) completed SF 3881 – ACH Vendor/Miscellaneous Payment Enrollment Form, and 3) be actively enrolled in the System for Award Management ((SAM) previously named CCR) and be able to provide their DUNS and CAGE Codes.
- Usage of the item must be supported by sales to our NIH users.
- Ideally, we are looking for new items to meet our NIH research staff needs.

Procedures

- Contact Business Operations and request a date and time to present potential new items.
- Once a date and time is confirmed, Submit New Item Implementation Packet to Business Operations. Packet consist of the following:
 - Guidelines for adding new items
 - Vendor New Item Worksheet, this document must be filled out properly and signed by the requesting vendor representative. If corrections need to be made, Business Operations will return the document to the vendor for corrections and it will have to be resubmitted.
 - NIH Community Sales history
- Once the expected usage is verified an internal review of the new items requested will be conducted with the Inventory Management Branch and the Business Operations Branch.

If Approved: An NSN will be assigned to the new item. Business Operations Branch will provide the vendor with the NSN, Item Manager managing the product and the anticipated date for the first order. Smaller NIH SC initial levels will be established for approved new products without ideal NIH community sales histories and subsequent sales closely monitored by the item mangers for adjustment accordingly.

If Disapproved: A notice will be sent via email to the vendor representative.



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