

## Code of Ethics

- ▶▶▶ This code applies to all in the university community who purchase goods and services, and to anyone who may influence those purchases.
- ▶ Give first consideration to the objectives and policies of the university. Comply with the Board of Regents Bylaws 1.10 and all Regents Policies, specifically RP 1.1.2 and Chapter 6.
  - ▶ Purchase without prejudice, seeking to obtain maximum value for each dollar expended on behalf of the university.
  - ▶ Strive to continually increase competition in supplier selection and endeavor to prevent any collusive activities among suppliers.
  - ▶ Avoid soliciting or accepting money, loans, credits and the acceptance of gifts, entertainment, favors, or services from current or potential suppliers that may influence, or appear to influence, supply management decisions.
  - ▶ Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the university.
  - ▶ Treat information of a confidential or proprietary nature to the university and/or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
  - ▶ Promote positive supplier relationships through courtesy and impartiality in all phases of the procurement cycle.
  - ▶ Refrain from reciprocal agreements which restrain competition.
  - ▶ Do not use university purchasing systems for personal purchases or use university buying power for personal benefit.

## Contact Us

- ▶▶▶ Four doorways into our Procurement operations:

### PROCUREMENT OFFICE (WEST)

#### University of Nebraska at Kearney

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### PROCUREMENT OFFICE (EAST)

#### University of Nebraska Medical Center

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#### University of Nebraska at Omaha

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# Procurement Services



**QUALITY SUPPLIERS  
ARE WELCOME**

## Register in eBid

eBid is the University of Nebraska's secure, online bidding system which eliminates traditional paper bids and replaces them with an electronic process.

UNL has been using eBid since 2012, and this technology was deployed to the other NU campuses in 2018.

All suppliers interested in receiving and responding to bid opportunities for the University of Nebraska must register. There are no fees associated with eBid use. Bid submittals will ONLY be accepted via the eBid system.

- › Go to the eBid website: [procurement.unl.edu/ebid](http://procurement.unl.edu/ebid) and click on icon shown.
- › Complete supplier registration.
- › Choose Classifications per diversity category as appropriate.
- › Watch for emails from eBid for University bidding opportunities.
- › Maintain your profile for accuracy.

### NU's eBid System Usage Terms & Conditions:

- › [unlebid.ionwave.net/SiteTerms.aspx](http://unlebid.ionwave.net/SiteTerms.aspx)

## Our Commitment

- › Conduct all purchases in accordance with applicable state statutes, Board of Regents policies, and University of Nebraska policies and procedures.
- › Maximize competition and provide interested and qualified suppliers with an opportunity to offer their products or services to the University of Nebraska.
- › Treat all suppliers fairly.
- › Execute purchases exceeding \$5,000 (Procurement Services is the only legal entity authorized to do so at the university).

### In addition to the above commitments, university sourcing specialists are expected to:

- ››› Ensure socially responsible choices are available and encourage diverse, minority-owned, women-owned, and other disadvantaged businesses to compete for university business.
- ››› Buy the right quantity and quality of products and services at the right price.
- ››› Ensure all suppliers make sales to the university with a required purchase order or contract.



## Helpful Links

### NU TERMS OF PURCHASE

- › [nebraska.edu/offices-policies/business-finance/procurement/terms-of-purchase](http://nebraska.edu/offices-policies/business-finance/procurement/terms-of-purchase)

### POLICIES

- › [procurement.unl.edu/policies](http://procurement.unl.edu/policies)

### GENERAL SUPPLIER INFO

- › [procurement.unl.edu/general-supplier-information](http://procurement.unl.edu/general-supplier-information)

### SUPPLIER SHOWCASE

- › [procurement.unl.edu/supplier-showcase-event](http://procurement.unl.edu/supplier-showcase-event)

### OTHER CAMPUS LINKS

- › [nebraska.edu/offices-policies/business-finance/procurement](http://nebraska.edu/offices-policies/business-finance/procurement)

