



## Procurement FAQs

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### CONTACTS

Procurement [bioventusindirectpurchasing@bioventusglobal.com](mailto:bioventusindirectpurchasing@bioventusglobal.com)

Bioventus LLC (USA) Accounts Payable [bioventusAP@bioventusglobal.com](mailto:bioventusAP@bioventusglobal.com)

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### NEW VENDORS

How do I set up a new vendor in SAP?

To create/setup a vendor# for both Indirect and Direct (inventory) vendors, complete the electronic vendor setup form located on Bionet/Departments/Procurement

All type A & B vendors require a separate Risk Assessment. See Procurement.

For vendors paid out of the USA

USA vendors require a signed W9

INTL vendors require a signed W8Ben or W8Ben-e

Direct Vendors:

To designate a vendor as "Approved" follow instructions per policy Q106001-BC. This is a robust and detailed process involving vendor audits and input from Supply Chain, Quality and Procurement.

All HCP related requests are managed and must be approved by Professional Affairs.

## PURCHASE ORDERS

All purchase orders must be approved based on the Bioventus Delegation of Authority which is integrated into SAP.

<b>Level Required</b>	<b>Expense &amp; Capital</b>
<i>Finance Review</i>	<i>\$10,000 and above</i>
<i>Director</i>	<i>up to 50,000</i>
<i>Vice President</i>	<i>up to 250,000</i>
<i>Sr VP or VP of Acctg or VP Finance</i>	<i>up to 1,000,000</i>
<i>Chief Financial Officer</i>	<i>up to 5,000,000</i>
<i>Chief Executive Officer</i>	<i>up to 10,000,000</i>

When do I need a purchase order (PO)?

a PO is required for all goods and services over \$10,000.

Internal PO approval is required **in advance** of a vendor starting work.

I have an approved Budget, do I still need an approved PO#?

Yes

I have an approved CapEx (CER), do I still need a PO#?

Yes

I have a Contract, do I still need a PO#?

Yes

Contracts where Bioventus has a financial obligation, a purchase order should be processed and approved in advance of execution of a Contract

How do I create a purchase order?

see your department admin, or Procurement, to initiate a PO within SAP.

a PO requires a cost center#, GL#, profit center and detailed description of goods or services required.

For certain engagements a further contract, statement of work (SOW) or confidentiality agreement may be required.

How does a purchase order approval work?

once the PO is created, it will electronically route for approval based upon the cost center and PO total.

the approver will receive an email notification of the pending approval. Once approved, the PO will complete or route to the next approver if required.

Once fully approved, a pdf copy of the PO is emailed to the requestor and a confirmation email sent to the PO creator. If rejected, the PO Creator will receive a notice.

What cost center and general ledger number do I use for my PO?

confirm with your department head or assigned Financial contact.

Do I need an internal order (I/O) # for my PO? How do I get one?

I/O #s are not required to create a PO.

I/O #s can be referenced within a PO to provide more reporting and accounting.

I/O #s are assigned by Finance.

Who do I contact with PO problems?

Your department admin or Procurement.

## **SAP**

How do I get SAP access to create POs?

Coordinate thru Procurement. Procurement will initiate the required form and process thru IT. Once the form is received and approved by your manager, IT will create the access within SAP.

## **CONTRACTS - AGREEMENTS**

A contract is needed if any of the following apply.

If the Goods or Services to be purchased or provided from the Vendor are materials, products, components or services that will become part of, or have direct impact on, finished product sold by Bioventus ("Product Contracts");

If the Goods or Services to be purchased or provided from the Vendor in the next year or in total have an anticipated aggregate value of greater than \$50,000;

If the Goods or Services relate to a distributor, sales agent or other individual or entity that is not part of the Bioventus group, but is required by Bioventus to market, sell or otherwise bring to end-users the Bioventus' products or services;

If the Goods or Services relate to Health Care Providers or Organizations ("HCP/O Contracts");

If the Goods or Services are consulting, temporary staffing, recruiting or other employment services ("Personnel and Recruiting Contracts");

If the anticipated term of the relationship related to the Goods and Services is greater than one (1) year;

If the Goods or Services require sharing of confidential or proprietary information;

If the Goods or Services require development of work product and/or intellectual property;

If the Goods or Services require a lease or rental agreement;

If the Goods or Services require the Vendor (or other third party) to access Bioventus network or software;

If the Vendor is a Category A, B or C;

If the Goods or Services require an upfront/in advance payment or guarantee of payment;

If the Vendor requires a written agreement.

What is a contract?

If you're signing, it's a contract. (includes, sales orders, proposals, statements of work (sow), amendments, addendums, terminations, etc.)

Should we use the Bioventus standard contract or the vendor's contract?

We want to use the Bioventus agreement.

In the event we need to use the vendor's agreement:

the contract review will take longer, build time into your schedule.

provide a copy of the vendor contract in word/editable form (red-line).

How do I request a Bioventus contract or agreement?

Contact Procurement.

Contract Management System

Instructions are located here, [Bionet/Departments/Procurement](#).

Who can sign a contract?

All contracts must be reviewed in advance by Procurement and/or Legal.

Appropriate signature on a contract will be determined at the time of review and dictated by the requirement.

Does Bioventus utilize electronic signatures?

Yes

## **MISCELLANEOUS**

What is the process to get a worker/contractor?

On Bionet under Manager Resource Center, see links for [Contingent Worker Request Form](#) & [Preferred Staffing Agency List](#).

A PO is required to start/on-board a contractor or temporary position.

How do I get a FedEx account #?

FedEx account #s are assigned by cost center. Each cost center has an assigned account #. If you do not know your department's FedEx account #, please contact Procurement and reference your department # / cost center.

How do I order office supplies?

See your department admin, or Procurement.

Updated 110/29/19

Bioventus maintains a contract with Office Depot and items are ordered on-line by department.

There is a \$25 minimum on all orders. Delivery on most items is Free.

Certain office supply categories are 'blocked' based on category and cost. These items will require a PO for order (furniture, computers, etc). If you believe an order is being blocked incorrectly, please contact Procurement.

See Procurement to request an account to order on-line.

How do I store items off-site?

See your department admin, or Procurement.

Bioventus maintains a contract with Iron Mountain and items for storage are requested on-line by each department.

See Procurement to request an Iron Mountain account for storage.

How do I get confidential documents shredded?

Shred bins are maintained throughout the office and are emptied every other week, or when filled.

If a special request is required, contact your department admin, or Procurement.

Can I get a plant for my office?

All requests for plants are processed thru Procurement and approved by HR.

Office copier is not working, who do I call?

See your department admin, or the Receptionist.

Service #s, Durham and Memphis: 888-456-6457, Service #2, Supply #3

Questions about office coffee, water and vending?

Agreements are maintained by Procurement.

Who do I contact with Concur T&E questions?

See your department admin, or contact [BioventusAP@bioventusglobal.com](mailto:BioventusAP@bioventusglobal.com)

## **POLICIES**

Purchasing

POL – 000023 (Indirect Purchasing Policy)

Q106001-BC (Direct Purchasing Policy)

POL-000076, (VendorManagement Policy)

## **REQUEST FOR QUOTE (RFQ), REQUEST FOR PROPOSAL (RFP)**

When should I do an RFQ or RFP?

Updated 110/29/19

It is recommended to obtain competitive quotes (3) for requirements over \$10K.

For significant requirements, or multi-year, it is recommended to conduct a more formal RFP. Please see Procurement for support templates and documents.

For requirements over \$50K, a RFP is required unless otherwise noted.

## **VENDOR PAYMENT**

Who do I contact for invoice or payment related questions?

Accounts Payable. [BioventusAP@bioventusglobal.com](mailto:BioventusAP@bioventusglobal.com)

What are Bioventus standard payment terms?

Net 45