

VENDOR WORKSHOP

AGENDA

Monday, February 11, 2008
6:00pm – 8:00pm
Vincent E. Griego Chambers

- I. Welcome (Introduction of Buyers and Accounts Payable Staff)
- II. How To Do Business With Bernalillo County
- III. eVRS (Demo)
- IV. ERP (Brief Overview)
 - Manual to automated process
 - Purchasing Dept. will obtain quotes (good/services exceeding \$10,000 on behalf of County user departments)
 - Changes in Accounts Payable process from decentralized to centralized (Invoices mailed directly to Accounts Payable for processing)
- V. Fiscal Year-end Close-out
 - Assistance from Vendors in delivery of Goods/Services
 - Submission of Invoices
- VI. Recent Changes
 - W9'S
 - 28% Withholding on Invoices
 - IRS Rules
- VII. List of Upcoming Bids/Proposals
- VIII. New NIGP Commodity Codes
- IX. Questions/Answers