NIH Supply Center

The FAR-approved *first* source for supplies

Guidelines for Adding New Items to the NIH Supply Center

The following information is needed for products to be **considered** for inclusion at the NIH Supply Center (NIHSC) or the Self Service Stores (SSS).

1. **Inventory Management Branch, New Item Worksheet (vendor)**

   a. Manufacturer of the item and distributor (if different from manufacturer).

   b. Bar Coding is required on each item according to how the item is issued (e.g. bottle, each, package, etc.) as well as on the outside shipping box.

   c. Material Safety Data Sheet (MSDS) (if applicable) highlighting if the item is flammable or not and the toxicity

2. **Customer New Item Request Form**

   a. Provide at least **twenty-five** names with estimated monthly usage from various Institute Centers (IC) for each product being proposed to be added to the (NIHSC) or SSS.

   b. If available, include the sales history and include whether the item is being purchased direct or through IntraMall. Also, if applicable, please include NIH customer sales data covering a 12 month period or less and whether it is purchased direct or through IntraMall.

3. **Verification**

   Once the New Item Worksheet and the Customer New Item Request Forms are received the Business Operations section will verify monthly usage with the end-user.
   E-mail completed form to: NIHSCMARKETINGTEAM@MAIL.NIH.GOV

4. **Approval Process**

   a. An internal review of the potential new items requested for stockage to the NIHSC/SSS will be conducted with the Inventory Management and Business Operations sections.

   b. Once approved the new item(s) will be cataloged and assigned a local National Stock Number (NSN)

POC: ____ Phone: ______________________
NIH, NIH Supply Center