



BROOKHAVEN
NATIONAL LABORATORY

SmallBiz Newsletter

Vol. 7

Written by: Jill Clough-Johnston, SBLO

March 2008 – Second Quarter



Wish you were here????

Reps/Certs 101

In the last few weeks I have been getting quite a few questions regarding Representations and Certifications (Rep/Certs) - BNL form AMS-FORM-010. Therefore, I thought I would go over the basics from a Buyer/Contract Specialist point of view.

As some of you know, my computer crashed last year and has forced us to handle Reps/Certs a little differently. This affects you and the supplier in the following ways:

1. When the supplier submits the Reps/Certs electronically, I cannot use it. I have to retype the entire form onto AMS-FORM-011, scan and save AMS-FORM-010 and then submit AMS-FORM-011 for data entry. Therefore, the Supplier can now: Fill out AMS-FORM -010 (electronically OR they can NEATLY hand write it and scan/email it as a pdf file to clough@bnl.gov) or they can FAX it in (631 344-5878) - Attn: Jill.
2. The supplier no longer needs to fill in the Invoice or Remit Information. (That info is captured by Accounting when an invoice is submitted).

Representations/Certifications – BNL form AMS-FORM-010 is required, at a minimum, when any of the following circumstances occur:

1. New Supplier

A new supplier is one that you have checked in PeopleSoft and it does NOT show up in the database. Have the supplier complete and submit AMS-FORM-010 Reps/Certs to you. As of 2/20/08, you must submit a new supplier request to Michael McGrath for approval first and then forward it to Jill for processing.
(See Speeding Reps/Certs through, on page 2).

2. To Activate an Existing Supplier

To reactivate an existing supplier you must request they fill out and submit, to Jill, their annual AMS-FORM-010 Reps/Certs.
(See Speeding Reps/Certs through, on page 2).

3. Change of Address

If the supplier is ACTIVE and you are notified a supplier's address has changed, have the supplier complete and submit AMS-FORM-010 Reps/Certs to Jill.
(See Speeding Reps/Certs through, on page 2).

4. Type of Organization Change

If the supplier is ACTIVE and you are notified that they have changed their name and/or ownership, have them complete and submit AMS-FORM-010 Reps/Certs to Jill. They will be issued a new vendor code and the old code will be made inactive (See Speeding Reps/Certs through, on page 2).

If it is a change in ownership and there are any open orders against their vendor code, then the Buyer or Contract Specialist responsible for that open order MUST get a Novation Agreement for that open order(s), and the company under the new ownership will be given a new Vendor Code.

5. Small Business Program Representation Change.

If the supplier is ACTIVE and you are notified that they have changed their Small Business type (small to large, received SBA certification as an SDB and/or HUBZone, etc.) then they must complete and submit AMS-FORM-010 Reps/Certs to Jill.
(See Speeding Reps/Certs through, on page 2).

Reps/Certs are required to be update annually.

If you want to see if a supplier’s reps/certs are current:
Go to the G drive, Vendor_Reps_and_Certs, VendorswithIDcodes, and numerically look up their vendor code. If a new supplier’s Reps/Certs do not show up under their Vendor Code, check for it alphabetically under Vendor_Reps_and_Certs, Vendorswithoutcodes. It may not have been manually updated to the new Vendors code yet.

Note: the date of their annual Reps/Cert is shown on the top right side, under the Certifying Officials title. A renewal is required a year from that date.

Speeding Reps/Certs through the process:

It would help speed the process along, if these fields are complete BEFORE giving it to Jill:

- Name, address, phone/FAX/email
- Certifying Official (Name of person who completes the form)
- PO # and PO date
- Vendor code (if applicable)
- Taxpayer ID #
- Type of Organization,
- NAICS code
- Common Parent (if applicable)
- Small Business Program Representations
- Please request a new form if it is NOT legible.

Remember, Jill is available to help you with any of the above.

Second Quarter FY08 Stats

	<u>Goal</u>	<u>Actuals</u>	<u>Diff</u>
Small Business	41.30%	52.42%	+ 11.12%
SDB	6.30%	8.71%	+ 2.41%
WOB	5.80%	13.61%	+ 7.81%
HUBZone	2.20%	2.06%	- 0.14%
SDVOB	1.30%	1.05%	- 0.25%

We are approaching the third quarter and so far we are doing great on SB, SDB, & WOB!!!!
Remember this could all be skewed with a couple of big dollar purchases.

So –oooo we are counting on **YOU** to keep these numbers up and to improve on our HUBZone and SDVOB actuals. **You are a wonderful team – let’s all pull together and beat last year’s numbers.**

Jill is available to research any suppliers you may need. Please remember to use the “Battelle Family of Labs” SDVOB Database for proven SDVOB sources.

PPM Outstanding Highlight:

FANTASTIC – Jody Mitchell placed a \$673K order with Wildflower who is a small, woman-owned, SDB, & HUB-Zone business. **Way to go Jody!!!!**

Tell Jill Corner

Tell me what you would like to see in **YOUR** newsletter. What type of information will help you do your job better? I’ll research it for you.

Any question’s call me on x3173 or email me at clough@bnbl.gov

Jill Clough-Johnston,
Small Business Liaison Officer