Flowchart of Supplier Diversity Form Process

Facilities Management

NU Project Manager	Contractor	Accounting Assistant	Procurement and Payment Services	Accounts Payable

Scope of work is over $25 K and bids need to be requested.

Inform bidders in the bid packet of the *Supplier Diversity Form*. The completion of the form is required upon the submittal of initial bid.

Bidder completes the *Supplier Diversity Form* and submits with initial bid.
Form contains:
- Project Information
  - Total contract bid amount
  - Total estimated amount subcontracted
- Contractor company information
  - Contact person
  - Telephone number
  - E-mail address
  - Contractor signature
- Subcontractor information (if applicable)
  - Subcontractor(s) name
  - Subcontractor status
  - Description of service and/or supplies
  - Estimated $ value of work to be subcontracted

Bids are reviewed and vendor is selected and awarded bid. Written vendor contract is executed and PO is created.

Submit invoice with completed *Supplier Diversity Form* for work throughout project. Additional fields on form that should be filled in include:
- Invoice information
  - Invoice date
  - Invoice #
  - Total amount paid to subcontractor

Review for approval the invoice and *Supplier Diversity Form* for completion; submit to Accounting Assistant for processing.

Review and process accounting documents.
- Submit invoice for payment processing to Accounts Payable.
- If applicable, submit *Supplier Diversity Form* to PPS for documenting purposes.

Supplier Diversity Form is logged with subcontractor's information.

Invoice is processed and paid.

General Contractor is paid.

Project is completed.

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