



The Southern Baptist Theological Seminary

VENDOR APPLICATION & GUIDE DEPARTMENT OF PROCUREMENT

The Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, KY 40280
PHONE (502) 897-4395 FAX (502) 897-420



UPDATED: 4/2019

PURPOSE

This purpose of this guide is to assist vendors in conducting business efficiently with The Southern Baptist Theological Seminary (SBTS). The following information will provide you with (1) an overview of the Seminary (2) the process of how goods and services are procured by the Seminary, and (3) the list of information and forms for submittal to be established as a vendor with the Seminary.

OVERVIEW OF SBTS

The Southern Baptist Theological Seminary has been an innovator in theological education since its founding in 1859 in Greenville, South Carolina as the first seminary of the Southern Baptist Convention. The school's pioneering legacy began in the visionary mind of James Petigru Boyce, the school's first president. Boyce dreamed of a school that would accept all God-called individuals for study regardless of their educational background.

Though disrupted briefly by the Civil War from 1862 – 1865, Southern Seminary has continued to pursue Boyce's initial vision for 160 years now. Southern was one of the first seminaries in the nation to offer a Ph.D. Our department of missions is one of the oldest in the world. We were the first in the nation to offer courses in religious education. And in 1994, Southern Seminary opened the Billy Graham School of Missions, Evangelism and Church Growth, the first program in the Southern Baptist Convention dedicated solely to training missionaries and evangelists.

Southern Seminary now numbers 4,000 students. The campus consists of 26 buildings totaling 1.2 million indoor square feet. These facilities include offices, classrooms, student dorms, a hotel, apartments, and recreational spaces. The Seminary is located on approximately 70+ acres in the heart of Louisville's St. Mathews community. Construction dates range from 1924 – present.

CONTACT INFORMATION

<p>Heather Post Manager of Accounts Payable & Travel Phone: (502) 897-4395 accountspayable@sbts.edu</p>	<p>Pam Clancy Procurement and Project Coordinator Phone: (502) 897-4151 purchasing@sbts.edu</p>
<p>Rebekah Enarson Accounts Payable Assistant Phone: (502) 897-4395 accountspayable@sbts.edu</p>	<p>Sid Hill Warehouse & Receiving Coordinator Phone: (502) 897-4397 shill@sbts.edu</p>
<p>Ryan Winchester Accounts Payable Specialist Phone: (502) 897-4722 accountspayable@sbts.edu</p>	<p>Operations Phone: (502) 897-4785 operations@sbts.edu</p>

AP Office Location

Carver Hall
 Room 119
 Lower level
 2815 Lexington Road
 Louisville, KY 40280

Mailing Address

The Southern Baptist Theological
 Seminary
 Attn: Accounts Payable
 2825 Lexington Road
 Louisville, KY 40280

Hours of Operation

M-F 8:00 am to 4:30 pm
Phone: (502) 897-4722
 (502) 897-4395
FAX: (502) 897-4202



VENDOR CHECKLIST

I wish to be added to the Seminary's supplier database. I have enclosed the following items:

- SBTS Vendor Application - Page 9 (form must be signed by owner and/or principal of your company)
- Current Certificate of Insurance
- W – 9 Form <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Please return these items along with any information that best illustrates your particular product or service to:

The Southern Baptist Theological Seminary
Attn: Accounts Payable
2825 Lexington Road
Louisville, KY 40280
accountspayable@sbts.edu

PURCHASING OBJECTIVES AND RESPONSIBILITIES

Our goal is to acquire (buy, lease, rent, or lease-purchase) all products and services that the Seminary needs at the lowest economical cost consistent with quality and time considerations. Specifically, the Seminary:

- Strives to obtain the maximum value for each dollar of expenditure.
- Considers quality, price, and ability to deliver on schedule.
- Researches markets for new products, ideas, and efficient sources which will result in cost savings and improved operational efficiencies.
- Treats all proposals in strict confidence insofar as state law allows.

ETHICS

The Seminary ascribes to the Code of Ethics of the NATIONAL ASSOCIATION OF PURCHASING MANAGERS (NAPM) and the NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT (NAEP), as follows:

- Give first consideration to the objectives and policies of the institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of the institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purpose of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.



HOW YOU CAN HELP US DO A BETTER JOB

- If there are any changes in your company such as: name change, new address, new fax number, new phone number, new owner, etc., please resubmit a Vendor Application Form to the SBTS Accounts Payable or Operations Department.
- Tell us if our specifications for a product can be improved to provide a better performance, a longer product life, and/or a lower cost.
- Keep us supplied with the latest catalogs and current prices.
- Keep us informed of your back-order situations, plant closures, impending shortages or strikes.
- Apprise us of new technological advances.
- Follow through on orders to ensure delivery to us as promised.
- Ensure that any shipments arranged by you contain our purchase order number (if applicable) on the shipping label.
- If a department requests quotes on any product, please make sure that this quotation is also sent to the Purchasing and Project Coordinator as outlined in this policy (see page 2).
- Call our Operations Department for assistance at any time (502) 897-4785.

INSURANCE

Vendors and Independent Contractor/Consultants shall maintain insurance coverage during the term work service as follows:

- A. Workers Compensation: As required by law in the State of Kentucky, covering all persons employed by vendor/contractor/consultant in rendering services.
- B. Liability: Comprehensive or commercial general bodily injury and property damage liability insurance in an amount not less than \$1,000,000 for each occurrence.
- C. Each of the above insurance policies shall contain covenants by the issuing company (1) stating that the policy shall not be cancelled without thirty (30) days prior written notice of cancellation to the Seminary, and (2) naming the Seminary as an additional insured.

SELLING ON CAMPUS

At no time, is any outside vendor allowed to solicit our students, faculty, and/or staff on campus unless prior approval is obtained, in writing, from the Senior Vice President of Institutional Administration. All such request should be submitted to the Operations Department.

THE PURCHASE ORDER AND PROCESS

The Procurement Department assigns a 5-digit purchase order number to all orders exceeding \$5,000.00. This constitutes your authority to ship merchandise to the Seminary. The assigned purchase order number must appear on all packages and invoices. This is essential for the identification of all incoming shipments and for payment of invoices. The Seminary will not be responsible for shipments of material and equipment which have not been properly authorized.



SHIPMENTS

Shipments are to be addressed exactly as shown on the purchase order. Each shipment must have a packing slip affixed to the outside of the package with the Seminary purchase order number and contents of the shipment. Partial shipments are not desirable and are not encouraged unless a shortness of supply demands split shipments. Shipments improperly identified may be cause for refusal. Our warehouse is equipped with a forklift.

SMALL PACKAGES-SHIPMENTS TO:

The Southern Baptist Theological Seminary, 2825 Lexington Road, Louisville, KY 42080

LARGE PACKAGES-SHIPMENTS TO:

The Southern Baptist Seminary, Central Stores Warehouse, 2843 Seminary Road, Louisville, KY 40206

INVOICES

Invoices should be sent directly to the address listed at the top center section of the purchase order and should show our order number (5 characters) on all copies or emailed to: accountspayable@sbts.edu. Please do not invoice prior to shipment. The Seminary attempts to meet its obligations promptly: discrepancies in shipment or invoicing, such as omission of the purchase order number, usually result in delay of payment.

DIRECTIONS TO THE ACCOUNTS PAYABLE OFFICE

From I-64 East (downtown Louisville) or I-64 West (Lexington)

1. Take Grinstead Drive exit ramp
 - From I-64 East – take exit ramp, turn left onto Grinstead Drive
 - I-64 West – take exit ramp, turn right onto Grinstead Drive
2. Turn left at light onto Lexington Road
3. Proceed on Lexington Road to first stoplight
4. Turn left to Carver Hall from stoplight (2815 Lexington Road)
5. Park on the right side of circle or any other areas -disregard any signage requiring a parking sticker
6. Enter Carver Hall center main doors
7. Turn right and follow the signs to the Accounting Department, lower level, room 119
8. If you have any difficulty with these directions after you arrive on campus, call AP at 897-4395

From I-71 South

1. Take the Zorn Avenue exit ramp from I-71 South
2. Turn left on Zorn Avenue, continue through the light at the intersection at Brownsboro Road
3. Zorn now becomes Hillcrest Ave. continue on
4. Take Hillcrest until it dead-ends at Frankfort Ave, turn right to Frankfort Avenue
5. Travel one block and turn left onto Stilz Avenue
6. Take Stilz Avenue to Lexington Road
9. Turn right on Lexington Road to first stoplight (2815 Lexington Road)
10. Turn right to Carver Hall
11. Park on the right side of circle or any other areas -disregard any signage requiring a parking sticker
12. Enter Carver Hall center main doors
13. Turn right and follow the signs to the Accounting Department, lower level, room 119
14. If you have any difficulty with these directions after you arrive on campus, call AP at 897-4395



MAP TO SOUTHERN SEMINARY



CREDIT INFORMATION

General Information:

The Southern Baptist Theological Seminary
2825 Lexington Road
Louisville, KY 40280
Bus: (502) 897-4722
FAX: (502) 897-4202
E-mail: accountspayable@sbts.edu

Established: 1845
Incorporated: 1859
Moved to downtown Louisville: 1877
Moved to Lexington Road, Louisville: 1926

Officers:

R. Craig Parker	Senior Vice President for Institutional Administration
D. Andrew Vincent	Vice President of Operations and Finance
Michael O'Neill	Controller

Trade References:

Pioneer College Caterers
2825 Lexington Rd
Louisville, KY 40280
Bus: (502) 897-4415
Contact: Clint Sapp

Sodexo Inc.
2843 Seminary Rd
Louisville, KY 40280
Bus: (502) 897-4703
FAX: (502) 470-7433

Enterprise
13425 Eastpoint Center Drive - Suite 124
Louisville, KY 40223
Bus: (502) 479-4704
FAX: (502) 479-0063
Contact: Brad Bohannon

Hotel References:

Louisville Marriott East
1903 Embassy Square Blvd
Louisville, KY 40299
Bus: (502) 499-6220
FAX: (502) 493-8465
Contact: Cheryl Dugan

Courtyard Marriott
9608 Blairwood Rd
Louisville, KY 40222
Bus: (502) 429-0006
FAX: (502) 429-5926
Contact: Roxie Ruckriegel

Seelbach Hilton Hotel
500 4th Avenue
Louisville KY 40202
Bus: (502) 585-3200
FAX: (502) 585-9240
Contact: Debra Spalding

Bank:

PNC
Barbara Reidmiller
101 South Fifth St
Louisville, KY 40202-3157
Bus: (502) 581-4538
FAX: (502) 581-2470

Tax Information:

Tax Exempt – Yes
Tax Exempt # F-262
Federal ID – 61-0500919
SBTS will mail or email an exempt form upon request



CORPORATE PROFILE

COMPANY NAME: The Southern Baptist Theological Seminary

ADDRESS: 2825 Lexington Road, Louisville, KY 40280

ACCOUNTS PAYABLE CONTACT: Heather Post

PHONE: 502-897-4395 **FAX:** 502-897-4202

EMAIL: accountspayable@sbts.edu

PURCHASING CONTACT: Pam Clancy

PHONE: 502-897-4151 **FAX:** 502-897-4202

EMAIL: purchasing@sbts.edu

FEDERAL TAX ID NUMBER: 61-0500919

TYPE OF BUSINESS: Seminary

NUMBER OF EMPLOYEES: Approx. 1000

DATE BUSINESS ESTABLISHED: December 21, 1858

BUSINESS TYPE: Corporation

STATE OF INCORPORATION: Kentucky

CORPORATE OFFICERS:

- **R. Albert Mohler, Jr.**, President, 2825 Lexington Road, Louisville, KY 40280
- **R. Craig Parker**, Senior VP for Institutional Administration, 2825 Lexington Road, Louisville, KY 40280
- **D. Andrew Vincent**, VP of Operations and Finance, 2825 Lexington Road, Louisville, KY 40280

SALES TAX EXEMPT: Yes

SALES EXEMPTION CERTIFICATE NUMBER: F-262

PURCHASE ORDER REQUIRED? Yes

D & B Number: 05-583-9799



VENDOR APPLICATION FORM

The Southern Baptist Theological Seminary requires a Federal Tax Identification Number or Social Security number for all vendors doing business with the Seminary in order to comply with Federal and State Regulations and tax reporting requirements. Additionally, the Seminary maintains a vendor information database that assists the Seminary in communicating with its vendors. Completion of the Vendor Application Form does not guarantee or award business with the Seminary.

For your convenience, you may return the information in one of the following ways:

- FAX: 502-897-4202
- E-mail: accountspayable@spts.edu
- Mail: The Southern Baptist Theological Seminary
Attn: Accounts Payable, 2825 Lexington Road, Louisville, KY 40280

COMPANY INFORMATION

Name of Company			Phone Number
Address			Fax Number
Address			E-mail
Address			Federal Tax ID Number
City	State	ZIP	Social Security Number (if individual)

REMITTANCE ADDRESS

Make Checks Payable To			Name on Invoice
Payment Address			Phone Number
Payment Address			Fax Number
City	State	ZIP	Payment Terms NET 30

Signature _____

Date _____

Print Name _____

Title _____