

## **CAUDIT VENDOR RELATIONSHIP PROGRAM**

### **GUIDELINES**

These guidelines are intended to specify the broad outline of the Vendor Relationship Program commenced at the Executive Meeting of 5 February 2001.

1. The purpose of the Vendor Relationship Program is to ensure, as far as possible, that each major vendor to CAUDIT members has a single point of contact with CAUDIT as an organisation.
2. Normally the person (the "contact person") who is the point of contact will be a member of the Executive. However, if another member of CAUDIT is more appropriate, the Executive will select that person.
3. The role of the contact person will be to meet with representatives of the vendor, to discuss any matters, which are of general interest to CAUDIT as a whole. This may include discussions about special arrangements for CAUDIT purchases, details of contracts and the like, but does not extend to responsibility for giving approval to contractual details; such matters rest with the Executive, or with individual members in relation to their own universities.
4. Where it is necessary to survey members to obtain opinions on any matter relating to a vendor's relationship with CAUDIT, the Executive Officer will be responsible for issuing the questions and collating the results.
5. Members of CAUDIT are encouraged to raise any general questions about a vendor's relationship with CAUDIT through the designated contact person.