

Frequently Asked Questions

Q: I submitted the Prospective Supplier Form. Am I now an approved supplier?

A: No, your company is not an approved supplier with Avendra. However, your information has been added to our database of prospective suppliers, and this is an important first step in the process. To become an Avendra approved supplier, we must first award a category to you and then negotiate and sign a long-term contractual agreement.

Q: I submitted the Prospective Supplier Form. When will I hear about next steps?

A: Please be aware, that our business needs may **not** necessitate that we contact you in the future. If there is an opportunity during a category review that warrants outreach to your company, an Avendra associate will contact you at that time. *The frequency of a [category review](#) varies from one to four years* depending on many factors, including the term of current contracts and the needs of our customers. Avendra's contracting philosophy is to contract with the fewest number of suppliers within a specific category to meet customer needs and then work to develop the business with those contracted suppliers.

Q: What warrants a category review?

A: Category reviews are determined by many factors, including the term of current contracts and the needs of our customers.

Q: How can I find out if the product or service I offer is up for review?

A: You can view our current sourcing calendar on our website (on the [Interested Suppliers](#) page, click the link under "Step 3: Category Reviews") to see upcoming product and service reviews. If you do not see your product or service listed, we do not have any further information on the category at this time.

Q: I received a confirmation email, but I have not heard from you again. Does this mean I have been rejected or declined?

A: Prospective suppliers are not accepted or rejected in our process. If you received a confirmation email from us, your information has been saved in our database of potential suppliers. Our approach is to collect interest forms from suppliers who may want to work with us. As our business grows and evolves, our contracting initiatives may change and opportunities for different category reviews may arise.

Q: What are the next steps after a form is submitted?

A: When we have received your information, we will let you know via confirmation email that you have been added to our database of potential suppliers. This database is referenced during category reviews. There are no other steps needed from you at this time.

Q: Can I send samples, catalogs, or set up a meeting with an Avendra associate?

A: No additional documents or samples will be accepted. We are not currently scheduling meetings with prospective suppliers. An Avendra associate will contact you if further information is needed.

Q: Is there any way to check on the status of my submission?

A: We are not able to provide further details regarding the status of your submission. If there is an opportunity that warrants outreach to your company, an Avendra associate will contact you at that time.

Q: What happens to the information that I submitted?

A: This information is saved in our database of prospective suppliers. It is then made available to all Avendra Strategic Sourcing associates through a monthly report.

Q: What if I have specific questions about requirements for Avendra suppliers, including pricing, production, cost, etc.?

A: If an Avendra Strategic Sourcing associate reaches out to you for more information, they will discuss any additional questions with you at that time.