



IMPORTANT NOTICE

Medical, Surgical, and Pharmaceutical Vendors

- **Vendor Policy at UI Hospitals and Clinics**

A new vendor policy is in place that applies to all representatives selling products and/or services to UI Hospitals and Clinics.

- **Vendor Orientation**

All vendors **MUST** attend an orientation session to learn the specifics. All vendors **MUST** have a "signature of compliance" on file prior to the next visit to the hospital. Business cards will be collected at each session. Sign up for an orientation session with Procurement Services by calling **319-384-9800**. Seating is limited, so please reserve your space in advance.

- **Orientation Sessions**

Orientation sessions will be held in the Procurement Services Department conference room, 3077 SRF, located on 3rd floor Shipping & Receiving Facility.

- **Dates**

Monday, May 12
Thursday, May 22
Monday, June 9
Thursday, June 19
Monday, July 14
Thursday, July 24

- **Times**

10:30 A.M.
10:30 A.M.
10:30 A.M.
10:30 A.M.
10:30 A.M.
10:30 A.M.