Supplier Portal: Frequently Asked Questions

## How do I become a supplier to Battelle?

Suppliers need to register on the Battelle Supplier Registration Portal. Suppliers should also review each of the Business Unit webpages to learn more about our products and services and find the best fit for your solutions. Links to those websites can be found at: [www.battelle.org.](http://www.battelle.org/)

## What does Battelle purchase?

Battelle purchases a wide variety of goods and services. These goods and services include raw materials, chemicals, electrical components, COTS products, information technology services, training services, R&D, laboratory supplies/instrumentation, medical equipment and supplies and engineering services.

## What does Battelle look for in a supplier?

Battelle considers many factors when determining team composition or making purchasing decisions. These decisions may vary depending upon priorities and requirements, including:

* Core capabilities, product or services offering resource availability, and ability to recruit qualified candidates
* Geographic location or customer proximity
* Organizational Conflicts of Interest (OCI)
* Past performance and reputation
* Personnel experience
* Dependability, responsiveness and teamwork
* Market niche
* Core capabilities

Additionally, we expect suppliers to demonstrate the following (business units may have additional special technical or quality requirements unique to their environment):

* Financial viability
* High ethical standards
* Competitive pricing
* Appropriate industry quality procedures and processes
* Cost reduction program
* Cycle time reduction program
* Ability to offer a technological or service advantage over competitors
* Innovations in the delivery of goods or services (to include applying e-commerce, EDI, etc.)

## How do I find out which Battelle division is working on a specific contract?

You can learn more about programs, products and specific contracts by visiting our website at: [www.battelle.org.](http://www.battelle.org/)

## Will our company have the opportunity to meet with a Battelle representative or be included in the proposal and/or quoting process?

We meet with companies based on requirements for upcoming opportunities. Please register on

Battelle’s Supplier Portal to ensure your company is considered for current and future opportunities.

## We currently do business with one business unit of Battelle. How can we get involved with other business units?

By registering on Battelle’s Supplier Portal you will be given visibility across the company. You should also review our business at: [www.battelle.org](http://www.battelle.org/) to get an understanding of our needs. Battelle will have a presence at outreach events such as those listed on the Small Business Programs Office webpage and the Business Unit specific webpages.

## What are the benefits of being a part of Battelle's Small Business Programs Office Program? Some benefits include:

* Opportunity to compete for government and commercial contracts
* Affords partnering/subcontracting opportunities with large and small businesses
* Opportunity to cultivate new relationships and increase growth of your business.

How does Battelle identify potential new partners for upcoming opportunities?

* Battelle identifies sources through various mechanisms, including our Supplier Portal, System for Award Management (SAM), Dynamic Small Business Search (DSBS), Center for Veterans Enterprise (CVE), VET BIZ, National Minority Supplier Development Council (NMSDC) and other area state, local and regional databases.
* We also meet new suppliers and teammates at the national, local and regional conferences we attend. Potential sources are also identified through our participation in local, regional and national associations such as Armed Forces Communications and Electronics Association (AFCEA), National Defense Industrial Association (NDIA), Industry Advisory Council (IAC), TRIAD, DoD

Regional Councils, Institute for Supply Management (ISM), local Minority Supplier Development Councils (MSDC), and others.

## I understand Battelle mentors small businesses. How can I enter into a relationship to have Battelle mentor my company?

Formal mentoring is conducted through the Department of Defense (DoD) Mentor Protégé Program usually tied to a government contract. Suppliers interested in this program should have a strong history of working with Battelle in supporting government contracts. Contact your program manager on current programs to inquire about future opportunities and visit the DoD Mentor-Protégé Web Page for additional information.

Informal mentoring consists of ongoing feedback to suppliers providing services to Battelle Business Units. As you work with Battelle employees, inquire about opportunities for improvement or growth.

# Registering with Battelle

## How can a supplier register as a potential source with Battelle?

A supplier can register as a potential source through the Battelle’s Supplier Portal using the Register Your Company link. After you have successfully entered your company information you will have the opportunity to receive a link to provide a capabilities statement.

## If a supplier registers, will they be certain to receive requests for quotes or purchase orders from Battelle?

Battelle provides no guarantee registrants will receive any monetary or contractual benefit. Your registration allows Battelle’s personnel across the enterprise to view your capabilities.

## Does a supplier have to register in order to do business with Battelle?

While registration is not mandatory, we do ask suppliers to register as it provides a method for us to find companies to work with when opportunities arise. Only one registration is needed for your company to have visibility to all Battelle Business Units. Managers and buyers use our database to find subcontractors, vendors and teaming partners. While there is no guarantee of a contractual arrangement, your company will be considered whenever we are searching for subcontractors, vendors or teaming partners.

## Once registered, is my supplier database profile visible throughout all Battelle business units?

Yes, once you have registered in the Battelle Supplier Portal your profile will be visible to all business units.

## How do I determine my company’s small business classification? NAICS codes, etc.?

The Small Business Administration (SBA) has established size standards based on a firm’s primary industry using NAICS codes. Information on the SBA’s methodology and size standards can be found at: [Small Business Administration](https://www.sba.gov/) [Small Business Administration](https://www.sba.gov/) The firm’s primary NAICS code is used to determine the business size. Refer to *FAR 2.101* to determine specific small business classification definitions. You will be required to enter your firm’s NAICS code by number and keyword, as well as your size standard when registering on the Battelle Supplier Portal.

## How can a supplier confirm their registration is complete?

When you complete your registration, you will reach the “acknowledgement” page. If you have a capabilities statement to upload you will receive an email to submit your document.

## Once registered, when can a supplier expect to be contacted by Battelle?

Your registration information will be kept in a database that will be used to identify potential candidates. Companies are encouraged to provide a new registration on a yearly basis to ensure the most up to date information is received. Your registration enables Battelle’s personnel across the corporation to view your capabilities.

Registration is without obligation of any kind on the part of the supplier or Battelle.

## I have been debarred in the past. Can I register on Battelle’s Supplier Portal and participate in current or future procurement opportunities?

As a general rule, if you have been formally debarred by any agency, fund, or program, and have not been duly rehabilitated, you are not an eligible vendor. Please **do not** register on Battelle’s Supplier Portal.

## Who do I contact if I need help?

If you need application assistance, please contact [smallbusinessprograms@battelle.org](mailto:smallbusinessprograms@battelle.org)

## I am not a government contractor. Can I still do business with Battelle?

Yes. There are many opportunities to work with Battelle to support our enterprise business operations. From time-to-time opportunities exist in Information Technology, Contingent Labor, Professional Services, MRO, Engineer, R&D, Shipping/ Receiving, HR, Marketing and Facilities.

## Once I have completed Battelle’s Representations and Certifications, how long is my information kept on file?

Representations and Certifications are valid for one year.

# Organizational Profile

## The person who used to be our contact for the system is no longer the contact and I want to update my company’s information.

You should enter a new registration in Battelle’s Supplier Portal. The portal administrator will then be able to remove the older registration from the system.

## I have been doing business with you for many years. Why am I being asked to provide this information now?

We are in the process of automating the maintenance of important information about suppliers and service providers. Part of the process includes secure internet based systems such as this one as a means to collect and organize your information. The system is often used in the sourcing process and makes communications and collaboration with Suppliers easier. The system will also reduce or eliminate the need for you to make redundant submissions of information to different departments/areas in our organization.

## I am a manufacturer or distributor, and you have never requested this kind of information before. Why am I now being asked for it?

From time to time, regulations, new business risks and the logistical issues of growing as a company, prompt companies to change/improve how we do business. The system is an attempt to address the increased demands of managing a growing supplier/vendor base and increasing financial and legal exposures related to the supply chain.

## What if I can’t get all the info I need right away?

All required fields must be provided at the time of registration. No partial registrations will be accepted.

## I am a current supplier. If I do not register in the system, will it adversely impact my ability to secure business with you in the future?

There is no definitive answer to this question. Many factors are involved in determining the answer on a case-by-case basis, including the specific service and/or material your company provides. We value each of our contractors, vendors and suppliers and it is our intent to maintain positive and mutually beneficial relationships with our suppliers. We may use the system to select vendors for future sourcing opportunities. Therefore, we strongly encourage companies with a desire to do business with us to register their information in the system. We believe better sourcing decisions are made when more information about prospective contractors and suppliers is available.

## There are several sections that ask for information. Will I be required to fill everything in?

All required information is indicated. All other information is optional. Please be advised the more information you give, the more beneficial this is to us.

## How will registering in the system help my company?

Registration in the site will decrease the time and expense previously invested by your organization to respond to various/duplicate information requests, increase visibility of your firm’s products and services to our buyers, and help improve internal processes that affect suppliers and vendors. How secure is my information?

Security measures, including data encryption, and firewall controls are all at or above industry standard and configured to provide robust protection against data theft/ unauthorized usage. Also the very nature and use of this database is much more limited and very different (e.g. internal, not for sale) from those involved in recently publicized data-theft issues.

# General

## Systems are great, but I want to talk to a live person.

Our process is designed in the most efficient way for supplier information to be reviewed by Battelle personnel. If, during any step of the process, you have questions, email: [smallbusinessprograms@battelle.org](mailto:smallbusinessprograms@battelle.org).