

STEPS IN THE REVIEW PROCESS

REVIEW PROCESS

Our Minority/Female Supplier Program review process involves the following steps.

1. Initial Contact with Xerox should be made through the office of Global Purchasing Market Access. The Office will request information on your company. You will need to email a cover letter that includes the following information:
 - A Company website address where information about your company's products and services can be found.
 - Contact information including an email address.
 - Information confirming that your company is HUBZone certified and is indeed a Minority, Female, and/or Disabled/ Service Disabled Veteran owned business enterprise (e.g., copy of certification).
 - Information about your company's capacities, including size and capabilities of facilities, equipment and personnel.
 - Information on research and development capabilities- particularly in areas related to engineering support.
 - Listing of your current customers, with information on the business relationships you have with them.
 - Information concerning your company's viability. *Since this program offers opportunities to new and developing companies, Xerox requests financial information beyond what is usually provided from one company to another. This includes data related to company taxes, balance sheets, income projections and their debt instruments (e.g., Dun & Bradstreet report).*

2. Review of your company information by our Commodity Operations staff, procurement staff or purchasing decision-makers to determine whether your products or services meet our current business needs, quality, cost, delivery and service requirements.
3. Confirmation that your company meets the terms and conditions of a contract with Xerox.
4. Confirmation that your HUBZone, Minority, Female, Disabled/Service Disabled and/or Gay/Lesbian Business Enterprise meets our program guidelines.

Q: How do I begin the Certification review process?

A: The first step is to contact the Office of Global Purchasing Market Access. They will provide information and answer questions you may have. You can contact the Office as indicated below:

Email to:

Kathleen.Howie@xerox.com
Market Access Program Admin.

Web-site: www.xerox.com/supplierdiversity

HOW TO DO BUSINESS WITH XEROX

