Conflict of Interest Workflow Process

**Step 1 - Shopper**
Select vendor

**Step 2a - Shopper**
Instruct vendor to complete BIF and Conflict of Interest forms

**Step 3**
Send completed BIF and Conflict of Interest forms to Vendoring

**Step 4**
Review BIF and Conflict of Interest forms for potential conflicts

**Step 2b - Requisition Creator**
Create and Submit Requisition in BearBuy with purchase specifications

**Step 5**
Review submitted information and send to AVC BAS with recommendation

**Step 6**
Make determination on conflict issues and notify Procurement Mgr.

**Step 7**
Notify Vendoring & department that no conflict exists, or that exception was granted.

**Step 8**
Add new vendor information to data base

**Step 9**
Send email to department when vendor is added

**Step 10**
Vendor conflict exists--do not use. Notify Vendoring and dept.

**Step 11**
Notify vendor of conflict. Consult with Buyer to find another vendor.