

Doing Business with Battelle Frequently Asked Questions

New Suppliers

How do I become a supplier to Battelle?

- Battelle uses a formal bid process to select suppliers. Business cannot be awarded without a supplier's active participation in the process and agreement to our standard contract terms.
- Battelle looks for suppliers with complimentary commodities and proven experience, with a strong and stable history of delivering on their contracts, and strong financial position.
- Battelle looks for technical innovators and emerging technology opportunities.
- Opportunities do not exist in all areas at all times. Most opportunities will be by invitation to participate in a competitive bid.

A new government contract was just awarded to Battelle. How can I learn about opportunities associated with that contract?

- Battelle typically anticipates subcontracting requirements as part of the competitive contract bid process, so new subcontract awards will coincide with the contract award to Battelle. If unexpected subcontract work is still needed, your company will be contacted.

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, 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 1 year.

Invoices

Where do I submit an invoice to Battelle?

- Invoices may be submitted to: Battelle Memorial Institute, 505 King Avenue, Columbus, Ohio 43201-2696, Attention: Accounts Payable or send by email to accountspayable@battelle.org.

What kind of information does the invoice need to contain?

- Invoices shall contain invoice number, Subcontract (Purchase Order) number, the time period for which services were performed or materials where shipped, and a breakdown of labor provided during the invoice period if labor categories and labor hours must be provided under the Subcontract.
- It is important that the dollar amount lines on the invoice match exactly to the line items on the PO for payment to be made. Without an exact match, invoice payment will be delayed.

Supplier Diversity

Are there special instructions or opportunities for small business suppliers?

- Battelle has a strong history of support for all types of diverse suppliers, including but not limited to those in socio-economic categories of Small, Small Disadvantaged, Women Owned, HUBZone, Veteran Owned, and Service Disabled Veteran Owned businesses. Clearly state your size and status on the Representations and Certifications document.
- If you are not sure of your size and status, research on government web sites, www.sba.gov and www.ccr.gov. Battelle relies heavily on information contained on those web sites.
- Battelle is not a government agency, and has no requirements for 8(a) program participation. Instead, we recognize Small Disadvantaged Business status that encompasses 8(a) program participants.
- Battelle has no “set aside” opportunities where funding is tied to small business status. We occasionally hold restricted competitions where only small business suppliers are invited to participate. For competitive procurements, buyers are encouraged to invite suppliers to participate with at least one supplier in each socio-economic category of Small, Small Disadvantaged Business, Women Owned, HUBZone, Veteran Owned, and Service Disabled Veteran Owned.
- All socio-economic categories may be self-certified except for HUBZone, which is certified by the Small Business Administration. Third party certification is not recognized for government contracting purposes.

Are there open opportunities to meet with Battelle employees in the Supply Chain or Supplier Diversity functions?

- Yes, Battelle employees attend company sponsored and commercial events routinely. A list of events at which our employees will participate is located for download on the Supplier Diversity page within our site.
- Participation at company sponsored events is by invitation only, and is usually limited to suppliers in target groups. Register in the corporate supplier database at www.Battelle.org under the Suppliers tab to be considered.

I understand that 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.

What are NAICS codes and how do I find the correct one for my business?

- The North American Industry Classification System or NAICS is used by business and government to classify business establishments according to type of economic activity (process of production) in Canada Mexico, and the United States. The NAICS codes are used by the SBA to help determine the size of the business by industry. Visit the SBA website, www.SBA.gov, to identify your NAICS code and if your business qualifies as a small business.