



September 17, 2008

Dear UCSD Supplier,

UCSD's Procurement & Contracts Office recently implemented BizLink, the University's new e-business tool, which provides an electronic method of administering the formal bidding process from inception to award. This new application will replace our current business practice of distributing bid solicitations and receiving responses. We expect this electronic process will provide a more efficient and effective way of doing business for both the University and the supplier. At a minimum, we can ensure potential bidding opportunities are distributed to the appropriate supplier base, decrease processing time, and support campus sustainability efforts by reducing paper usage, copying and mailing costs.

The University intends to administer all future bid solicitations for goods and services through BizLink, including Requests for Proposals (RFP's), Requests for Quotes (RFQ's) and Requests for Information (RFI's).

If your company is interested in responding to any bids on products and/or services for the University, **you must register your business on the BizLink site.** Benefits include:

- An opportunity to identify for UCSD all goods and services offered by your company
- Timely notification of potential bidding opportunities at UCSD
- Announcements on any addenda issued for specific bid solicitations
- Email updates of closed bids and bid awards
- Streamlined process of entering bid responses and attaching documents as required

To begin the registration process and set up your company profile in UCSD's BizLink, please go to [http://www-bfs.ucsd.edu/pur/bizlink/UCSD\\_bizlink.html](http://www-bfs.ucsd.edu/pur/bizlink/UCSD_bizlink.html) and select the New Supplier Registration link. It is your responsibility to ensure that your registration contact information remains valid and updated.

If you have any questions, please call (858) 822-4392 for additional information or assistance with registration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael B. Spencer".

Michael B. Spencer  
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Procurement & Contracts  
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