



Partners in Advocacy & Business



# APPROVED SUPPLIER APPLICATION

# *Thank you for your interest in becoming an approved supplier with the AAMDC Trade Division.*

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Each year, AAMDC members purchase **over \$46 million worth of goods and services** from its approved suppliers. To find out more about AAMDC please visit our website at **[www.aamdc.com](http://www.aamdc.com)**.

## HOW TO BECOME AN APPROVED SUPPLIER WITH AAMDC

To be considered as a potential supplier, you must complete the following application. Please note that completing the application ensures your company will be considered as a supplier, but does not guarantee that your company will be approved. Appropriate applications will be reviewed with the Trade Advisory Committee on a quarterly basis. Companies will be contacted following the review process.

Please direct all completed applications, questions or assistance to:

**Miranda Andersen**

*ABS Administrative Coordinator*

780-955-4093

[miranda@aamdc.com](mailto:miranda@aamdc.com)

AAMDC empowers its members through **proactive** leadership, **strategic** partnerships, **effective** advocacy and **collective** business services.

## AAMDC TRADE DIVISION

Since 1936, the AAMDC Trade Division has provided municipalities, school districts, housing associations and other public entities access to a list of premium branded products and services. Using innovative group buying techniques, the Trade Division has centralized individual purchases, unlocking significant cost savings.

In partnership with 119 approved suppliers, the Trade Division serves over 900 members that log a volume of over \$46 million annually. With these numbers, the Trade Division is able to leverage the buying power of its members to secure quality products, services and optimal customer service at the best prices.

### CONSISTENCY, TRANSPARENCY, PARTNERSHIP

Establishing trust with the membership is a key component to the AAMDC Trade Division. We therefore strive to achieve Consistency, Transparency & Partnership with all of our Approved Suppliers.

- **Consistent** pricing, products and services available to all AAMDC members
- **Transparent** pricing and discount models
- **Partnering** with each of the Approved Suppliers to achieve program success

### MEMBER ADVANTAGES

- Competitive prices through economies of scale.
- Consolidated invoicing.
- Single monthly statements.
- One check to pay all suppliers.
- Additional cash flow by way of additional time to pay invoices.
- Due diligence conducted on prospective and approved suppliers.
- Trade circulars and programs.
- Dividend payments distributed on a patronage basis.

### STAY INFORMED

- Website: [aamdc.com](http://aamdc.com)
- On Twitter: [@aamdc\\_business](https://twitter.com/aamdc_business)
- Advantage Email Newsletter
- Client Relation Visits
- ABS Golf Tournament & Trade Forum
- AAMDC Trade Show
- Contact Newsletter

# HOW IT WORKS

The Trade Division operates as a centralized billing organization, returning profits through dividends. Our distribution is dependent on the volume of purchases.

1. Member contacts AAMDC to set up Approved Supplier Accounts
2. Member purchases from Approved Suppliers
3. Suppliers send invoices to the Trade Division
4. Trade Division administration consolidates all invoices into one statement
5. All invoices received by the cut-off date are paid by the AAMDC mid-month
6. AAMDC earns its commission and statements are sent out weekly with net 30 terms
7. Members pay AAMDC
8. Annual Dividends are received by Members, based on purchases made

## ABOUT THE TRADE ADVISORY COMMITTEE

The Trade Division was built for the diverse needs of our membership. As such, the Trade Division has grown to be a valuable resource by helping the public sector in the procurement of goods and services. This growth has been largely due to consistent feedback and participation of over 800 members across Alberta.

With the recent implementation of new procurement strategies, it has been apparent that the uptake of buying programs is directly related to the amount of feedback received by members. To support this, we've created a Trade Advisory Committee whose primary purpose is to provide judicious advice from a member perspective to the Trade Division. Advisory committee activities may include the study of critical issues, hearing member testimony, independent research, advocacy, and reviewing staff reports and recommendations - all of which help the committee prepare to discuss, formulate, and forward well-developed and thoughtful recommendations to the Trade Division.

### TRADE ADVISORY COMMITTEE STRUCTURE

The AAMDC's Aggregated Business Services (ABS) Trade Advisory Committee Members are appointed by the Director of Aggregated Business services and their respective Associations and governed by the AAMDC Board of Directors.

The Members that comprise the Trade Advisory Committee is structured as a way for individual Trade Division members to share their opinions and perspectives, issues, and develop recommendations in a focused, small group structure. The structure of the committee will be comprised of:

- 2 AAMDC staff members
- 2 AMSA members
- 2 Urban Associate members
- 1 ARMAA member
- 1 Non-Urban member
- 1 Approved Supplier

The Trade Advisory Committee holds four meetings per year. Each committee member will represent the views of their respective industry/market, bringing value-added knowledge and experience.

# APPROVED SUPPLIERS

AAMDC Approved Suppliers have assisted the AAMDC Trade Division members with all of their purchasing needs since 1936. There are many added benefits to becoming a recognized Approved Supplier through a public sector buying group owned by a government association. Protocol and processes are completed in order to ensure that your products and services will thrive within our buying group.

## SUPPLIER ADVANTAGES

- Access to an 800+ membership base
- Approved supplier privileges at AAMDC events
- Field support
  - AAMDC Trade Division has two dedicated Managers of Client Relations that work closely with both the supplier and member to assist with program launches, product support and member feedback.
- Marketing and promotional opportunities
  - Bi-annual convention
  - Annual tradeshow
  - Educational opportunities
  - Annual golf tournament
  - Online marketing
    - Monthly Advantage Newsletter
    - Twitter
    - Website
- Performance reporting
- Streamline accounting process
  - Invoices are paid to the supplier within net 30 days
  - Dedicated AAMDC accounts payable department
  - Ability to batch invoices
  - One payment source

# ELIGIBILITY

In order to become an approved supplier, an Approved Supplier Application must be submitted to the Trade Division staff. This initiates the supplier evaluation process wherein Trade Division staff engages with the applicant to determine the viability of the proposed supplier arrangement. The following criteria will be considered in determining if a prospective supplier should be added as an approved Trade supplier:

## GENERAL CRITERIA

- Province-wide scope in service and availability of goods is preferred with exception to suppliers with considerable regional capabilities
- Provide products and/or services that meet the needs of the membership
- Products meet federal, provincial, government or any other regulatory specifications
- Active for a minimum of two years with a minimum of one year of active business in Alberta
- Positive references with preference to references provided by AAMDC members
- Prepared to sign AAMDC General Service Agreement

## ACCOUNTING AND PROCESS CRITERIA

- Proven to be financially stable through financial statements or credit check upon request
- Confirmation in the ability to meet AAMDC's accounting and process requirements

## APPLICATION PROCESS

1. Meet Approved Supplier eligibility criteria.
2. Submit completed **Approved Supplier Application** and reference letter (minimum of 3.)
3. Application will then be reviewed.
4. If short listed, you may be contacted to provide a short presentation – question and answer.
5. You will then receive notice that we have accepted or declined your application.

Please submit completed application to: [miranda@aamdc.com](mailto:miranda@aamdc.com)

# APPROVED SUPPLIER APPLICATION

## PART I: General Information

COMPANY NAME:		
ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:

CONTACT NAME AND POSITION:	
EMAIL:	PHONE:
WEBSITE:	FAX:

OWNERSHIP STATUS (SELECT ONE):			
Corporation	Joint Venture	Private	Public
Government	Partnership	Limited Liability Company	

WHICH BEST DESCRIBES YOUR ORGANIZATION'S RELATIONSHIP TO THE PRODUCT OR SERVICE? (SELECT ONE):			
Offer services	Manufacturer	Market product(s)	Distributor

If your organization <b>markets</b> the product, do you have an exclusive province-wide or national agreement with the manufacturer?	Yes	No
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If your organization <b>distributes</b> the product, do you have an exclusive national distribution agreement with the manufacturer?	Yes	No
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How many <b>retail locations</b> do you have in each province?	
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How many <b>distribution centers</b> do you have in each province?	
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# PART II: Company Information

<b>GEOGRAPHIC SERVICE AREA (SELECT ONE):</b>			
International	National	Provincial	Other

Current year sales volume for rolling 12 months:	
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Previous year sales volume for rolling 12 months:	
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<b>HOW MUCH BUSINESS DO YOU DO WITH THE LISTED MARKETS? (DISPLAY IN \$ OR %):</b>	
Municipal districts & counties	
Cities, towns, villages and summer villages	
School divisions	
Other public sector organizations	

<b>REGIONAL ACCOUNT MANAGER:</b>
<b>NATIONAL SALES MANAGER:</b>
<b>ACCOUNTING CONTACT:</b>

**PLEASE INDICATE WHICH PRODUCTS AND/OR SERVICES YOUR ORGANIZATION PROVIDES (CHECK ALL THAT APPLY):**

<input type="checkbox"/> Advertising Specialty	<input type="checkbox"/> Erosion Control Products	<input type="checkbox"/> Materials Handling
<input type="checkbox"/> Advisory Services	<input type="checkbox"/> Fasteners	<input type="checkbox"/> Municipal Forms
<input type="checkbox"/> Anti-Freeze	<input type="checkbox"/> Fencing & Posts	<input type="checkbox"/> Office & Stationary
<input type="checkbox"/> Batteries (H.D. or Auto)	<input type="checkbox"/> Filing Systems & Supplies	<input type="checkbox"/> Paint & Supplies
<input type="checkbox"/> Book Binding & Binders	<input type="checkbox"/> Fire Protection/Safety Equipment	<input type="checkbox"/> Paper – Office/School
<input type="checkbox"/> Business Forms	<input type="checkbox"/> Food, Cafeteria, Coffee Supplies, Beverage	<input type="checkbox"/> Paper – Sanitary
<input type="checkbox"/> Business Ribbons	<input type="checkbox"/> Fuel Management	<input type="checkbox"/> Parts – Auto
<input type="checkbox"/> Chemicals-Road Stabilization	<input type="checkbox"/> Furniture	<input type="checkbox"/> Parts & Services – Heavy Equipment
<input type="checkbox"/> Chemicals-Sewage, Sanitary, Pool, Water Treatment	<input type="checkbox"/> GIS Mapping	<input type="checkbox"/> Plumbing & Waterworks
<input type="checkbox"/> Computer Hardware and Software	<input type="checkbox"/> Glass	<input type="checkbox"/> Pumps, Bowers, Fans
<input type="checkbox"/> Corrosion Protection	<input type="checkbox"/> Grader Blades	<input type="checkbox"/> Printing
<input type="checkbox"/> Decals	<input type="checkbox"/> Hardware	<input type="checkbox"/> Rental Equipment
<input type="checkbox"/> Dog Tags	<input type="checkbox"/> Heating & Air Conditioning	<input type="checkbox"/> School Supplies
<input type="checkbox"/> Drinking Water & Coffee	<input type="checkbox"/> Hydraulic Hose & Fittings	<input type="checkbox"/> Security Systems
<input type="checkbox"/> Dust Control	<input type="checkbox"/> Industrial Supply	<input type="checkbox"/> Steel – Fabrication
<input type="checkbox"/> Electrical	<input type="checkbox"/> Janitorial Supplies	<input type="checkbox"/> Tires (National)
<input type="checkbox"/> Envelopes	<input type="checkbox"/> Lubricants	<input type="checkbox"/> Traffic Supplies & Signs
		<input type="checkbox"/> Trailer Parts & Services

**IF 'OTHER', PLEASE PROVIDE DETAILS:**

**DOES YOUR COMPANY HAVE ENVIRONMENTAL/SUSTAINABILITY INITIATIVES? IF YES, PLEASE BRIEFLY DESCRIBE:**



Can your customers make purchases online?	Yes	No
<i>If members can make purchases online, do you have a test website we can review? Please provide information:</i>		

## PART III: References

Please attach three, or more, references (public sector is preferred).