

Purchasing Department Guidelines for Sales Representatives

Visiting Cincinnati State

Cincinnati State welcomes visits by sales representatives. If you are a sales representative, we suggest that you visit the Purchasing Department at Cincinnati State before calling on “user” departments. The Purchasing Department can familiarize you with the College’s vendor guidelines, purchasing procedures, and bid processes, and connect you with the appropriate contacts within the College for your products and services.

Please make an appointment.

We advise you to call ahead for an appointment to ensure the appropriate personnel are available to meet you when you visit Cincinnati State. Call (513) 569-1590 to schedule an appointment.

Maximize the value of your visit to the College and your firm.

Be prepared to answer the following questions:

- Do you have new products?
- Are there changes in your industry?
- What are projected prices of your products in the next few months?
- Do you have ideas that would save the College money?
- What distinguishes your products and services from those of other companies?

Your answers to these questions will help determine the College's possible need for and interest in your products and services.

For more information, contact purchasing@cincinnati-state.edu.