



uOttawa

Faculté de médecine
Faculty of Medicine

PURCHASING SERVICES

QUICK REFERENCE GUIDE FOR RESEARCHERS

March 2013

ORDERING PROCEDURES

SUBMITTING ORDERS: (All requests for products, equipment, service and repairs should be ordered with a purchase order provided by Purchasing Services);

- 1) Electronic copies of completed [purchasing requisitions](#) can be sent to medpurch@uottawa.ca
- 2) As of July 2012, we no longer accept paper copies of requisitions. The only exception is for the Invitrogen Biobar.
- 3) Online (pipeline) orders can be processed for Fisher, VWR, Sigma & Grand & Toy, send registration request to medpurch@uottawa.ca
- 4) Before your first purchase, please review the [delegation of responsibilities form](#). The [delegation form](#) must be completed by the principal investigator and then sent to medpurch@uottawa.ca

COMPLETING THE PURCHASING REQUISITION FORM;

- Fill in the sections with the v mark, per [example](#)
- If order is urgent, please indicate on the order and subject heading of e-mail
- If there was a quote, reference it and include it with the order
- Includes all pertinent comments (related to delivery, billing or other) in the comments section of the requisition

TRI-AGENCY RESEARCH GRANTS;

Certain purchases made from NSERC (FOAP starting with 210_) and CIHR (FOAP starting with 220_) grants are receiving close scrutiny, and may be deemed ineligible in some cases. This is especially true for **items that can serve multiple purposes related not only to research, but also to administrative and/or teaching duties**. For more information, see link below.

http://www.med.uottawa.ca/purchasing/eng/research_grants.html

LAB STARTUP PROGRAMS;

Certain suppliers offer extra special discounts for new labs, please consult with your Purchasing Services team for more information.

COMPUTERS, PERIPHERALS & SOFTWARE;

Contact Medtech for any purchase or questions

medtech@uottawa.ca Ext: 5648

Electronic Devices:

For cell phones, Blackberries and iPhones contact medtech@uottawa.ca and we will provide detailed instructions.

SUPPLIES AND SUPPLIERS;

Contracts have been signed with various suppliers in order to ensure competitive pricing for supplies and delivery. The University community is bound by these contracts; all exceptions must be justified in writing. For further information refer Materials Management Policy 36,

<http://www.uottawa.ca/services/matgmt/rglmnt/rglmnt-e.htm>

MAIN CONTRACTS:

- | | |
|--|-----------------------------|
| - Compressed gas: | Linde |
| - General lab supplies, chemicals and small equipment: | ThermoFisher Scientific |
| - Office Supplies: | Grand & Toy |
| - Paper towels etc: | Snelling |
| - Radioisotopes: | Perkin Elmer |
| - Scientific Specialties: | Sigma, VWR, Ultident |
| - Toner cartridges | Contact Purchasing Services |
| - Computers | Dell |

For a complete list visit, <http://www.uottawa.ca/services/matmgmt/cntrts/cntrts-e.htm>

ORDERS OVER \$5,000:

- For any orders over \$5,000.00, consult with Purchasing Services for more details or refer to the policy 36, http://web5.uottawa.ca/admingov/policy_36.html. All purchases over \$5,000.00 require (depending on the value):
 - Requisition Form
 - Official written quote from supplier
 - Purchase Order created by the Purchasing Agent of the Faculty or MMS
 - Any other pertinent documentation or communications related to the transaction

OTHER SERVICES:

- Receiving, Shipping and Mail Services
- Biobars: Invitrogen,

PURCHASING TEAM, room #1130:

General e-mail: medpurch@uottawa.ca

- **Anne-Marie Maheu: Senior Buyer,**
Tel. ext: 8619
E-mail: amaheu@uottawa.ca
- **Annie Bouchard : Assistant Senior Buyer,**
Tel. ext: 8367
E-mail: annie.bouchard@uottawa.ca
- **Nathalie Racine: Buyer,** (orders under \$5000.00)
Tel. ext: 8560
E-mail: nracin3@uottawa.ca
- **Simon Henry: Buyer,** (orders under \$5000.00)
Tel. ext: 8309
E-mail: shenry@uottawa.ca
- **Danielle Audas: Buyer,**
Tel ext:
E-mail:

Francine Ménard: Buyer/Payer, (orders under \$5000.00)

Tel ext: 8213

E-mail: francine.menard@uottawa.ca

Céline Demers: Buyer/Contract Officer, (orders under \$5000.00)

Tel ext: 8066

E-mail: cdemer5@uottawa.ca

Patrick Savage: Buyer/Payer, (orders under \$5000.00)

Tel ext: 8615

E-mail: patrick.savage@uottawa.ca

Other related services:

Receiving Dept: Room 1129

Owen Liznick: Receiving Clerk

Tel. ext: 8091

Receiving Services e-mail: medrecep@uottawa.ca

Chemical & Supply Center Agent: Room 1129

Eric Prendergast

Tel. ext: 8047

biobarmp@uottawa.ca (Invitrogen biobar)

Mail Room: Room 1127

Gilles Coupal: Mail and Filing Clerk

Tel. ext: 8821

Mail room e-mail: medmail@uottawa.ca

E-mail: gcoupal@uottawa.ca

CFI PURCHASES

If you are considering applying for a CFI grant, or you are working on your application you may contact:

- Charlene Clow
- Jenny Robinson; Research Facilitator, Faculty of Medicine: *Assists the PI in preparation and submission of the CFI proposal*
Telephone: 613-562-5800-8731
jrobinso@uOttawa.ca
- Nathalie Major; Office of Strategic Development Initiatives (SDI): *Works on behalf of the PI, to assist and guide during the proposal submission and also helps to ensure the quality and clarity of the submitted proposals*
Telephone: 613-562-5800-5933
nmajor@uOttawa.ca

If you require a CFI quotes contact:

- Valerie Domingue; Senior Procurement Administrator, Materials Management Services (MMS):
Responsible for the University's procurement activities which includes requesting quotes, processing purchase orders and negotiating contracts
Telephone: 613-562-5800-2961
valerie.domingue@uOttawa.ca

If you are ready to place a CFI order contact:

- Senior Buyer, Faculty of Medicine (page 3): *Reviews quotes, acquires necessary approvals and processes purchase orders, or*
- Send order and quotes to medpurch@uottawa.ca

BIOBARS / SUPPLY CENTERS

Each Biobar has specific procedures. Please consult the different biobar managers from the list below to determine how to proceed:

- **DIAMED**
Biobar is located in Dr. Christine Pratt's lab in CMM.
- **MBI**
John Lunde (CMM) ext#8607 or lunde@uottawa.ca
- **QIAGEN**
John Lunde (CMM) ext#8607 or lunde@uottawa.ca
- **FISHER, WISENT, NEW ENGLAND**
Mireille Daigle (NRI), ext#8199 or mdaigle@uottawa.ca
- **ROCHE DIAGNOSTICS**
MaysoonSalih (CMM) (room3117), ext#8355 or msalih@uottawa.ca
- **INVITROGEN**
This Biobar is managed by purchasing services (room #1129). The Biobar hours of operation are from 9 -3 pm. (closed for lunch between 12-1). Please contact medpurch@uottawa.ca for further information or to set up your Biobar Account with Invitrogen.

LIQUID NITROGEN

The University has a contract with Linde. The company offers weekly "milk run" services for small dewars every Wednesday and fill up services at the loading dock for 230 liter dewars, every Tuesday.

Please send your request to Eric Prendergast at medrecep@uottawa.ca, to be part of the delivery list and schedule the dates you want services, including the following information;

- Name of Lab
- Contact info
- FOAP (Cost center)
- Room# to fill up the nitrogen
- Type and number of dewars

SALES OF ETHYL ALCOHOL

Receiving Services offers the sale of Alcohol in 4 liters plastic bottles. Please contact the receiving clerk (ext.#8091) for more information, or to buy alcohol. The only information required is the cost center to debit your cost center. The ethanol is not denatured, you may request a specification sheet from Receiving Services.

DRY-ICE CONTRACT

The Faculty has a contract with Praxair for Dry-Ice delivery, every Monday. Please verify with your department first, since most already have blanket orders in place. Should you require additional dry ice, do not hesitate to contact Purchasing Services (medpurch@uottawa.ca) in order to make the necessary arrangements. See the cost and delivery information below.

1 bag of Dry-Ice Nuggets = 12Kg

Dry Ice cost is \$2.01/kg

A charge of \$11.00 will be added to the first bag of 12KG + \$0.60 cents delivery for each additional bag.

PETTY CASH SERVICE:

You may make personal purchases for small incidental items (below \$300.00) and get reimbursed by petty cash, see below for more information.

Room 2129 - Please Contact Curtis Halderson ext#8089

Refer to link for policy: http://web5.uottawa.ca/admingov/policy_26.html

LIVINGSTON INTERNATIONAL

LIVINGSTON INTERNATIONAL is the official customs broker for the University to clear all shipments into Canada. If you have no charge samples to ship or are incoming, please consult with Receiving or Purchasing Services. Please note there are still custom clearing fees (approx \$20.00), even if the shipment is free samples. Please visit www.livingstonintl.com or contact the Purchasing Services for more details.

