



uOttawa

Faculté de médecine  
Faculty of Medicine

# **PURCHASING SERVICES**

QUICK REFERENCE GUIDE FOR OFFICES

October 2011

## **ORDERING PROCEDURES**

### **PURCHASING AND SUBMITTING ORDERS (All orders over \$300.00 should be first authorized by Purchasing Services);**

- 1) Electronic copies of completed purchasing requisitions can be sent to, [medpurch@uottawa.ca](mailto:medpurch@uottawa.ca)
- 2) Hard copies of the [Purchasing Requisition](#), can be put in Purchasing Services mail box, corridor rm#1130
- 3) Online (pipeline) orders can be processed for Grand & Toy & Dell, send registration request to [medpurch@uottawa.ca](mailto: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 the subject heading of the e-mail
- If there was a quote, reference it and include it with order
- Includes all pertinent comments (related to delivery, billing or other) in the comments section of the requisition

### **COMPUTERS & misc;**

For computers and software, refer to link for detailed information;  
<http://www.medicine.uottawa.ca/medtech/eng/purchases.html>

### **Electronic Devices:**

For cell phones, Blackberries and iPhones contact [medtech@uottawa.ca](mailto:medtech@uottawa.ca) and they 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 beforehand. For further information refer Materials Management Policy 36; <http://www.uottawa.ca/services/matmgmt/rglmnt/rglmnt-e.htm>

### **MAIN CONTRACTS:**

- |  |                                |
|--|--------------------------------|
| - Office Supplies                                | Grand & Toy                    |
| - Paper towels etc.                              | Snelling                       |
| - Toner cartridges                               | Contact Purchasing Services    |
| - Computers                                      | Dell                           |
| - Mac/Apple products                             | Cosmos (UofO campus)           |
| - Office furniture                               | Computer Media Grp. and others |
| - Printing                                       | St. Joseph Printing            |
| - Paper (copy)                                   | Reprographic Services (UofO)   |
| - Electronic devices (cells, b.berries, iPhones) | Rogers                         |

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

If you are uncertain about your purchase, please contact [medpurch@uottawa.ca](mailto:medpurch@uottawa.ca)

**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](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 Decentralized Purchasing Agent of the Faculty or MMS
  - Any other pertinent documentation or communication related to the transaction

**OTHER SERVICES:**

- Mail Services room #1127; Internal and external mail (personal mail must have pre-paid postage)
- Receiving #1129; Receives all incoming shipments, logs and calls clients for pick up (can arrange for special delivery for large or heavy shipments).

**PURCHASING TEAM, room #1130:**

General e-mail: [medpurch@uottawa.ca](mailto:medpurch@uottawa.ca) (monitored every business day, all day)

- **Anne-Marie Maheu: Senior Buyer**, (Maternity leave, Oct 2012)  
Tel. ext: 8619  
E-mail: [amaheu@uottawa.ca](mailto:amaheu@uottawa.ca)
- **Nathalie Racine: Acting Assistant Senior Buyer**, (orders over \$5000.00)  
Tel. ext: 8560  
E-mail: [nracin3@uottawa.ca](mailto:nracin3@uottawa.ca)
- **Simon Henry: Buyer**, (orders under \$5000.00)  
Tel. ext: 8309  
E-mail: [shenry@uottawa.ca](mailto:shenry@uottawa.ca)
- **Danielle Audas: Buyer**, (orders under \$5000.00)  
Tel ext: 8615  
E-mail: [daudas@uottawa.ca](mailto:daudas@uottawa.ca)
- **Francine Ménard: Buyer**, (orders under \$5000.00)  
Tel ext: 8213  
E-mail: [fménar2@uottawa.ca](mailto:fménar2@uottawa.ca)

- **Receiving Services room #1129 / Tel. ext: 8091**  
Receiving Services e-mail: [medrecep@uottawa.ca](mailto:medrecep@uottawa.ca)  
Receiving Clerk: Patrick Savage; [psavage@uottawa.ca](mailto:psavage@uottawa.ca)  
**Chemical & Supply Center Agent (and Building Inventory)**  
Eric Prendergast: Tel. ext. 8047 [epondergast@uottawa.ca](mailto:epondergast@uottawa.ca)
  
- Mail Room #1127  
Mail room e-mail: [medmail@uottawa.ca](mailto:medmail@uottawa.ca)  
Mail room and filing clerk: Gilles Coupal, [gcoupal@uottawa.ca](mailto:gcoupal@uottawa.ca)  
Tel. ext. 8821

## ***FORMS SECTION***