

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 1 of 8

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE: **Category TYPE:**

ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

Super Category	ADMINISTRATION, TEACHING, STUDENT LIFE <i>includes:</i> Classroom, Programs, Office Operations, Advertising, Furniture, Sports, etc.	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
ADV	Advertising, Promotion, Communications	McPhail, Louise
AE	Arts & Entertainment - art, games, music, etc.	McPhail, Louise
APP	Appliances (Domestic -10C°) & Food Processing	McPhail, Louise
ATH	Athletics - excluding jerseys – see (WEAR)	McPhail, Louise
AV	Audio, Visual & Projection	McPhail, Louise
AWA	Awards & Trophies	McPhail, Louise
CHILD	Childcare	McPhail, Louise
FILING	Filing - office & record retention	McPhail, Louise
FOOD	Food - equipment, supplies, services	McPhail, Louise
FURN	Furniture Office & Facilities - filing, furniture, office seating standards	McPhail, Louise
LAU	Laundry & Linen Services	Graham, Randy
LIB	Library & Archival	McPhail, Louise
OFF1	Office & Stationery includes: - Postal & Computer Supplies excludes: - Postage, Computers & Computer Peripherals - office supplies - computer supplies - office services	McPhail, Louise
OFF2	Office Paper - Copy & Fine - inkjet, laser, wide format	McPhail, Louise
PHOTO	Photographic & Finishing	McPhail, Louise



Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 2 of 8

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE:

Category TYPE:

ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

PRINT1	Print - Photocopier	McPhail, Louise
PRINT2	Print - Printing & Publishing	McPhail, Louise
TEX	Textiles - linen, bath curtains, mattress, upholstery, etc.	McPhail, Louise

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 3 of 8

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE: **Category TYPE:**

ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

<i>Super Category</i>	AGRICULTURE & HORTICULTURE includes: Equipment, Crops, Plants, Crop Inputs, Animals, Services, etc.	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
AGR1	Agricultural & Horticultural Vehicles & Implements	Zhu, Hui
AGR2	Crop Inputs - seeds, fertilizers, pesticides, farm chemicals	Zhu, Hui
AGR3	Crop Outputs - oilseeds (grains), hay, straw	Zhu, Hui
ANIM1	Animal Feed & Bedding	Zhu, Hui
ANIM2	Animal Husbandry - animal equipment, service	Zhu, Hui
ANIM3	Animal & Marine Life (Live) & Artificial Insemination	McWade, Cameron



Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 4 of 8

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE:

Category TYPE:

- ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

Super Category	CONSTRUCTION, RENOVATION & TRADES <i>includes:</i> Construction/Renovation Projects, Building/Property Maintenance (Outside of Guelph Campus); Supplies, Materials, Equipment, Work performed by every Trade, etc.	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
AGG	Aggregates - cement, sand, salt, road gravel, etc	Graham, Randy
BLDG	Trades – Building, Renovation [under \$100k]	Graham, Randy
CAP	Capital Equipment Projects – ARIO [over \$100k] - affixed equipment approved by Physical Resources, i.e. growth chambers, fume hoods, cold storage, etc.	Zhu, Hui
CHEM1	Chemicals – Industrial - plant, water treatment, lubricants, etc.	Graham, Randy
CONSTRUCT	Construction Projects A.R.I.O. [over \$100k] - design, architect, land development, buildings, affixed equipment , furniture, etc.	Zhu, Hui
ELE	Trades - Electrical [under \$100k]	Graham, Randy
ENG	Architect, Engineering & Survey	Zhu, Hui
FLOOR	Trades - Floor Finishing & Covering [under \$100k]	Graham, Randy
FUEL	Fuel, Heating Oil & Propane	Graham, Randy
GAS	Gases, Compressed	Graham, Randy
GROUND	Grounds Keeping & Landscaping	Graham, Randy
HDW	Hardware, Tools & General Consumer Goods	Graham, Randy
HOUSE	Trades - Housekeeping	Graham, Randy
HVAC	Trades - Heating, Ventilation, A/C [up to \$100k]	Graham, Randy
MATL	Material Handling - elevator, industrial shelving & storage, robotics, etc.	Graham, Randy
MET	Metal, Plastic, Rubber - raw materials	Graham, Randy
PEST	Pest Control Services	Graham, Randy

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 5 of 8

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE: **Category TYPE:**

ATS = Analytical & Testing Services
 CPS = Consulting & Professional Services
 EQUIP = Equipment & Systems
 MAIN = Repair Services, Preventative Maintenance, Support
 SERV = Labour, Expenses, Travel, Leases, etc.
 SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

PLUMB	Trades – Plumbing [up to \$100k]	Graham, Randy
SAFE	Safety	Lovegrove, Tim
SEC	Security Parking & Identification	Graham, Randy
SIGN	Signage - interior & exterior	Graham, Randy
UTILITY	Utilities - Water, Gas, Electricity	Zhu, Hui
WASTE	Waste Management & Recycling - disposal of general, hazardous, dead stock, medical, metals, plastics	Graham, Randy
WEAR	Wearing Apparel - work wear, lab, clinic, athletic	Graham, Randy
WINDOW	Window Coverings & Treatments	Graham, Randy

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 6 of 8

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE:

Category TYPE:

ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

Super Category	INFORMATION TECHNOLOGY <i>includes:</i> Computing Hardware & Software, Telecommunications, Networks & Websites, etc.	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
COMM1	Communication - networking & web services	Dack, Sandy
COMM2	Communications - telecommunications, cell phones	Dack, Sandy
COMP1	Computer - Hardware, Accessories & Peripherals	Dack, Sandy
COMP2	Computer - Software Applications & Websites	Dack, Sandy

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 7 of 8

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE: **Category TYPE:**

ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

Category NOTES:

- Relate Category to SELECTED BUYER as listed below.
- Tip for quick reference highlight the Categories you are most likely to use.

Super Category	LIFE SCIENCES <i>includes:</i> Laboratory Equipment, Supplies and Materials Medical Equipment, Supplies and Materials	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
CHEM2	Chemicals – Scientific <ul style="list-style-type: none"> - Freezer Program - Lab Chemicals - Organic Compounds & Reagents - Biochemical - Radioactive 	Lovegrove, Tim
CHEM3	Chemicals, Alcohol	McWade, Cameron
CHEM4	Chemicals, Radioactive	Lovegrove, Tim
ENV	Environmental (Soil, Water, Air, Weather)	Zhu, Hui
GAS	Gases, Compressed	Graham, Randy
MED1	Medical, Surgical, Pharmaceutical, Veterinary - supplies, & minor equipment	McWade, Cameron
MED2	Medical, Surgical, Pharmaceutical, Veterinary - equipment [over \$10,000]	Lovegrove, Tim
SCI	Scientific - equipment, supplies, services	Lovegrove, Tim

Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

PROCESS: Procurement
Subject: Commodity Categories
Dated: June 01, 2011

Page 8 of 8

Financial Services

N.B.: This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form_SOP_Buy_CommoditiesD1.pdf).

COMMODITY CATEGORIES - Select from one of the following:

Category CODE:

Category TYPE:

- ATS = Analytical & Testing Services
CPS = Consulting & Professional Services
EQUIP = Equipment & Systems
MAIN = Repair Services, Preventative Maintenance, Support
SERV = Labour, Expenses, Travel, Leases, etc.
SUPP = Supplies, Materials, Parts, etc.

- Category NOTES:**
- Relate Category to SELECTED BUYER as listed below.
 - Tip for quick reference highlight the Categories you are most likely to use.

Super Category	TRAVEL & TRANSPORTATION <i>includes:</i> Movement of Students, Faculty & Staff, Transportation of Goods, Fleet, etc.	
COMMODITY CODE	DESCRIPTION & COMMENTS	SELECTED BUYER
FLEET	Fleet – Vehicles - purchase, rental, lease Car Rentals - Short Term - Medium Term (2 month +)	Zhu, Hui
MOV	Moving & Storage Services - faculty & staff	McPhail, Louise
TRAN	Transportation Services	Dack, Sandy
TRAV	Travel & Accommodation - Hotel & Out of Town Car Rentals - Airporter Service - Bus Rentals	Dack, Sandy