

**Title: Procurement – Purchasing Services Primer**  
**Category: Purchasing Services, Department Information**  
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## **PURCHASING SERVICES - PRIMER**

The University has a central Purchasing Services department which oversees and administers the procurement process of the Guelph campus, regional campuses and research stations. These processes apply to all operating and research funds administered through the University.

Located in the University Centre, South Tower, Level 5, Purchasing Services is staffed by an experienced team of professionals who can help you with obtaining quotations; sourcing and developing suppliers; providing advise on the shipment of goods; clearing of international shipments through customs; and offering solutions to procurement problems. We can help you understand your options for making purchases and ensure any purchases are in accordance with the University's policies and procedures.

### **High Value Purchase Orders - Standard & Blanket**

For one-time and repetitive purchases with a total value greater than \$3,000 (Cdn & U.S. before tax), Purchasing Services requires the completion of a requisition. The requisition must include the details of the goods or services being purchased, supplier's name (if known), General Ledger coding, signature of the authorized representative of the department or principle investigator for research purchases.

For purchases between \$3,000 and \$10,000, one written quote is required.

For purchases between \$10,000 and \$100,000, three written quotes are required. *Purchasing Services will assist in reviewing quotations obtained by the department and may issue a private Request for Quote if deemed necessary.*

For purchases greater than \$100,000, a formal bidding process is required. *Purchasing Services, in collaboration with the department will prepare and issue a publicly advertised bid.*

### **Supply Managed Contracts (SMC) – Highly Repetitive Commodity Purchases**

Purchasing Services has contracts set up in several commodity areas to allow departments to place orders directly with selected suppliers. The requirements of each contract may vary depending upon the commodity. The Purchasing Services website provides a list of SMC, contracted suppliers and the details regarding these contracts.

### **Procurement Card (P-Card) - Low Value Purchases**

If authorized by their Supervisor, a full-time permanent employee may fill out an application for a University of Guelph Procurement Card and forward the application to Purchasing Services. The maximum credit limit is \$3,000 (Cdn only after tax) per individual purchase up to a predetermined monthly limit. Some restrictions apply.

### **Low Value Purchase Orders (LVPO) - Non-contracted Purchases**

A department may place an order directly with a supplier who is not on contract with the university by using a Low Value Purchase Order form if the total of the purchase before taxes is less than \$3,000 (Cdn & U.S. before tax). Some restrictions apply.

### **Transportation of Goods**

Purchasing Services has in place, contracts for inbound and outbound shipment of goods, both to and from domestic and international locations.

### **Customs - Import / Export Activity & Inquiries**

For any import or export of goods and/or services, Purchasing Services provides guidance to meet the mandatory government requirements.

**For more information, please feel free to contact us using any of the following:**

**Visit our website – <http://www.fin.uoguelph.ca>**

**Contact any member of our team directly.**

**Access our Purchasing Call Centre, 519-824-4120, ext 56412.**