



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

PROCESS: Ethical Buying
Subject: Purchase of University of Guelph “Crested”
Wearing Apparel

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_EthicalCrestedD1.pdf).

INTRODUCTION

Purpose: To define the procurement process for the Ethical Buying.

Reference University of Guelph website:

www.uoguelph.ca/ethicalbuying/

- POLICY for “UNIVERSITY OF GUELPH CODE OF ETHICAL CONDUCT FOR SUPPLIERS AND SUBCONTRACTORS IN RELATION TO WORKING CONDITIONS AND EMPLOYMENT STANDARDS”
- “PROCEDURES FOR THE UNIVERSITY OF GUELPH CODE OF ETHICAL CONDUCT FOR SUPPLIERS AND SUBCONTRACTORS IN RELATION TO WORKING CONDITIONS AND EMPLOYMENT STANDARDS”

Scope: This procedure covers the purchase of crested wearing apparel including but not limited to; athletic uniform, work wear, promotional wear, clothing for resale and student groups/clubs. Crested wearing apparel bears the University of Guelph’s name, logo and any branded trade name(s).

Responsibility: University of Guelph, staff, students and faculty, Purchasing Services, procurement staff.

PROCEDURES

Planning: Seek out Code compliant suppliers, already approved.

Reference University of Guelph website:

- o www.uoguelph.ca/ethicalbuying/> List of Suppliers> University of Toronto’s Trademark Licensing website
 - o www.fin.uoguelph.ca> Financial Services> Purchasing Services> Suppliers by Commodity> Wearing Apparel
 - Request quote from any of the suppliers listed (if listed approved).
 - Follow competition rules under University of Guelph, Purchasing Policy FI 18.0.
- Reference University of Guelph website:**
<http://www.fin.uoguelph.ca/policies/>> Policies and Procedures> Financial Policies> Purchasing Policy FI 18.0
- If a supplier is not listed, see Supplier Approvals below.

PROCESS – PURCHASING OF GOODS

Ordering:



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Staff and Faculty – prepare the necessary paperwork for ordering based on the total dollar value of the order or the type of clothing to be ordered.

- Orders (any dollar value) to supplier(s) named on Purchasing Services website. Prepare and transmit a systems contract requisition directly to the supplier.
- Orders to suppliers named on the University of Toronto website (total dollar value under \$3,000). Prepare a low value purchase order and submit direct to supplier or place an order using the University procurement card.
- Orders to suppliers named on the University of Toronto website (total dollar value over \$3,000). Prepare a requisition for a high value purchase order and submit along with quote(s) direct to Purchasing Services for review and placement with supplier.
- Orders to suppliers not named on either website. Direct supplier to University's Ethical Buying website and instruct them to complete the forms provided therein and forward them to Purchasing Services for review as indicated below.

Orders cannot be issued to suppliers until approvals have been received. This will take time for unlisted/unapproved suppliers.

Student Led Organizations – upon completing the Planning section above. Prepare and order as directed by your organization.

PROCESS – SELECTION OF SUPPLIERS

Supplier Lists – Pre-approved:

Suppliers already approved can be found on the following websites.

Reference University of Guelph website:

- www.uoguelph.ca/ethicalbuying/> List of Suppliers> University of Toronto's Trademark Licensing website
- www.fin.uoguelph.ca> Financial Services> Purchasing Services> Suppliers by Commodity> Wearing Apparel

Supplier – New Approvals:

Suppliers not listed on either of the above website may request the opportunity to be approved.

Any staff, student or faculty may advise the supplier to access the University's website to obtain the forms required to submit an application for approval (prequalification) as a Code compliant supplier to the University.

Reference University of Guelph website:



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In this website suppliers applying for approved status should read all information provided, print and complete the Compliance Forms provided for Suppliers and their immediate Subcontractors.

Upon completion, these forms should be submitted to the University’s Purchasing Services department. Once received, the applications will be reviewed and if compliant, recommended for inclusion on the University of Guelph – Purchasing Services > Suppliers by Commodity website.

The University of Guelph may choose to submit these applications to the monitoring agencies, Worker Rights Consortium (WRC) and/or Fair Labor Association (FLA), for a more thorough review of compliance.

APPROVAL

This Standard Operating Procedure has been approved by the Manager, Purchasing Services and put into effect.

Approved by: Dale Stevanus