The Directive says all documentation related to procurement should be retained for 7 years. When I order over phone or online, sometimes I don't have any documents. What should I do?

If there is no document arising from placing order online or by phone, try requesting the supplier to send us an order confirmation or advance shipping notice. This can also help in checking order accuracy and delivery information.

Category:

- Procurement/Payables [1]

Source URL:https://www.uoguelph.ca/finance/directive-says-all-documentation-related-procurement-should-be-retained-7-years-when-i-order-over

Links
[1] https://www.uoguelph.ca/finance/taxonomy/term/107