**New Commodity Responsibility Structure for Requisitions**

In an effort to enhance our services to the University community, Purchasing Services is moving to a new commodity responsibility structure where a team of two is assigned to each commodity. Each team comprises a Procurement Contracting Officer and an Assistant Manager, where the Assistant Manager is the team leader and is responsible for the overall commodity strategy.

In principle, the Procurement Contracting Officer is responsible for purchases below $100,000 and the Assistant Manager is responsible for purchases of $100,000 and over. During everyday operations, the Procurement Contracting Officer will be working closely with the Assistant Manager and a team approach will be deployed to address certain situations where greater expertise is required, higher authorization is needed or escalation is necessary.

We trust this team structure would help us to improve the quality of our services to the University community and achieve better results in ensuring the University’s accountability and procurement compliance.

To help you with the transition, we’ve made the changes in our Commodity Codes by Buyer table to show the two buyers respectively for purchases below $100,000 and $100,000 & over. Due to that we are not currently fully staffed, certain commodities will be handled by one buyer regardless of dollar value for the time being. For these commodities, the same buyer’s name is showing under both columns.

Effective immediately, please forward your requisitions to the buyer according to the updated Commodity Codes by Buyer table. This table is also posted on our website <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/iprocurement-online-requisition> under Who Should I Send My Requisitions To?

If you are not sure about the total purchase amount or the appropriate commodity code, no need to worry. Please send it based on your best knowledge. Our buyers will forward to the appropriate person if necessary.

We’d love to hear your thoughts on this. Please send any feedback to myreq@uoguelph.ca.

**Other Updates in the Pipeline**

* Current commodity codes system is being reviewed
* Monthly Open Order Report for Departments is in development
* Guideline for Requisition Return is in development

We appreciate your continued support and will continue our effort to improve our services to you.