**Supplier’s site address information now can be viewed in iProcurement**

You can view a supplier’s sites with their address info in iProcurement now. For details on how to do this, please see the attached How to View Supplier Site Address in iProcurement .

**March 31, 2015 is the Year End of CFI, CRC, and SOWC Project Completion**

Please submit your requisitions for CFI, CRC and SOWC project as early as you can. If there is any grant to be closed and any open POs under the grant need to be revised or cancelled, please advise the buyer for the purchase as soon as possible.

As always, we expect high volume of requisitions and requests during the last couple of weeks approaching March 31. If you could, please act on these purchases as early as possible. Your efforts will help us to meet your deadline and would be highly appreciated.

All invoices of $3000 and over must be paid against HVPOs; Orders of $10,000 and over must have 3 quotes or a valid Single/Sole Source form. Orders of $100,000 and over via Single/Sole Source must also have a Conflict of Interest Form signed by the supplier.

**Radioactive Material Purchase**

All requisitions for Radioactive Material are required to be routed to Environmental Health and Safety Department for approval prior to being processed by Purchasing Services.

Please make sure the commodity code for Radioactive Material is CHEM4.SUPP on your requisitions. Any requisitions for Radioactive Material that’s not using the correct commodity code will be returned.

**How to request to make changes to existing orders?**

Purchasing Services currently accepts the following types of Order Change Requests via email:

* Order Cancellation
* Order Amount Decrease
* GL Coding Change
* Order Amount Increase Below $3000

For order amount increase that’s over $3000, Purchasing Services requires users to initiate online requisitions. This is to ensure the accuracy of order revisions and a consistent process is followed in the area of issuing high value purchase orders.

We will continue to seek opportunity to improve the process and will be investigating the system capacity in the area of accepting Order Change Requests electronically.

**Why are my requisitions returned?**

A requisition may be returned for various reasons. Please refer to the comments by buyer in the email notification to you for the specific reasons for the return.

Some of the most common reasons for requisition returns are:

* Missing backup document such as quote(s) or Single/Sole Source

Please do not send these documents via email. We require all back up documentation being attached with the requisition.

* Didn’t select a proper P-site

All iProcurement supplier sites should begin with “P”. If the site you use is not a P- site or is not set up in the system, stop the requisition process, email myreq@uoguelph.ca to have the site revised to P-site or set up, then resume the requisition process.

* Didn’t select a proper Ship-To address

All Ship-To address should being with the four digit unit number followed by a sequence number, such as 1234-01. Correct Ship-To address ensures that your department receives a copy of the PO and suppliers can ship your order to the right receiving address.

* Items with different taxes being entered in the same line

Every PO line can only be applied with one tax treatment. If different items are taxed differently, they have to be entered in different lines. For example: professional services are HST taxable. Reimbursed travel expenses are tax exempt. If one requisition has both items, they must be entered on two different lines.

Have other questions? Email myreq@uoguelph.ca. We’ll be happy to answer any questions you may have.

**Attachment**

**How to View Supplier Site Address in iProcurement**

To view all the sites and the site addresses for a particular supplier, in the Supplier Name field, type the partial supplier name, click the Search magnifier and select the supplier form the supplier list in the Search window, then tab to the next field Site, click delete to remove any default site name so that the field is blank, click the Search magnifier.



In the Search window, click the Go button. All the sites under the supplier will come up with their address information.

