



Printing Services SMC contract updates

Department: Procurement/ Payables

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Method of Providing Printing Proof Approvals

Effective immediately, departments shall provide Printing Proof Approvals to your SMC suppliers via email or online portal. No verbal approvals on printing proofs will be acceptable.

Order Method Change for M&T Printing

Effective immediately M&T Printing will no longer accept verbal or faxed orders. Orders with M&T Printing must be placed by one of the following:

- 1) online ordering website (preferred) <https://secure.mtprint.com/pool/CustSignIn.aspx?Validate=8953JKL1290312KM> [1]
- 2) e-mail guelph@mtprint.com [2]

See Purchasing Services website under M&T Printing for further details and instructions.

Appropriate Use of the University's Logo, Crests and Images on Printed Materials

When ordering materials printed with the University's name, logotypes, crests and images, please make sure your request follows the University's Graphic Standards Guide at <http://www.uoguelph.ca/web/graphicstandards/> [3]

For information related to these contracts including rates, contact information, and detailed billing information, please visit Purchasing Services website at <https://www.uoguelph.ca/finance/suppliers/by-commodity> [4].

If you have any questions regarding these changes, please contact Rajna Rakanovic, Procurement Contracting Officer, Purchasing Services at Ext.53779 or rrakanov@uoguelph.ca [5].

Kind regards,

Lis Kuindersma, SCMP



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Assistant Manager, Purchasing Services
Financial Services
University of Guelph
Phone: [519-824-4120](tel:519-824-4120) [6] Ext. 53844

Fax: [519-767-1251](tel:519-767-1251) [7]

Lkuinder@uoguelph.ca [8]

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Links

[1] <https://secure.mtprint.com/pool/CustSignIn.aspx?Validate=8953JKL1290312KM> [2] <mailto:guelph@mtprint.com> [3] <http://www.uoguelph.ca/web/graphicstandards/> [4] <https://finance.uoguelph.ca/finance/suppliers/by-commodity> [5] <mailto:rrakanov@uoguelph.ca> [6] <https://finance.uoguelph.ca/finance/519-824-4120> [7] <https://finance.uoguelph.ca/finance/519-767-1251> [8] <mailto:Lkuinder@uoguelph.ca>