New Purchasing Services Forms Available

Department: Procurement/ Payables

In our continuing efforts to streamline processes Purchasing Services is introducing several new forms. The forms will ensure that we have all information required to support service requests so they can be handled as quickly and efficiently as possible.

The new forms can be found at this link [1], and are as follows;

Mobile Phone Request Form – use this to request a new device or plan, make changes to an existing plan or port a phone number either to or from the University plan. Complete the form, get the appropriate approval and submit it. You will receive pricing information and available options, make your choice and we will place your order.

Supplier Setup & Change Request Form – use this to setup or change supplier information in iProcurement for High Value POs. Changes to payments information only must be sent to the Payments Services Helpdesk.

Limited Tendering Request Form – this replaces the Non-Competitive Procurement Justification form, use it to select rationale and provide details for single source requests. Digital signatures may be provided for approvals.

Using these tools will speed up response times and reduce the number of requests for additional information for these types of transactions. All forms should be submitted to the Purchasing HelpDesk at purchasing.helpdesk@uoguelph.ca [2]

Source URL:https://finance.uoguelph.ca/new-purchasing-services-forms-available-0

Links
[1] https://finance.uoguelph.ca/finance/departments-services/purchasing/forms [2] mailto:purchasing.helpdesk@uoguelph.ca