This brochure is intended to provide new Faculty of Science members with a brief overview of the Science Procurement Services and Stores operation and provide basic tips that may be of benefit as you begin procurement activity.

Many common requirements are in stock and can be readily provided from our Stores location in the Chemistry/Physics Building, room C-1016. These items must be ordered online from the Health and Safety Management System (HSMS), accessed via the My MUN login at https://login.mun.ca/cas/login. Other items will need to be procured by our Procurement Services staff located in C-2012, just up the stairs from FOS Stores.

Requisitions for non-chemical purchases are available from the departmental general offices or C-2012. Requisitions must be approved by the grant holder and department administrative officer before being forwarded to Procurement Services for processing. Your order will be placed once availability of funds has been certified.

Please contact your department’s administrative officer regarding funding certification or for help setting up a new account.

**REQUISITIONS AND STORES ORDERS**

- All chemical requisitioning must be entered in the HSMS to allow for electronic approvals and inventory control.
- All non-chemical requisitioning (equipment, special order supplies, etc.) must be submitted on the existing paper requisition form.
- Requisition orders are normally placed with the vendor within two days of receiving final approval.
- All orders for stock items (chemical and non-chemical) held in FOS Stores (C-1016) must be placed via the HSMS online.
- A delivery option is available for customers located in the Science, Chemistry-Physics and Biotechnology Buildings. Daily delivery of orders is from 2:10 p.m. until 3:30 p.m. Stores orders placed before 12 p.m. will normally be delivered the same business day.
- Stores orders placed and indicating 'pick up' will be notified via email when their order is ready for pick up.
- At times, some of your order may be backordered.
- If items normally obtained from Stores are not showing online, please notify staff.
POLICY, LIMITS AND OPEN CALL FOR BIDS

The following are general guidelines regarding procurement limits and open call for bids. For specific information, please refer to Memorial’s policy page: www.mun.ca/policy/browse/policies/ or contact Faculty of Science - Procurement Services for guidance.

When you are ready to begin planning your purchase, FOS Procurement Services can assist.

- Procurement of goods equal or greater than $10,000 (before taxes) require an open call for bids.
- Procurement of services equal or greater than $50,000 (before taxes) require an open call for bids.
- Purchases for goods greater than $2,500 and up to $10,000 before taxes require three quotations.
- Purchases for services greater than $2,500 and up to $50,000 (before taxes) require three quotations.
- All purchases must have funding certified prior to being processed.
- Splitting a purchase to lower the value and avoid the applicable threshold is not permitted.

CONTACT INFO
Dion Bennett, Supply Chain Manager
283 Elizabeth Avenue
Chemistry-Physics Building, C-2012
T: 709.864.8548 M: 709.728.7218
Fax: 709.864.3154
E: dion.bennett@mun.ca
www.mun.ca/science/faculty_staff/stores.php

PROCUREMENT SERVICES
Chemistry-Physics Building, C-2012

Staff
Steve Ballard, sballard@mun.ca
709.864.8775
Ernest Stapleton, eastapleton@mun.ca
709.864.7523
Jesse Brazil, jmichael@mun.ca
709.864.3780
Rosemary Maher, rmaher@mun.ca
709.864.4384
Kevin Dillon, kevind@mun.ca
709.864.8196
Fax: 709.864.4623

STORES
Chemistry-Physics Building, C-1016

Staff
Randy Earle, rearle@mun.ca
709.864.8882
Ann Marie Pike, p33amp@mun.ca
709.864.4800
Fax: 709.864.4085

HOURS OF OPERATION
9 am. to 5 pm. weekdays
9 a.m. to 4:30 p.m. (summer hours)

General inquiries and requests should be sent to the group addresses below to avoid delays should a particular employee be unavailable.

Procurement: fos.procurement@mun.ca
Stores: fos.stores@mun.ca

PROCUREMENT TIPS
- Plan purchases well in advance. Be sure to include additional time to cover unforeseen delays and meet applicable deadlines. Include Procurement Services early in the process when they can add the most value.
- Exercise care and due diligence in the development of specifications. Include all requirements but do not include specifications that could eliminate sourcing options unnecessarily.

Memorial University operates in compliance with the Public Procurement Act and Public Procurement Regulations.

Financial and Administrative Services is responsible for ensuring compliance is maintained.

The following link provides specifics regarding purchasing procedures at Memorial University:

www.mun.ca/policy/browse/procedures/view.php?procedure=593