

Purchase Order Terms & Conditions for St. Mary's Hospital

ALL DELIVERIES MUST BE MADE TO:

RECEIVING DEPARTMENT: 911 Queens Boulevard, Kitchener, Ontario N2M 1B2

RECEIVING Operating Hours: Monday – Friday 8am-4pm; closed on holidays.

PURCHASING DEPARTMENT CONTACT INFORMATION:

Purchasing E-MAIL Address: purchasing@smgh.ca

Cynthia Ross, Senior Buyer, Email: cross@smgh.ca

Deanna Carney, Purchasing Coordinator, Email: dcarney@smgh.ca

Dominik Cislo, Senior Buyer, Email: dcislo@smgh.ca

Jeremy Kennard, Senior Buyer – Email: jkennard@smgh.ca

Scott Patterson, Buyer, Email: spatters@smgh.ca

Engineering: Kathleen Carr, Engineering clerk, Email: kcarr@smgh.ca

Food Services: Stephanie Meyer, Nutrition & Patient Food Services Manager,

Email: smeyer@smgh.ca

Shipping/Receiving: 519-749-6578, EXT 6869

***** PLEASE NOTE *** IT IS IMPERATIVE THAT ANY CHANGES TO THIS ORDER BE NOTIFIED TO THE APPROPRIATE CONTACT LOCATED ON THE PURCHASE ORDER YOU RECEIVED.**

Please Note:

- **ALL ORDERS:** PLEASE ACKNOWLEDGE RECEIPT, PRICING, AND DELIVERY, INCLUDING APPLICABLE TAXES VIA THE PURCHASING EMAIL ABOVE OR VIA EDI.
- **SMGH PURCHASE ORDER NUMBER:** MUST BE REFERENCED ON ALL CORRESPONDENCE. ITEMIZED PACKING SLIPS TO BE AFFIXED TO THE EXTERIOR OF THE PACKAGE TO INCLUDE ITEM OR PART # DESCRIPTION OF CONTENTS AND QUANTITY SHIPPED AND/OR BACK ORDERED PRODUCT.
- **FOR ANY SHIPMENTS REQUIRING CUSTOMS CLEARANCE PLEASES CONTACT:** BROKERAGE THOMPSON AHERN INT. 905-677-3471, FAX 905-677-3464
- **MATERIAL SAFETY DATA SHEETS REQUIRED FOR ALL APPLICABLE PRODUCT ATTACHED TO THE PACKAGE.**

ACCEPTANCE AND SHIPMENT OF THIS ORDER CONSTITUTES AGREEMENT WITH ALL TERMS AND CONDITIONS LISTED ABOVE. A COPY OF YOUR ACKNOWLEDGEMENT TERMS WILL NOT BE ACCEPTED AS AN OBJECTION TO OUR TERMS AND CONDITIONS