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 PLEASE 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