



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

### **ALL DELIVERIES MUST BE MADE TO:**

**Receiving Department:** 911 Queen's Boulevard, Kitchener, Ontario N2M 1B2

**Receiving Operating Hours:** Monday – Friday 8:00 a.m. - 4:00 p.m. Closed on holidays.

### **PURCHASING DEPARTMENT CONTACT INFORMATION:**

**Purchasing email:** [purchasing@smgh.ca](mailto:purchasing@smgh.ca).

Dominik Cislo, Purchasing Coordinator, 519-749-6408 Email: [dcislo@smgh.ca](mailto:dcislo@smgh.ca)

Catherine McKersie, Procurement Specialist, 519-749-6407 Email: [cmckersie@smgh.ca](mailto:cmckersie@smgh.ca)

Cynthia Ross, Procurement Specialist, 519-749- 6578 Ext. 1967 Email: [cross@smgh.ca](mailto:cross@smgh.ca)

John Dykstra, Procurement Specialist, 519-749-6409 Email: [jdykstra@smgh.ca](mailto:jdykstra@smgh.ca)

Darlene Oakes – Supply Chain Supervisor 519-749-6578 EXT. 1210 Email:

[doakes@smgh.ca](mailto:doakes@smgh.ca)

Suzy Araujo, Purchasing and Supply Chain Manager, 519-749-6578 ext. 1260

Email: [saraujo@smgh.ca](mailto:saraujo@smgh.ca)

**Food Services:** Stephanie Meyer, Patient and Food services, 519-749-6578, ext. 1200

Email: [smeyer@smgh.ca](mailto: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 International. 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**