



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.

Darlene Oakes, Purchasing Coordinator, 519-749-6408 Email: doakes@smgh.ca

Catherine McKersie, Procurement Specialist, 519-749-6407 Email: cmckersie@smgh.ca

Cynthia Ross, Procurement Specialist, 519-749- 6578 Ext. 1967 Email: cross@smgh.ca

John Dykstra, Procurement Specialist, 519-749-6409 Email: jdykstra@smgh.ca

Suzy Araujo, Purchasing and Supply Chain Manager, 519-749-6578 ext. 1210

Email: saraujo@smgh.ca

Engineering: Marie Merkley, Engineering clerk, 519-749-6405 Email: mmerkley@smgh.ca

Food Services: Wayne Gravel, Patient and Food services, 519-749-6578, ext. 1200 Email: wgravelle@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