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Object: Purchase Requisition "Description" Field

PART I – PURPOSE AND SCOPE

To ensure the quality of the information stored in our systems and records is sufficient to meet our reporting and record retention obligations, Procurement Services hereby issues this Directive, applicable to all purchase requests not originating from a MMP catalogue.

PART II - INSTRUCTIONS

- 2.1 When submitting a purchase requisition in the McGill Market Place or in FAMIS, use the "Description" field (maximum of 50 characters) to provide a meaningful description of the good or service purchased (e.g. *Super Computer, FR to EN Translation Services, Catering for homecoming, etc.*).
- 2.2 Do not use the quote reference number in the "Description" field. The quote reference number should be included in the "External Notes" field only, with the quote documents added as attachments, or uploaded to the contract management module of MMP ("CCT") by the buyer responsible for your procurement needs.
- 2.3 Since the contractor's name will automatically appear on the purchase order, it must not be repeated in the "Description" field (the brand itself, if different from the contractor's name, is a legitimate and useful piece of information to add to the "Description" field).
- 2.4 When a purchase request pertains to another, already issued purchase order (whether past or current), please include this information in the Internal Notes of the purchase request (or if unavailable, as much information as possible to correlate the purchase orders).