

# Purchase Requisition

Use this form to order supplies, chemicals, compressed gas cylinders, biological and/or radioactive materials.

Preferred Vendor Information	
Name:	
Address:	
City:	Province/State:
Country:	Phone:
Website:	Fax:

Item # 1					
Description:					
<u>C.A.S. No.</u>	<u>Catalogue No.</u>	<u>CCC ID</u>	<u>Size</u>	<u>Qty</u>	<u>Price (EA)</u>
					\$
Grade:	<input type="checkbox"/> HPLC <input type="checkbox"/> ACS <input type="checkbox"/> Reagent <input type="checkbox"/> USP <input type="checkbox"/> Molecular <input type="checkbox"/> Lab <input type="checkbox"/> Technical <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A				

Item # 2					
Description:					
<u>C.A.S. No.</u>	<u>Catalogue No.</u>	<u>CCC ID</u>	<u>Size</u>	<u>Qty</u>	<u>Price (EA)</u>
					\$
Grade:	<input type="checkbox"/> HPLC <input type="checkbox"/> ACS <input type="checkbox"/> Reagent <input type="checkbox"/> USP <input type="checkbox"/> Molecular <input type="checkbox"/> Lab <input type="checkbox"/> Technical <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A				

Item # 3					
Description:					
<u>C.A.S. No.</u>	<u>Catalogue No.</u>	<u>CCC ID</u>	<u>Size</u>	<u>Qty</u>	<u>Price (EA)</u>
					\$
Grade:	<input type="checkbox"/> HPLC <input type="checkbox"/> ACS <input type="checkbox"/> Reagent <input type="checkbox"/> USP <input type="checkbox"/> Molecular <input type="checkbox"/> Lab <input type="checkbox"/> Technical <input type="checkbox"/> Other: _____ <input type="checkbox"/> N/A				

CCC Inventory Information:	
Will you accept an equivalent product if in-stock?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Delivery Information:	
Date Submitted:	(MM/DD/YYYY)
Date Required:	<input type="checkbox"/> ASAP <input type="checkbox"/> 2-5 Days <input type="checkbox"/> 2 weeks

HMIS Information:	
Building:	
Room Number:	

Customer Service Instructions:	
Quote #:	

Contact Information:	
Requested By:	
Phone Number:	519 — 253 — 3000 ext. _____
Email:	_____@uwindsor.ca

Financial Information:	
Account Holder:	
Account Number:	
Signature:	Account Holder

Customer Service:	
P: 519.253.3000 ext. 3523	F: 519.973.7013
In Person: Essex Hall B-37 (M — F 8:30AM — 4:30PM)	
E: ccc@uwindsor.ca	www.uwindsor.ca/ccc

## **Purchase Requisition Instructions:**

**Section 1: Preferred Vendor** - The preferred vendor listed for a product will be used to fill your order.

**Section 2: Item Information:** (\* - denotes required items)

- Description\* of the item should be full & complete, including name and concentration.
- CAS number is a unique numerical identifier for chemical elements, polymers, biological sequences, mixtures and alloys.
- Catalogue number\* reflects the vendor specific identification number of the item.
- CCC ID is the unique product identifier of an item that is either stocked by the Chemical Control Centre or purchased previously.
- Size\* is the unit of measure associated with an item – i.e. 5L, Each, Case of 5, etc.
- Qty\* is the total quantity of a given item required
- Price (EA) reflects the estimated per unit price of a specific item. Client services will contact the requestor if the value differs significantly. In addition, the requestor will receive a .pdf order confirmation outlining the estimated price.
- Grade reflects the chemical grade definitions from highest to lowest purity

**Section 3: CCC Inventory Information** – The Centre holds a wide variety of common items for both research & teaching applications. Please specify if you are agreeable to having your order filled with an equivalent (and often less expensive) in-stock item. All stock items can be returned for a full refund provided that they are unopened and in resaleable condition.

**Section 4: Delivery Information** - The customer is responsible for invoice price, including applicable taxes, shipping and handling costs related to the purchase of the item.

**Date Required:** The Centre consolidates orders to primary vendors on a daily basis to reduce shipping & handling costs. Smaller vendors may be consolidated, if date required allows, reducing your costs; however, all orders stated “ASAP” will be placed immediately.

All requestors will be notified by email upon the receipt of their order. Essex Hall residents are required to pick-up their items from the Chemical Control Centre during normal business hours. Members of Biological Sciences can pick-up their items from their stockroom typically 4 hours after notification of arrival. All other clients will have their order shipped to their attention by the next business day.

**Section 5: HMIS Information** – Provide the building and room number for where the items are to be used, stored, or manipulated. This information is used to provide emergency response personnel with critical information during an emergency.

**Section 6: Customer Service Instructions** – Please list any quotes or critical information that needs to be communicated to our Customer Service staff to ensure the accurate and timely processing of your order.

**Section 7: Contact Information** – This section should reflect the individual who requires the items and whom we may contact. For your security and privacy, we are only able to communicate by email to “uwindsor.ca” email addresses.

**Section 8: Financial Information** – This section outlines the name of the account holder, business unit (account number), and their associated authorization. Orders for new items (not previously acquired) must be approved by the account holder. Authorized individuals on their respective accounts may only acquire items that have been purchased previously by the Chemical Control Centre.

### **Other Information:**

**Cancellations / Adjustments:** Typically, if an item has not shipped from the vendor we will allow changes and/or cancellations on an order at no charge; however, if the item has already shipped the customer is responsible for all restocking fees (if applicable).

**Guarantee:** The Chemical Control Centre endeavors to ensure that all orders are placed efficiently, effectively, and accurately. However, mistakes do occur. We will take all necessary steps to correct any problems to ensure your satisfaction with our service.