

# Materiels Management

## Supplier Information

### Standard Purchase Order Terms and Conditions

#### 1.0 INTRODUCTION:

- 1.1 St. Thomas Elgin General Hospital's (hereafter referred to as STEGH) purchasing of supplies, equipment, furniture and services is performed through the Materiels Management Department using a uniform procurement procedure.
- 1.2 Listed below are the Standard Terms and Conditions, which apply to the purchase of all supplies, equipment, goods and services unless otherwise stipulated in a separate Agreement or amended to the Purchase Order.

#### 2.0 CANCELLATION:

- 2.1 Reasons for cancellation can include but are not limited to vendor performance, product quality and non-compliance to the Terms and Conditions of the Purchase Order.

#### 3.0 COMPLIANCE WITH LAWS AND REGULATIONS:

- 3.1 All purchases are subject to the laws of the Province of Ontario and Canada and current relevant legislation.
- 3.2 The Vendor must provide all permits, licenses, consents and authorizations necessary to perform its obligations.
- 3.3 All equipment, goods and services provided by the Vendor to STEGH must comply with and meet all regulatory approvals and be licensed for sale in Canada.

#### 4.0 CONFIDENTIALITY:

- 4.1 The Terms and Conditions of the Purchase Order are confidential to STEGH and the Vendor, and are not to be disseminated, distributed, or otherwise conveyed to third parties, other than those officials and employees of either party whose duties require knowledge thereof, without the expressed written consent of both parties, except in the pursuit of legal redress in the courts of law or in pursuit of the direction of any legal authority.

#### 5.0 DELIVERY:

- 5.1 Failure of the Vendor to deliver the goods and/or services in accordance with the specified delivery date(s) listed on the Purchase Order may give cause for STEGH to cancel the Purchase Order without penalty.

## 6.0 ELECTRICAL STANDARDS:

- 6.1 All electrical equipment must meet legislated standards and externally bear a mark or label approved by the Canadian Standards Association (CSA) or equivalent. Items received without approval labels will be returned to the Vendor at their cost.

## 7.0 INSTALLATION OF EQUIPMENT:

- 7.1 Where the Vendor is responsible for the unloading and/or installation of the equipment, the Vendor will have complete responsibility of the equipment until it is in place and working.

## 8.0 INVOICES:

- 8.1 Unless otherwise stated, direct all invoices for payment to:  
St. Thomas Elgin General Hospital  
Attn: Accounts Payable  
189 Elm Street  
St. Thomas, Ontario  
N5P 5C4

STEGH to be notified of any discrepancies of invoices within 48 hrs.

## 9.0 LATEX CONTENT:

- 9.1 Upon request, the Vendor must disclose the latex content of their products. If there is a latex free product available, the Vendor must advise STEGH of the alternative product for consideration. STEGH will reserve the right to include or exclude these latex free products from their purchases.

## 10.0 MEDICAL DEVICES:

- 10.1 The Vendor must ensure they obtain, maintain and supply as requested, appropriate license numbers and licenses required by the Therapeutic Products Directorate (T.P.D.) under Health Canada, for the life of the Purchase Order. Vendors are also required to advise STEGH of any changes in status relating to the licensing of any medical devices they sell. Failure to comply with these terms and conditions will result in the cancellation of the Purchase Order without penalty.

## 11.0 PAYMENT TERMS:

- 11.1 Payment terms are net 30 days unless otherwise negotiated.

## 12.0 PRICING:

- 12.1 The Vendor agrees that STEGH will receive the best available pricing based on similar size and volumes.

### 13.0 QUALITY:

- 13.1 Goods delivered will be inspected and tested as soon as possible after delivery and if found unsatisfactory will be returned to the Vendor for full and immediate credit.

### 14.0 RESTOCKING CHARGES:

- 14.1 STEGH policy is not to accept restocking charges for goods returned to the Vendor for any reasons unless otherwise negotiated.

### 15.0 SHIPMENTS:

- 15.1 All items shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing materials or containers. The containers will remain the property of STEGH unless otherwise stated. Where materials are shipped in refillable containers which may require a rental charge, this rental charge must be shown separately and not be included in the unit cost of the item.
- 15.2 Current Material Safety Data Sheets (MSDS) must be provided for all products covered by Workplace Hazardous Materials Information Systems Regulations (WHMIS).
- 15.3 Goods must be packaged and transported in accordance with the laws of the Province of Ontario and Canada and current relevant legislation.
- 15.4 All perishable goods must be packaged to withstand 72 hours in transit.
- 15.5 STEGH will not be held liable for consequential costs arising from the improper consignment of goods.
- 15.6 It is the Vendor's responsibility to declare the full value of the order on their carrier's Bill of Lading.
- 15.7 Purchase Order Numbers must be shown on all shipping documents, packing slips, invoices and labels.

### 16.0 SHIPMENTS FROM OUTSIDE CANADA:

- 16.1 STEGH Customs Broker is:  
Buckland  
73 Gaylord Road  
St. Thomas, ON  
N5P 3X1  
519-631-4944 (phone)  
519-633-8038 (fax)

- 16.2 Commercial Invoice and Certificate of Origin (NAFTA) must accompany the shipment as follows:
  - 16.2.1 3 copies of Commercial Invoice
  - 16.2.2 3 copies of Certificate of Origin
- 16.3 The Harmonization Code (HS Code) and Vendor's Federal Tax ID Number must appear on all customs paperwork including the Commercial Invoice.
- 16.4 The value of repairs must be detailed on the Commercial Invoice.
- 16.5 When shipment requires special handling or expediting, fax one copy of each document to:
  - St. Thomas Elgin General Hospital
  - Attention: Purchasing Department
  - (519) 637-3226 fax

#### 17.0 TAXES

- 17.0 Taxes must be shown separately where applicable
- 17.1 Ontario Retail Sales Tax (PST) Purchase Exemption Certificate Number is 34864628
- 17.2 Goods and Services Tax (GST) Number is R108043027

#### 18.0 Construction Renovations

- 18.0 All contractors must go through our pre qualified vendor list in order to be eligible for quoting on construction renovations.
- 18.1 The Vendor agrees to provide proof of liability insurance by providing a current valid certificate of insurance to STEGH
- 18.2 The Vendor must advise STEGH immediately of any change in insurance provider or limits of liability. Failure to comply with the insurance requirements will result in the cancellation of the Purchase Order.

#### 19.0 Contact Information

- 19.1 Contacts for Salespeople
  - 19.1.1 All Sales Reps need to report to the Solution Center upon arrival to STEGH to obtain an ID Badge and to sign in and out of the Hospital. If a meeting with a manager is needed, Sales Reps must make an appointment *prior* to coming into the Hospital. All reps must go through the Purchasing Consultant to get contact information for managers.

## 19.2 Contacts for Contractors

19.2.1 All contractors need to contact the Purchasing department in order to get on the pre qualified vendors list for requests for quotes or proposals. Contractors need to provide clearance certificate at the time of quotation and when sending an invoice to the Hospital (which is to stay with the invoice).

## 19.3 STEGH Contact Information:

Scott Lalonde  
Purchasing  
189 Elm St.  
N5P 5C4

[SLalonde@stegh.on.ca](mailto:SLalonde@stegh.on.ca)

(519)631-2030 ext. 2938  
Fax. (519)637-3226

Kathy Jameson  
Materials Manager  
189 Elm St.  
N5P 5C4

[kjameson@stegh.on.ca](mailto:kjameson@stegh.on.ca)

(519)631-2030 ext. 2386  
Fax. (519)637-3226