


How to Create a Limited Tendering Form in MacBuy

- Click the Limited Tendering Form tile from the shopping home page

Advanced Go to: Favourites | Forms | Discount | Browse: Suppliers, forms, part number, etc.



NOTE: This is the TEST environment.

Additional Approved Contract Suppliers will be added to the showcase in the next few months
Design Electronics,
(Use Non-Catalogue Form)

[Click Here for Training Videos and How to Guides](#)

Questions? Contact: MacBuyHelp@mcmaster.ca

Forms & Special Requests

PO Change Order Request Form	Quick Quote	Non Catalogue Form	Limited Tendering
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Lab Supplies

BIO-RAD	MACLEODON	Fisher Scientific	ThermoFisher Scientific formerly Life	PerkinElmer	QIAGEN
SARSTEDT	SIGMA-ALDRICH	VWR INTERNATIONAL	Agilent	BECKMAN COULTER	CEDARLANE
DO NOT USE IN TEST	Envigo RMS (Canada)	Canadawide Scientific	BioLabs	ESBE SCIENTIFIC	ACP CHEMICALS

- The FORM will open > Search for Supplier > Complete Goods and Services Description > add Est Total Value of items (before tax)

usertest.sciquest.com/apps/Router/FavoritesFormEdit?FavoriteProductId=306011&FavPageContext=2&tmstmp=1644268378023

Limited Tendering Available Actions: Add and go to Cart Go Close

Form Instructions
Strategic Procurement
Limited Tendering Approval Form

To be compliant with the applicable laws, regulations, public policy and McMaster University's Strategic Procurement Policy **SP-01**, all acquisitions must be subject to competitive bidding. I am capable of providing the required goods or services. The Strategic Procurement Policy and related procedures apply to expenditures from all funding sources including operating, research and Processes can be found in the following brochure– https://financial-affairs.mcmaster.ca/app/uploads/2021/01/Procurement_Policy_SP-01.pdf there may be other capable suppliers.

Purchase Details

Supplier
WESTDALE FLORISTS [more info...](#)
[select different supplier](#)

Fulfillment Address
Primary:
1041 KING ST W
HAMILTON, Ontario L8S 1L6 Canada
[select different fulfillment center](#)
+1 905-525-9140
CAD

Supplier Phone
Currency

Distribution
The system will distribute purchase orders using the method(s) indicated below:
Check this box to customize order distribution information.☐

Email (HTML Body)
Good or Service Description
wrihkh18@mcmaster.ca
DETAILED GOODS AND SERVICE DESCRIPTION
216 characters remaining [expand](#) | [clear](#)

Estimated Total Value \$ (after discounts, before taxes and over contract terms)
10000

- Choose a number from the drop-down box coincides with the most appropriate reason

Please choose from the dropbox the number that coincides with the most appropriate reason listed in this table as per the Canadian Free Trade Agreement (CFTA) and Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

Limited Tendering Choice 10 ▾

#	Limited Tendering Reasons
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- Add as much detail as possible in the Justification section

DEFINITIONS

Single Source: A non-competitive procurement process whereby the purchaser approaches only one supplier for goods or services, even though there may be other capable suppliers.

Sole Source: A non-competitive procurement process used when it is widely accepted by industry standards that there is ONLY one supplier capable of providing the required goods or services.

Justification
Explain in detail why you are requesting a non-competitive procurement. If the Recommended Supplier is the only one that can satisfy the minimum requirements, please elaborate how on the supplier is uniquely qualified and why this uniqueness is pages if necessary).

DETAILED JUSTIFICATION

478 characters remaining

Acknowledgement and Approval

Once you are complete at the top right-hand corner you will select **ADD AND GO TO CART**

***** If you have MORE than 1 line item to add to the Limited Tendering Form you can add additional lines

In available actions (top right corner) use drop down menu you can select

- ADD TO CART AND RETURN (this will empty the form and you can add another line with new information)
- ADD TO CART (this will ADD your line item and return to the form with all information still available you can override items)

Once you are complete and have finished adding the lines, go back to the RIGHT-HAND CORNER of the screen and select **ADD AND GO TO CART**

Limited Tendering - Google Chrome

Form added to cart successfully

Each Add to cart action adds the item to the cart. Use the Save option to update the item in the cart.

Limited Tendering

Available Actions: Add and go to Cart Go Close

Add and go to Cart
Add to Cart and Return
Add to Cart
Add to Draft Cart or Pending PR/PO
Add to PO Revision
Add to Favorites
Save
Add to new Cart

Form Instructions

Strategic Procurement Policy SP-0

To be compliant with the applicable laws, regulations, public policy and University's Strategic Procurement Policies and processes can be found in the following brochure- http://www.utoronto.ca/procurement/policies-and-processes

Purchase Details

Supplier

WESTDALE FLOR
select different supplier

Estimated Total Value: \$1,000,000 (after discounts, before taxes and your contract terms)

CART

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.

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This will bring you to complete the requisition.

The shopping cart contains items a user has selected to purchase. Users can add or remove items, change commodity codes, adjust quantities, and view an estimated total purchase amount.

- Add commodity code
- Proceed to CHECK OUT

The screenshot shows a shopping cart interface with several annotations:

- Shopping Cart • 3385286**: A blue arrow points to the cart identifier.
- Search to jump back to shopping**: A box with a blue arrow pointing to the search bar.
- Click to open Action menu for supplier**: A box with a blue arrow pointing to the supplier action menu icon.
- Click to open Action menu for individual items**: A box with a blue arrow pointing to the item action menu icon.
- Add commodity code, use search icon if needed**: A box with a blue arrow pointing to the commodity code input field.
- Estimated totals**: A box with a blue arrow pointing to the estimated totals section in the sidebar.

The sidebar on the right shows the **Estimated totals** section with the following data:

Estimate (508.50 CAD)	
Subtotal	450.00
GST/HST	58.50
Shipping	0.00
Handling	0.00
Total	508.50

Checkout

Tabs at the top of the page contain additional information about the document. Items are listed in the bottom section.

- Click tabs to view and edit information within them.
 - Click the edit icon to modify information in a section.
 - Click the actions icon to see actions that can be performed for the area you are in. In the Items section, on individual items, you will see actions that can be applied that item only. If you select the icon near the top of the Items section, you will see actions that can be taken for all selected items.
 - Click the drop-down menus next to headings see a list of additional actions that can be taken. For example, clicking the drop-down menu next to the Requisition heading displays Continue Shopping or Add Comment actions. Select a line item and open the Actions menu to see a list of actions that can be taken for the selected items.
 - The right sidebar shows document totals, primary actions, and related documents. Users can also view approval workflow information in the **What's next for my order?** section.
 - Click the FILTER VIEW icon view or hide header and line-item details, line items only, or accounting codes only.
- Confirm that you have completed the shipping address, chartfield string and added any internal/external attachments as necessary

