Procurement Services is pleased to announce the launch of its new web site available at www.yorku.ca/procurement. This new site allows the internal community, current and prospective suppliers and external visitors a comprehensive view into how York University manages the process of acquiring goods and services in an open, fair and transparent manner. The new site provides enhanced content with interactive links for easy access to relevant information and required processes. While this site includes new content, it is a dynamic tool that will continue to evolve with more information being added as it is developed, or as new programs, policies or standard operating procedures are introduced. Perhaps more importantly, feedback from our community members will ensure that the site continues to be updated with quality and meaningful content allowing you to better manage your procurement activities.

Web Site Highlights

For the internal community, a number of new links are now available allowing end users to navigate directly to any step in the procurement cycle quickly and easily. Each step includes an introduction to why the activity is required, a how to as well as Frequently Asked Questions. The Procure to Pay Cycle is defined in a graphic that represents the total life cycle of products and services beginning with how to buy and ending with surplus asset management. There is a new section specifically for faculty and researchers to assist with grant management expenditures. For staff and administrators, the site houses all relevant policies, procedures and processes to ensure compliance with internal and external legislation, and it defines roles and responsibilities of those involved in the acquisition process to clarify accountabilities and expedite transactions.

For existing and prospective suppliers, we have expanded the site to include information related to customs clearance obligations, environmentally friendly payment options and general credit and financial reference information. For those interested in business opportunities at the University, there is an expanded section dealing with competitive bidding and the terms and conditions that form the basis of purchasing transactions.

For visitors, which include members of the public, other public sector organizations and provincial bodies, we are working toward an expanded site that will provide a transparent view into our department's mission, mandate and values. Currently, the site provides a high level overview of purchasing organizations or agencies with whom Procurement Services is actively engaged for sharing information on leading practices in the procurement field as well as collaboration on strategic sourcing initiatives designed to leverage spending dollars and better manage supplier performance to yield the maximum benefit to the University.
As always, we encourage your comments. This site has been redeveloped in our efforts to improve service delivery to our internal and external stakeholders. You may notice a number of placeholders – coming soon – that indicate content that is under development, and we look to your feedback as to content that you would find useful to be included. I welcome your feedback and you can provide this either by sending a note to: purchase@yorku.ca, or by contacting me directly either at rfaverin@yorku.ca or at extension 30545.

We are also pleased to offer web site walkthroughs at the local unit level or through planned workshops which we will announce beginning early fall. Please contact Procurement Services if you would like us to make a presentation to your department or Faculty. This will also allow faculty and staff to ask questions related to policies, processes or procedures.

I would like to take this opportunity to thank community members who have collaborated with us during the development of the new site. A number of colleagues have contributed ideas for both presentation and content to assist us in presenting material from the perspective of our stakeholders. We will continue to work with you to enhance the site and, as always, thank all for your continued support.

Kindest regards,

Renata Faverin, Director, Procurement Services & the entire Procurement Services Team