Quick Reference Guide: CFI Orders

F anadian Foundation or nnovation) unded purc ases require additional in ormation to be included on urc ase rders or trac in and report in purposes. is uide contains instructions on ow to place an order unded by a F rant.

Pre-spending:

rocurement o oods be insonce t e F contract is executed and a project account activated. In under exceptional circumstances can advance spendin be in prior to receivin a contract. Il ris s associated wit s

ttac in a uote:

sin t e External Attachments ield available on t e rder Form, attac t e success ul t e vendor quote <u>must</u> be in t e correct F ormat, includin Educational rice and n ind mounts). lease note t at t e quote only needs to be attac ed once per requisition.

External attachments are for any documents to be sent to the vendor. Please include your CFI quote for the successful vendor. External Attachments

Add Attachments

. omplete a orm or eac line item in t e quote w ere possible. nce one orm as been completed, y

Available Actions: Add and go to Cart	

omplete and submit your order:

a. nt etop ri t corner o t e s oppin cart screen, select roceed to ec out. you ave t e opper role, you will need to select t e ssi n art button instead.



- b. nt e equisition ummary screen, you will need to add your s ippin and accountin in ormation.
 - i. ippin address: o edit your s ippin address, dic t e edit button under t e ippin / illin eader.

o c oose a di erent

address, clic ere select rom or addresses

2. earc or your department in t e ic name/ ddress ield and select t e most appropriate address rom t e searc results.

ii.