To initiate the contract

A valid fund number (for McGill client) or A Purchase Order (for External) must be prepared and sent to the following address to initiate the contract:

- aec12-finance.med@mcgill.ca
- gps.gcrc@mcgill.ca

1. The Purchase Order (PO) copy needs to show Reference’s information:
   - Estimation Reference number, or Statement of Work Reference number:
   - Name of the laboratory _ clients;
   - Type of Service requested: Genetic Perturbation Service (GPS);

2. Submit the PO Confirmation copy, and not the Requisition.

3. Indicate the currency (Canadian Dollar, US dollar, etc.)

4. Those services are NOT TAXABLES. Please make sure the PO DOESN’T include taxes.

5. Vendor/Supplier address should be indicated EXACTLY as follows:

   McGill University
   Accounts Receivable
   3465 Durocher St., Suite #323
   Montreal, Quebec
   H2X 0A8

   Contact: Maria Anania – maria.anania@mcgill.ca
   Telephone: 514-398-2311
   Fax: 514-398-1327

*** If the PO’s copy includes taxes, or the Vendor address is not the one provided, the PO will rejected by McGill accounts receivable, and no invoice will be issued****