

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 be rejected by McGill accounts receivable, and no invoice will be issued****