How To source products or services

Determining where to purchase goods or services can be a challenge and in many cases time consuming, particularly for new faculty and staff. This guide is intended to assist users in determining the suppliers available to provide goods or services. To source products or services:

Quick List

www.procurement.utoronto.ca/vendors/contracted_vendors.cfm
Refer to the Procurement Services quick list of vendors. This listing indicates University approved suppliers who are either Tier 1/Preferred Suppliers or have provided UofT specific pricing. Tier 1 vendors provide a UofT specific website complete with pricing and accessibility from your desktop computer.

Vendor Database

www.procurement.utoronto.ca/vendors/index.cfm
If you are unable to locate the specific item or service you require in the vendor quick list you can also refer to the Procurement Services vendor database. This database lists suppliers who conduct business with the University on a regular basis and have been reviewed by Procurement Services. A vendor designated Tier 2 will have a UofT discount structure in place. Vendors designated Tier 3 or 4 may not have a discount structure. Please inquire with the vendor about preferential pricing.

External Trade Index

Products and services may also be sourced through external trade indexes. To view Canadian manufacturers and distributors visit www.frasers.com or www.strategis.gc.ca. For American manufacturers visit www.thomasregister.com. Both external sites provide searches by product or service.