

Purchase order system in SAP



The purchase order system allows FCC to better manage projects and contracts, track orders against delivery dates and communicate requirements with you, our suppliers.

Purchase orders will provide you with improved details on delivery and billing information, clearly defined issue and delivery dates, and itemized requirements based on the terms and conditions of the purchase.

If you receive a purchase order from FCC

- Pay attention to the purchase order number associated with your contract and ensure it is referenced on all associated invoices.
- Send separate invoices for each purchase order.
- Note other information on the purchase orders, such as where to send invoices, delivery dates and quantities, and the terms and conditions associated with the contract.

If you have questions regarding the implementation of purchase orders at FCC, email us at procurement@fcc.ca.

Frequently Asked Questions

My company requires a purchase order for all contracts. Will FCC issue me a purchase order below the minimum threshold?

Yes, if you require one.

For what goods and services will FCC normally issue a purchase order?

FCC requires a purchase order for goods and services that include, but are not limited to, the following:

- IT software and subscriptions
- Consulting and outsourcing, including IT consulting
- Promotional items
- Leasehold improvements and construction/renovations
- Janitorial, maintenance and services contracts, including security and fire protection
- Certain commodity purchases where contracts exist
- Equipment rental
- Telecom equipment
- IT hardware
- IT services

What happens if I don't reference the purchase order number on my invoice?

FCC's payment of your invoice may be delayed.

I have an existing contract with FCC. Will I be required to provide a purchase order on future invoices related to this contract?

IF FCC issues a purchase order for your existing contract, we'll work with you to confirm the process.