

10th Edition

September 16, 2013

Ormed System

As a result of the program realignment changes taking place there is a need to update the Ormed system for all of the Requisitioners and Approvers who currently use the system to order supplies.

There are two parts in the system that require updating:

- The Hierarchy: the order to which the requisition will move up the approval chain and the
- System Access: The cost centres that the users are able to access to place orders.

Attached you will find 3 documents:

1. Hierarchy Change Director Form: Directors: Please complete the form identifying the cost centres that you have responsibility for. Please list the names of managers/approvers that report to you.
2. Hierarchy Change Manager Form: Managers/Approvers: Please list the cost centres that you have access to and the staff who require access to requisitioning. There is a section on the form for Eway (Staples) and Custom Point (RR Donnelly forms) – if the staff currently have access to these electronic ordering systems, please check the box so we can update the account information with the vendors.
3. User Listing HDGH-WRH Manager Copy: Current system listing of the cost centres and the current staff who have access to the cost centre. The spreadsheet has 2 tabs – By Users and By Function Centre. The By User tab is sorted by staff member and lists the cost centres they have access to in the system. By Function Centre is sorted by cost centre and lists all of the staff that have access to that particular account.

Please complete the applicable form and return to : info@procuresso.ca prior to **September 20, 2013**.

It is important that the system information be updated in order to ensure continuity of access for staff. If updates are not received, staff in your area will not have access to order supplies – as they will not have access to the new cost centres.

Please note: The scanning and delivery of supplies from your scanned supply carts will continue on schedule.

On site assistance: Staff will be onsite to assist with the completion of these forms and answer any questions.

Met Campus: Monday September 16, 2013 and Wednesday September 18, 2013 from 8am-4pm - Met NICU Classroom

Tayfour Campus: Monday September 16, 2013 from 1pm-4pm – Finance Conference Room

Ouellette Campus: Tuesday, September 17th 2013 from 8am-4pm – LaSalle Room