

SUPPLY MANAGEMENT SERVICES DIRECTORY



General Information

OFFICE HOURS

May 01 to August 31: 8:00 AM –4:00 PM
 September 01 to April 30: 8:30 AM – 4:30 PM
 Closed from 12:00 to 1:00 PM daily

U of A Campus, Materials Management Building
 Edmonton, AB T6G 2R3 (116 St & 85 Ave)

Compliance

Response for review of transactional activity pertaining to travel expenses and corporate purchasing card.

Compliance Monitoring	Edith Wishman	780-492-5404
Compliance Support	Martin Fabian	780-492-8213

CUSTOMS SERVICES



Responsible for customs clearance and compliance, import and export permits, freight payments.

customs@sms.ualberta.ca

Associate Director	Nicole Fluet	780-492-6849
Team Lead	Chad Alexander	780-492-3435
Invoice Payment Inquiries	Elizabeth Yahn	780-492-4136
Compliance Coordinator	Rowayne Salvador	780-492-0982

DISTRIBUTION SERVICES



Fax: 780-492-8268

Associate Director	Kris Urbanczyk	780-492-6760
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DISTRIBUTION & MAIL SERVICES

Responsible for all central receiving and delivery of incoming shipments, shipping, campus courier, dispatch and scheduling of special events and office moves. This area is also responsible for campus and Canada Post mail delivery and pickup, metering of domestic, USA and International outbound mail.

Dispatcher	Patrick Phillips	780-492-4122
Receiving		780-492-3228
Mail		780-492-3231
Shipping		780-492-4121

WAREHOUSE SERVICES

Responsible for all warehouse storage requirements, recycling and disposal of surplus equipment and furniture and providing administrative assistance to units relating to the tracking of capital and desirable assets.

Supervisor	Kelly Readman	780-492-5133
Warehouse Storage		780-492-5393
Surplus Services		780-492-5393
Equipment Services		780-492-8899

PAYMENT SERVICES



Responsible for invoice payments, accounts payable inquiries, cheque production and wire transfer payments.

If you require information, please email Customer Service at customerservice@sms.ualberta.ca

Associate Director	Nicole Fluet	780-492-6849
Senior Payment Clerk	Wendy Gammon	780-492-4744
Senior Payment Clerk	Linda Schneider	780-492-5459

PROCUREMENT & CONTRACT MANAGEMENT



Responsible for procurement services and systems (e.g. Preferred Supplier Agreements, Corporate Purchasing Card, Standing Orders and Low Dollar Purchasing Systems) related to goods and services.

Product & Equipment Manager	Sherry Hickman	780-492-4192
Procurement Specialist	Paul Wain	780-492-7743
Senior Supply Consultant	Eileen Anderson	780-492-0911
Senior Supply Consultant	Cristelle Martin	780-492-2738
Corporate Purchasing Card	Brianne MacNeil	780-492-7366
Supply Consultant	Hunter Becks	780-492-0287
Supply Consultant	Shirin Pirwani	780-492-4680
Procurement Specialist	Donna Zeeh Chorley	780-492-2034

Contract Services Manager	Tammy Froehler	780-492-6501
Senior Supply Consultant	Jennifer OBrien	780-492-3497
Senior Supply Consultant	Carrie Tiedemann	780-492-8564
Senior Supply Consultant	Shauna Williams	780-492-5046
Supply Consultant	Christine Macdonald	780-492-4678
Supply Consultant	Tara Paterok	780-492-6190
Contracting Specialist	Brian Deines	780-492-3282
Contracting Specialist	Chris Miller	780-492-2250
Supply Consultant	Joe Rollheiser	780-492-6114

For all SupplyNet inquiries please email SupplyNet@sms.ualberta.ca

TRAVEL MANAGEMENT



Travel program and expense management.

Associate Director	Nicole Fluet	780-492-6849
Team Lead	Chad Alexander	780-492-3435
Travel & Expense Inquiries	Noel McMahon	780-492-3068

ADMINISTRATION

AVP, Finance & Supply Management Services	Martin Coutts	780-492-2388
Procurement and Contract Management	Phil Webb	780-492-4638

Executive Assistant to AVP, Finance & Supply Management Services	Alexandra Maid-Sokol	780-492-7156
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Administrative Assistant	Rachel Tkachyk	780-492-4668
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