

Subject: Re: Chocolate question

Date: Thursday, September 22, 2022 at 11:54:53 AM Newfoundland Daylight Time

From: Karen Bulmer

To: Elliott, Renee

Thanks, Renee!

Karen

From: "Elliott, Renee" <relliott@mun.ca>

Date: Thursday, September 22, 2022 at 9:52 AM

To: Karen Bulmer <kbulmer@mun.ca>

Subject: RE: Chocolate question

Good morning Karen,

The chocolates were ordered in collaboration with the President's Office because I only needed a limited amount. Newfoundland Chocolate Company is the supplier Nick (nick@newfoundlandchocolatecompany.com) is the contact person. The bookstore use to carry a supply. But, you could connect with Nick as the turnaround is usually quick. Or, they may have some on hand.

Hope this helps.

Thanks,
Renee

.....
RENEE ELLIOTT, B.B.A, M.Ed.
Office of the Provost and Vice-President (Academic)
Memorial University
Room 3047, Arts and Administration Building
St. John's, NL Canada A1C 5S7
T 709 864 6157

www.mun.ca

From: Karen Bulmer <kbulmer@mun.ca>

Sent: Thursday, September 22, 2022 7:24 AM

To: Elliott, Renee <relliott@mun.ca>

Subject: Chocolate question

Good morning Renee,

Bit of a weird question: Where did those Memorial University chocolates come from? Do you know if I can get some on campus? I am going to a recruitment event in Toronto on the weekend and thought it might be nice to have some sort of treat at our table.

Thanks,
Karen

Dr. Karen Bulmer | Acting Dean
(she/her)
School of Music
Memorial University
St. John's, NL
709 864 7486

www.mun.ca/music | www.facebook.com/musicatmemorial | [@musicatmemorial](https://twitter.com/musicatmemorial)

Subject: RE: Memorial University chocolates
Date: Thursday, September 22, 2022 at 12:15:33 PM Newfoundland Daylight Time
From: nick@newfoundlandchocolatecompany.com
To: Karen Bulmer
Attachments: image001.jpg, image002.gif, image003.gif, image004.gif, image005.jpg, image006.gif, image007.gif, image008.gif

Hi Karen I will have them ready for Noon tomorrow 😊

You can pick up at our store location at 141 Torbay Road. When you arrive please advise the retail staff it is a custom order for MUN POV and the retail staff will get it for you. I'll have Kim send over an invoice today or tomorrow

Have a great day 😊

Thanks

Nick



Nick MacPherson | Sales Manager

141 Torbay Road, Torbay Road Mall, St. John's NL A1A 2H1
T [709.579.0099](tel:709.579.0099) Ext: 208 | F [709.579.6304](tel:709.579.6304) |

www.newfoundlandchocolatecompany.com



From: Karen Bulmer <kbulmer@mun.ca>
Sent: September 22, 2022 11:55 AM
To: nick@newfoundlandchocolatecompany.com
Subject: Re: Memorial University chocolates

Hi Nick,
Thanks for your quick reply! I would be looking at 100 of the ones without EDI-AR – just Memorial University. How quickly could this be turned around? We could pick up but it would have to be before noon tomorrow.

Thanks,
Karen

From: "nick@newfoundlandchocolatecompany.com" <nick@newfoundlandchocolatecompany.com>
Date: Thursday, September 22, 2022 at 11:42 AM
To: Karen Bulmer <kbulmer@mun.ca>
Subject: RE: Memorial University chocolates

Hi Karen,

I have 2 labels on hand. The one attached is from a couple weeks ago and I have the same label without the EDI-AR on it.

Price depends on qty needed.

For the EDI-AR I only have 25 labels. The other label I have about 200. Please see quotes below and let me know 😊

Thanks

Quote

25 Mini @ \$2.00ea
Design Fee NA
Print Fee NA
Rush \$25.00
Shipping (If required)
Tax

Quote

100+ mini @ \$1.75ea
Design Fee NA
Print Fee NA
Rush \$25.00
Shipping (If required)
Tax

Nick



Nick MacPherson | Sales Manager
141 Torbay Road, Torbay Road Mall, St. John's NL A1A 2H1
T [709.579.0099](tel:709.579.0099) Ext: 208 | F [709.579.6304](tel:709.579.6304) |
www.newfoundlandchocolatecompany.com



From: Karen Bulmer <kbulmer@mun.ca>
Sent: September 22, 2022 11:12 AM
To: nick@newfoundlandchocolatecompany.com
Subject: Memorial University chocolates

Hi Nick,

I am writing to you on the advice of someone in the Provost's Office at Memorial University. At a Dean's retreat a few weeks ago, we were given some small chocolates wrapped in a Memorial University wrapper. I am attending a recruitment event in Toronto on the weekend and wondered if you might have any more of these on hand for purchase so I could take some with me, and if yes what the cost would be. I recognize this is short notice so may not be possible, but thought it wouldn't hurt to ask!

Thanks,
Karen

Dr. Karen Bulmer | Acting Dean
(she/her)
School of Music
Memorial University
St. John's, NL
709 864 7486

www.mun.ca/music | www.facebook.com/musicatmemorial | [@musicatmemorial](https://www.instagram.com/musicatmemorial)

Subject: Re: Memorial University chocolates
Date: Thursday, September 22, 2022 at 4:54:19 PM Newfoundland Daylight Time
From: Karen Bulmer
To: Newfoundland Chocolate Company Admin
Attachments: image001.png, image002.gif, image003.gif, image004.gif, image005.jpg, image006.gif, image007.gif, image008.gif

Great. [REDACTED] You can send it to me and make it out to Memorial University.
Thanks,
Karen

s. 40 (1)

From: Newfoundland Chocolate Company Admin <admin@newfoundlandchocolatecompany.com>
Date: Thursday, September 22, 2022 at 4:49 PM
To: Karen Bulmer <kbulmer@mun.ca>
Subject: RE: Memorial University chocolates

Thanks Karen , I had you mixed up with another MUN order. I will send your invoice tomorrow.



Kim Young, Accounting Clerk
Torbay Road Mall, 141 Torbay Road, St. John's NL, A1A 2H1
T 709.579.0099 ext 203 or Option 1
www.newfoundlandchocolatecompany.com
f t i

Thank you for choosing The Newfoundland Chocolate Company!

From: Karen Bulmer <kbulmer@mun.ca>
Sent: September 22, 2022 4:39 PM
To: Newfoundland Chocolate Company Admin <admin@newfoundlandchocolatecompany.com>
Subject: FW: Memorial University chocolates

From: Karen Bulmer <kbulmer@mun.ca>
Date: Thursday, September 22, 2022 at 11:54 AM
To: "nick@newfoundlandchocolatecompany.com" <nick@newfoundlandchocolatecompany.com>
Subject: Re: Memorial University chocolates

Hi Nick,
Thanks for your quick reply! I would be looking at 100 of the ones without EDI-AR – just Memorial University.
How quickly could this be turned around? We could pick up but it would have to be before noon tomorrow.
Thanks,
Karen

From: "nick@newfoundlandchocolatecompany.com" <nick@newfoundlandchocolatecompany.com>
Date: Thursday, September 22, 2022 at 11:42 AM

NOTE TO APPLICANT: The remainder of this thread has been removed as it is already found above in the records.

Subject: Re: Invoice 13729 from Newfoundland Chocolate Company Inc.

Date: Friday, September 23, 2022 at 11:40:22 AM Newfoundland Daylight Time

From: Karen Bulmer

To: Mcdonald, Lisa M., Costello, Jackie

This has my approval.

Karen

On 2022-09-23, 11:38 AM, "Mcdonald, Lisa M." <lmcdonald@mun.ca> wrote:

Hi Jackie,

Can you do a PO for the attached? Karen is cc'd here for her approval. I will approve in Banner. I'd think NL Choc Company is setup as a vendor at Memorial already.

FOAP: 100001 45700 76807 4101

This purchase is related to our exhibit at the Royal Conservatory of Music (RCM) College and University Fair tomorrow, Sat. Sept 24th, in Toronto, ON. Dr. Bulmer is attending the fair as a recruitment activity on behalf of the School. The chocolates will be available to attendees at the fair and will have MUN's logo.

Link on fair here: <https://www.rcmusic.com/learning/music-fair>

Lisa

-----Original Message-----

From: Karen Bulmer <kbulmer@mun.ca>

Sent: Friday, September 23, 2022 11:05 AM

To: Mcdonald, Lisa M. <lmcdonald@mun.ca>

Subject: FW: Invoice 13729 from Newfoundland Chocolate Company Inc.

On 2022-09-23, 10:13 AM, "Newfoundland Chocolate Company Admin" <admin@newfoundlandchocolatecompany.com> wrote:

If you are unable to view the attached invoice, please contact us immediately. For convenience we now accept EFT transfers. Please forward to sheryl@newfoundlandchocolatecompany.com. No password required.

Thank you for choosing The Newfoundland Chocolate Company!

Subject: RE: Minis
Date: Monday, October 17, 2022 at 8:39:23 AM Newfoundland Daylight Time
From: nick@newfoundlandchocolatecompany.com
To: Karen Bulmer
Attachments: image001.png, image002.gif, image003.gif, image004.gif, image005.png, image006.gif, image007.gif, image008.gif

We found them!

Thanks

Nick

From: Karen Bulmer <kbulmer@mun.ca>
Sent: October 15, 2022 12:39 PM
To: nick@newfoundlandchocolatecompany.com
Subject: Re: Minis

Hi Nick,
I don't have the extra chocolates. I picked up one box with the 100 bars that I ordered. They were a big hit at our recruitment event in Toronto, by the way!
Sorry I can't help – I hope they turn up.
Karen

From: "nick@newfoundlandchocolatecompany.com" <nick@newfoundlandchocolatecompany.com>
Date: Thursday, October 13, 2022 at 10:41 AM
To: Karen Bulmer <kbulmer@mun.ca>
Subject: Minis

Hi Karen,

I hope all is well.

I trying to track down 300 mini chocolate that were for Cherry Ralhan-Khanna (Program Manager, EDI-AR for POV.

I am wondering by any chance when you picked up your order if the staff gave you 2 boxes or the wrong box and have additional ones. I have it show the everything is picked up but the 300 didn't go to the right spot

Thanks!

Nick

From: nick@newfoundlandchocolatecompany.com <nick@newfoundlandchocolatecompany.com>
Sent: September 23, 2022 8:51 AM
To: 'kbulmer@mun.ca' <kbulmer@mun.ca>

Cc: 'Newfoundland Chocolate Company Admin' <admin@newfoundlandchocolatecompany.com>
Subject: RE: bar order

Hi Karen,

Yes just 100 🍪 They are ready for pick up at your convenience. The 500 was for a different order for MUN.

Thanks

Nick

From: Newfoundland Chocolate Company Admin <admin@newfoundlandchocolatecompany.com>
Sent: September 22, 2022 4:39 PM
To: nick@newfoundlandchocolatecompany.com
Subject: FW: bar order

Nick, Can you clarify?



Kim Young, Accounting Clerk
 Torbay Road Mall, 141 Torbay Road, St. John's NL, A1A 2H1
 T 709.579.0099 ext 203 or Option 1
www.newfoundlandchocolatecompany.com
 f t i

Thank you for choosing The Newfoundland Chocolate Company!

From: Karen Bulmer <kbulmer@mun.ca>
Sent: September 22, 2022 4:38 PM
To: Newfoundland Chocolate Company Admin <admin@newfoundlandchocolatecompany.com>
Subject: Re: bar order

Hi Kim,
 I only asked for 100 mini bars. I will forward the email I sent to Nick.
 Thanks,
 Karen

From: Newfoundland Chocolate Company Admin <admin@newfoundlandchocolatecompany.com>
Date: Thursday, September 22, 2022 at 4:17 PM
To: Karen Bulmer <kbulmer@mun.ca>
Subject: bar order

Hi Karen,
 Please advise who the invoice should be made out to for the order of 500 custom mini bars



Kim Young, Accounting Clerk

Torbay Road Mall, 141 Torbay Road, St. John's NL, A1A 2H1

T 709.579.0099 ext 203 or Option 1

www.newfoundlandchocolatecompany.com



Thank you for choosing The Newfoundland Chocolate Company!

Newfoundland Chocolate Company Inc.

141 Torbay Road
 Torbay Road Mall
 St. John's, Newfoundland A1A 2H1
 Canada

709-579-0099

INVOICE

Invoice No.: 13729
 Date: Sep 23, 2022
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

Memorial University
 Prince Phillip Drive
 St. John's, NL

Ship to:

Memorial University
 Dr. Karen Bulmer, Acting Dean
 School of Music
 St. John's, NL

Business No.: 805091626RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
4115C	Each	100	Custom Mini Bars for MUN	H	1.75	175.00
		1	Rush fee		25.00	25.00
			H - HST @ 15%			
			HST			26.25
Shipped By: Tracking Number:					Total Amount	226.25
Comment: Net 30 days, 2% per month on overdue invoices. Additional 2% on credit card payments past 7 days.					Amount Paid	0.00
Sold By:					Amount Owing	226.25



Purchase Order
Number: P0180902

THIS NUMBER MUST BE QUOTED ON ALL
DOCUMENTS AND INVOICES

Date: September 28, 2022 Page 1 of 1

Vendor Newfoundland Chocolate Company Inc. 141 Torbay Road St. John's, NL, A1A 2H1 Canada		Ships To: Room: MU2000 Music, School of Memorial University of NF Building: Music St. John's NL A1C 5S7 Canada Attn: Lisa McDonald					
Invoicing Address: MEMORIAL UNIVERSITY OF NEWFOUNDLAND FINANCIAL AND ADMINISTRATIVE SERVICES ACCOUNTS PAYABLE ST. JOHN'S, NL A1C 5S7 CANADA		Instructions to Suppliers: - All taxes must be shown separately - All shipping charges MUST be identified separately if applicable - If a supplier cannot meet the terms of this order, please refer to the Departmental contact at number provided below - We reserve the right to refuse any order not adhering to any of the terms specified on this purchase order. - HST registration number R107690273 - Each shipment must include packing slip					
Item	Commodity	Item Description	U/M	Desc	Qty	Unit Price	Net Amt
1		Custom Mini Bars for MUN	EA	EACH	100	\$1.75	\$175.00
2		Rush fee	EA	EACH	1	\$25.00	\$25.00

SHIPMENTS FROM OUTSIDE CANADA:		PO Subtotal:	\$200.00
PROPERLY CERTIFIED CUSTOMS INVOICES IN QUADRUPLICATE MUST BE MAILED DIRECTLY TO FINANCIAL AND ADMINISTRATIVE SERVICES AT THE TIME SHIPMENT IS MADE.		Discount:	\$0.00
		Freight:	\$0.00
		Tax:	\$26.25
		PO Total:	\$226.25

Contact: Music	Email:	Phone: 709 864 7480	Required Date: September 27 2022
Additional Information: Exhibit at the Royal Conservatory of Music (RCM) College & University Fair , Sat. Sept. 24, 2022			
FOAPAL: 100001 45700 76807 4101			