TRADE SHOW SUMMARY

On October 15, 2015 Procurement Services hosted its first Preferred Vendor Tradeshow in the Mustang Lounge, UCC. 46 vendors from various commodity groups were represented. Staff and faculty had the option of attending 11 different presentations throughout the day and vendors were on site for the entire day to meet with individuals and answer questions.

Many of the vendors graciously donated fantastic door prizes that were won by tradeshow attendees. A full listing of door prize winners can be found at: http://www.uwo.ca/finance/procurement/preferred_vendors/index.html

Thank you to everyone who attended and assisted in making this day a great success for Procurement Services!

NCNER or PO??

It is a common question…Should I request payment for this service using a Non-Continuing, Non-employment Remuneration (NCNER) form or through a Purchase Order?

It has been difficult at times to determine which payment process is correct when paying some vendors who are individuals and service providers. Human Resources have created helpful guidelines to assist in determining which method is appropriate. These are general guidelines. There may be some unique instances where Human Resources and Procurement recommend a different approach.

Requisition payment using a NCNER if …

- Payment is to an individual
- This includes vendors that provide goods or services under a company name but request payments be made to an individual and not the company.

- The invoice does not include GST/HST (this is usually when the individual is not registered, since they expect to have $30,000 or less in business income per year)

Requisition payment using a PO if the …

- Payment is to an incorporated company
- Payment is to an individual who invoices the University and charges GST/HST for their services

In either case, to support documentation and potential tax audits, an invoice to the University should be received from the individual or vendor and kept on file.

Human Resources and Finance expect to be developing a NCNER education session through the Operational Excellence Series in the near future. A list of education sessions can be found at http://www.uwo.ca/hr/learning/courses/operational.html
Speed Code Vendors

Over the past year Financial Services has been phasing out the process of ordering goods and services using a Western speed code. To date, there are a very limited number of vendors still accepting speed codes when placing an order. If you are unsure as to whether or not a particular vendor accepts speed codes please feel free to contact us at procurement@uwo.ca.

Past notices advising staff and faculty of these changes to our process can be found here: http://www.uwo.ca/finance/news/2015/vendor_payment_changes__effective_september_1_2015.html

Toner Recycling

Empty toner cartridges are picked up by the Grand & Toy and Staples drivers for recycling. For bulk returns or to pre-arrange a pickup, complete the form through the Think link on the Grand & Toy punch-out site or email Staples at easyservice@staples.com (include Western’s account # 372578 in the email). You may also give your empty cartridges directly to the driver, however please note that they might have a limit on how many they can take at a time. If you are unsure if you will be able to give your cartridges directly to the driver or if you have several to return, it is best to complete a form for Grand & Toy or email Staples to set up the return.

Toshiba Multi Functional Printers (MFP’s)

There are approximately 360 Toshiba MFP’s operating under the Campus MFP Fleet Program. The 60 month contract with for these devices expires August 31 2016. Western Procurement Services and ITS along with other members of the Western community have started the Request for Proposal (RFP) process to select the replacement vendor and equipment. Western is collaborating with Fanshawe College, University of Guelph, and Trent University for this RFP process in an effort to secure the best possible equipment, service and price available in the marketplace.

As the RFP process progresses, details will be communicated to the user departments.

If you have any questions please contact Peter Jeffs at purpgj@uwo.ca
Staples Advantage in Mustang Market

Purchasing from the Staples punch-out versus a retail location or Staples.ca has many advantages:

- Pricing:
  - Aggressive discounts on the most popular office products, paper, and toner (please note that due to differences in the pricing models between Staples retail/online and the punch-out, one-time retail product deals may not be available on the punch-out)
  - Over the month of October, purchases from the punch-out saved $8,639 compared to purchasing the same items at a retail or online store
- Free shipping
- Desktop delivery
- Designated Account Manager to answer questions and provide in-person support.

The Book Store at Western – now on Mustang Market!

The Book Store now has a catalogue available on Mustang Market located under the Computers/Business Products section. This catalogue features Western branded merchandise including notebooks, giftware and apparel. Unlike other purchases, a Purchase Order will not be created. Once a requisition is submitted, it will be sent to The Book Store to process a journal entry so you will see the charge in your general ledger but an invoice will not be available on Mustang Market.

Mustang Market Updates

Changes to Email Approvals

The format of the “Take Action” screen for email approvals has changed to provide more information to the Approver. To perform an action other than “Approve”, click the “Assign to myself” button. This will allow you to return, forward, or reject the requisition. For step-by-step instructions, please refer to the Setting up an Email Approval Code guide on our training website.
Order Changes and Cancellations

Changes to orders and cancellations must be communicated to Procurement so that the financial system can accurately reflect encumbrances and so budgets aren’t tied up unnecessarily. Please use the Change Order Request form to request changes to a purchase order or to request a cancellation. If the amount of an order is changing, enter the new amount in the New PO Total field.

Submitting Orders with Quotes

If you have a quote with discounted pricing, it is recommended that you use a non-catalogue Order Form rather than the catalogues to create your order. This will give you the option to enter the discounted price and to put the quote number in a field that the vendor will read. Please note that not all vendors read or receive External Notes for orders generated from a catalogue – refer to the Catalogue Vendor Ordering Guide.

When entering the quote information on the order form, include the discounted/net price in the Estimated Price field so that the vendor sees the discounted price on the purchase order document. Enter the quote number in the Product Description or Catalogue No. field.
Magician

Western Retail Services has entered into an arrangement with Cellular Magician, a local company that services and repairs Apple, Android, Blackberry, and Windows Mobile devices. Whether it's a shattered screen on your phone or an iPad that won't charge, the aim is to service most phones within the hour. Cellular Magician joined us in the Campus Solutions Tech Services office (UCC lower level Room 80) at the beginning of October. Cellular Magician has two locations in London, as well locations in Chatham, St. Thomas, and Leamington.

Customs and Logistics

New Forms for Exporting

We have produced a new export information form that allows us to create shipping documents quickly and more efficiently. It also provides us with better reporting capabilities. Since this is a fillable document, you will need to be sure your Adobe Reader is up-to-date. The form can be accessed through the forms section of Financial Services – Procurement Services website.

http://uwo.ca/finance/forms/index.html#procuranchor

Using your Visa for Foreign Purchases

Reminder:

With the introduction of Mustang Market, Procurement is now able to process your purchase orders faster than ever. When combined with the University’s p-card system, these two procurement methods should meet all of your procurement needs.

Using the P-Card for purchasing goods outside of Canada is restricted. However, when needed, be sure to email a copy of the vendor’s invoice, together with your speedcode, to customs@uwo.ca. This will allow us to expedite Customs release and accounting.

Remember that foreign purchases made using a personal credit card result in the cardholder being deemed the importer of record. As a result, all Customs matters are your responsibility. Personal shipments should be addressed to your residential address and should not show Western’s name in the address label.

The Customs & Logistics team now has a generic email address:

customs@uwo.ca