Visa Purchasing Card (P-Card) Program

“Can I still use my P-Card?” is one of our most popular questions in Procurement right now. Our answer to this question is, “of course!” The implementation of Mustang Market did not eliminate our P-Card program and it is still a very viable option as a payment tool.

There are many instances where using your card is more appropriate, and faster, than Mustang Market.

- Low dollar invoices (if your invoice is $100 or less and the vendor accepts Visa)
- Purchases under $5000
- Conference Registration fees
- Flowers
- Subscriptions
- Books
- Water
- Shredding
- Reprints
- Mail/Phone/Fax/Internet orders
- In Store Purchases at retail operations such as Canadian Tire
- Cell phone bills

A huge benefit to using your P-Card is that your vendor gets paid the same day! This means no follow up is required to see if your invoice has been paid.

Please contact pcard@uwo.ca if you have any questions regarding the types of purchases that are appropriate to process with your card or if you would like further information on our card program.

As always, please make sure that you contact our customs department (customs@uwo.ca) if you make any non-Canadian purchases using your P-Card.

New Process for Invoice Attached Orders

Recently, Procurement Services announced a change in process where we will no longer be processing invoice attached orders under $100.

Why did we make this change? The primary reason for this change in process is cost. It costs approximately $100 to process a purchase order and since the implementation of Mustang Market, thousands of invoices have been submitted for payments well under this amount. There are more appropriate methods to pay for these low dollar purchases.

Why shouldn’t you process invoice attached purchase orders?

Invoice attached orders are intended to be used in exceptional situations and not for normal, day to day purchases. Issues that can arise with invoice attached orders include:

- Payment - Western is not obligated to pay for any goods or services not supported by a purchase order issued in advance of the goods or services being rendered
- Transportation or liability disputes
- Disputes relating to the goods/services ordered
- Customs clearing issues

How do we want you to pay for these small dollar purchases? Almost all of your small dollar purchases can be paid with your Visa purchasing card (P-Card). It will be up to your department to decide if they would like you to have your own P-Card or use one that is already set up and available. You can find more information on our P-Card program, including the application form, at: http://www.uwo.ca/finance/purchasing/pcard.html or contact us at pcard@uwo.ca
Payments to Impark for Visitor Parking

Impark invoices received for visitor parking can be paid by VISA, but payments must be made to the appropriate Impark location shown on the invoice. Employee parking is not eligible for VISA payments.

To pay by phone contact:

Victoria Hospital – x53078
University Hospital – x32446
St. Joseph’s Hospital – 64982
Parkwood Hospital – x42320

Moving Services

FM Stores supports the University community through services such as moves of small equipment and/or furniture either between buildings or within a building. Stores can be contacted to move parcels/packages that are too big for inter-campus mail (http://www.uwo.ca/fm/what/mail/index.html#campus).

To arrange for any of these services, call Stores directly at ext. 88706 or the Facilities Management Client Services at 83304.

Prior to contacting FM Stores, please have the following information readily available:

- a description of the material you need moved
- a location where the material is to be picked up
- a location to where the material is to be delivered
- the date you require the move to be done
- a contact name and phone number

You will also need to have an account number (speed code) to which the charges for moving may be applied. Charges will vary depending on the size of the move. If you do not require the move on a specific date, your move may be scheduled at a time when there are other moves being done on campus, which will reduce your cost.

HELP US HELP YOU SAVE A TREE and GO GREEN!

CHANGE TO ANNUAL CYLINDER RENTAL TODAY!

Praxair offers a yearly cylinder rental for your convenience!

All standard compressed gas cylinders are $11.68 per cylinder per year.

One invoice covers all of your cylinder rentals for a full year.

Don't waste any more time with monthly cylinder rental invoices.

Please contact Praxair to set up your annual cylinder rentals today.

londonorder_desk@praxair.com
or jim_parker@praxair.com

Having trouble using Mustang Market to order your products from Praxair?
Can't find or don't know your account number?
Contact Praxair for assistance.

Just a friendly reminder, scheduled deliveries for cylinders are Tuesday and Fridays.

Please order the day before, cut off is 3:00 pm

New Email Address for Accounts Payable

The Accounts Payable department has experienced a significant increase in the number of invoices received electronically for payment processing via e-mail. In an effort to provide better customer service with respect to invoice processing and responding to A/P inquiries, we’ve created a dedicated email inbox to receive your PDF invoices for payment processing.

Please forward all invoices for payment to the following email address: apinvoice@uwo.ca

Please continue to direct all Accounts Payable inquiries regarding payment status of an invoice to: accountspayable@uwo.ca

If you have a question regarding the payment status of an invoice, we may also be contacted by phone at (519) 661-2111 ext. 83024. To allow us to efficiently respond to your inquiries, please include your invoice number and purchase order number in the subject of your email or have this information ready when you call.

Expedited Screening for Travelers

Eligible Air Canada customers can now enjoy the benefits of the U.S. Transportation Security Administration's TSA Pre✓™ program which provides accelerated security screening at most U.S. departure airports by leaving shoes, belts and light outerwear on, and laptops and liquids in carry-on baggage. Learn more about TSA Pre✓ and how it applies to Air Canada flights.
Mustang Market helpful tips

Notes/Comments
When to Use Internal vs. External Notes vs. Comments:

- Internal Notes: This field should include any information relevant to processing the PO or invoice. For example, payment instructions or notes for procurement.
- External Notes: This field should include any information that the vendor needs to see. For example, delivery instructions or customer account numbers (Praxair). Please note that comments entered into this field will be delivered to all vendors on the requisition.
- Comments tab: This tab should be used to communicate internally and messages can be sent to specific individuals. For example, asking a question or requesting more information.

Attachments
When to Use Internal vs. External:

- Internal Attachments: This should be used for attachments that you do not want to distribute to vendors. For example, invoices or unsuccessful vendor quotes.
- External Attachments: This should be used for attachments that you want to send to a vendor. For example, quotes or designs. Please note that External Attachments are sent to all vendors on a requisition. If you do not want all vendors to receive an attachment, create a separate requisition for that vendor.

Commodity Codes:

A commodity code needs to be selected for every order and should relate to the type of product or service being procured. Commodity codes are used for a couple of reasons:

1. To route the requisition to the most appropriate procurement staff (buyer), if the requisition requires review. Requisitions are distributed based on commodity (i.e. Business Products/Computers, Building Maintenance, Scientific, and Travel/Hospitality).
2. Capitalization of equipment. It is important to select a commodity code that begins with an “E” when purchasing a piece of equipment so it is capitalized properly.

Note: Please do not use code Z999. This is used for Cheque Requisition forms only.

Taxes:

Taxes default to 13% on almost all orders. Taxes may be automatically corrected if the vendor is generally paid a different rate. If you are aware that a different tax rate may apply due to the type of item you are purchasing, then you may need to indicate the tax exception on your requisition. Examples include books, salaries, and medical devices. Please refer to page 58 of the Requisitioner User Guide for instructions (http://www.uwo.ca/finance/mustangmarket/docs/Requisitioner%20User%20Guide%20Final.pdf).

Shipping

Shipping rarely *needs* to be on a separate line, unless requested by the vendor. If the shipping costs are significant or, if the vendor provides a quote for shipping and wants to see it on the PO, then it should be a separate line.

Procurement advises not to include a separate line for shipping on invoice attached orders. The only time an invoice attached order should have more than one line on the requisition is for tax exception reasons (where a different tax rate applies to part of the invoice and there needs to be a separate line in order for Procurement and Accounts Payable to process the different tax charges).

Did YOU Know...

- Non-catalogue Order Forms should be used for quotes and special pricing.
- External notes and attachments are sent to all vendors on a requisition.
- Not all requisitions are seen by procurement staff. Orders >$10k (or an individual line >$5k), new vendor setups, and standing orders, are a few scenarios where procurement will need to approve a requisition.
Mustang Market Frequently Asked Questions:

- How do I create a default shipping address?
  - Before you begin shopping, add a shipping address in your profile so that you will not need to enter it in each time you shop. If you want to send items to a different shipping address you can change it during the shopping process.
  - To set a default shipping address follow the steps in the table below (found in the Requisitioner User Guide: http://uwo.ca/finance/mustangmarket/docs/Requisitioner%20User%20Guide%20Final.pdf).

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | Click ‘Your Name’ from the banner  
- Select View My Profile from the menu |
| 2.   | Select Default Addresses from the menu on the left side of the page |
| 3.   | Click Ship To |
| 4.   | Click Select Addresses for Profile |
| 5.   | Enter the **first few letters of the location** you want to find  
For example: for addresses in Social Sciences Centre, type ‘soc’  
- Click Search |
| 6.   | Click **Radio** button next to the appropriate address |
7. Click **Save** in the Completed Address box that appears after you make your selection.

- How do I add a shipping address to my drop-down menu from the requisition screen?
  - From the Ship To screen, select the ‘to choose a different address, click here’ link:
  - Select the “select from org addresses” link:
  - Search for your address using the Nickname/Address Text field:
  - Once you have selected the new address, check off the “Save this address for future use” checkbox and click **Save**. Your address will now be saved to the drop-down list.
• How do I add a new vendor?
  o Using a non-catalogue order form, type “new vendor” in the “Enter Vendor” field and select “New Vendor” from the list.
  o Complete the vendor details on the right side of the form. *Please ensure a fax number or email address is provided in order for the PO to be distributed to the vendor*

• How do I request a change to an existing vendor?
  o Using a non-catalogue order form, type “new vendor” in the “Enter Vendor” field and select “New Vendor” from the list.
  o On the right side of the form, indicate the existing vendor number and enter the new address or contact information.

• How do I ensure that I am selecting the correct vendor?
  o Select “vendor search”, below the Enter Vendor field.
  o Search for the vendor by name and the results will show the address for each vendor. Click on the vendor’s full name (blue hyperlink) to see more details.

• How do I add another line to my non-catalogue requisition?
  o Each line on a non-catalogue requisition is a separate form. You may open a new form each time to add a line or you may use the existing form/line to add another line.
  o Use the **Add to Cart and Return** action when you would like to add another non-catalogue item to your order.
  o Refer to the [Non-Catalogue Order Form Guide](#) for further instructions and tips.