New Travel Contract—FCm Travel Solutions

On May 1, 2015 Procurement Services launched a new contract with FCm Travel Solutions. Since this date, many of you have already taken advantage of the benefits available to Western staff and faculty by using FCm:

- Online booking
- 7% Discount with Air Canada (excluding Tango)
- Payment by speed code for flights and train travel


We’re listening!

In order to ensure we are meeting your expectations, Procurement Services is looking for your feedback on our new travel contract.

Focus groups will be held Fall 2015 with FCm Travel Solutions and Procurement Services. Further information on these focus groups will be sent out in late summer or early fall.

Bookstore—Access to make Purchases

To ensure compliance with Research granting agencies and the Broader Public Sector Act (BPS), the Bookstore retail outlets (which includes Campus Computer Store) has now implemented an authority system. This system will review the speed code provided to see if the user has been given a dollar authority to make purchases. If the individual does not have authority they will not be able to make purchases using speed codes.

If there are individuals within your department that require the ability to make purchases at the Bookstore and they DO NOT have access to Mustang Market, then a Mustang Market Authorization form or a Research Delegation of Signing Authority form is required. [http://uwo.ca/finance/forms/index.html](http://uwo.ca/finance/forms/index.html)

Please note that since the Bookstore authority is based on Mustang Market authorities, any access given to the Bookstore will also provide individuals with access to make purchases in Mustang Market. We recommend using Bookstore access with discretion.
**Vendor Payment Changes**

In addition, changes to payment methods for Enterprise/National Car Rental and Canadian Tire went into effect on May 1, 2015. Please direct any questions on this process change to Procurement Services at procurement@uwo.ca.

As we increase our efforts to improve financial controls and transparency of financial processes, we continue to phase out vendors who accept a Western speed code as a form of payment. Effective August 1, 2015 the following vendors will no longer accept a Western speed code as a form of payment:

- Talentcor
- Kelly Services
- Adecco
- Mercury Blue Printing
- Carter’s Printing
- Ren’s Feed & Supply
- AMJ Campbell
- Campbell Brother’s Movers
- Windermere Manor

Moving forward, payment to these vendors can be made using a purchase order, standing order or your Western issued p-card.

Some examples of situations where multiple invoices will be sent on a pre-defined schedule include:

- Monthly salary charges from an affiliated institution (e.g. 12 monthly invoices of equal amounts)
- Quarterly investment fees
- Brochures or promotional material based on a single quotation but with multiple delivery dates
- Annual maintenance contracts

Standing Orders always expire at the end of the fiscal year (April 30), and cannot be setup for more than 12 months. Non-standing orders that are not fully spent will “roll over” any unspent amounts to the next fiscal year and are not automatically cancelled at year end. If you have any questions regarding Standing Orders, please contact us at procurement@uwo.ca.

Standing Orders should be used when the quantities and/or order frequency are unknown, but the type of supply or services and the total expected expenditures are known. Standing Orders are usually for situations where the requisitioner must contact the vendor whenever additional supplies/services are required, and the invoices can be applied against the Standing Order number.

Some examples of standing orders include:

- Inventory replenishment
- Utilities (e.g. telephone, hydro)
- Ad-hoc services (e.g. security, equipment repair, pest control)

However, in situations where multiple invoices will be sent on a pre-defined schedule where the frequency, quantity, amount, and supply/service are all known, then the order should not be flagged as a Standing Order.

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Western’s Local Moving Services

Procurement Services is pleased to announce that effective May 1st, 2015, Secured Shipping and Delivery (SS&D) is our new preferred vendor for Local Moving Services to handle all Campus moves.

SS&D is a local operation offering very competitive rates and has demonstrated their capability in providing Western with excellent service.

They will be implementing scheduling software in the summer of 2015 which will allow users to book and schedule moves online. Alternatively, users have the options to contact SS&D using the contact list below.

Once contact has been made with SS&D to schedule a move, either the account manager or the dispatch supervisor will schedule a visit to assess the move requirements and provide an estimate.

Western Staff can assist by providing as much notice as possible to SS&D however they are prepared to handle short notice requests. Once the move is completed you may be contacted to provide feedback by responding to the survey sent out by SS&D.

Should you have any concerns or feedback related to moves and SS&D services please contact Helga Alcorn at halcorn@uwo.ca.

Contact list for moving

<table>
<thead>
<tr>
<th>General Inquiries and Bookings</th>
<th><a href="http://www.ThemeversCanada.com">www.ThemeversCanada.com</a></th>
<th>(519) 852-6683</th>
<th><a href="mailto:info@themoverscanada.com">info@themoverscanada.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shafic El-Hawari</td>
<td>Account Manager</td>
<td>(519) 868-0078</td>
<td><a href="mailto:shawari@themoverscanada.com">shawari@themoverscanada.com</a></td>
</tr>
<tr>
<td>Ryan Chedore</td>
<td>Dispatch Supervisor</td>
<td>(519) 852-6683</td>
<td><a href="mailto:rchedore@themoverscanada.com">rchedore@themoverscanada.com</a></td>
</tr>
<tr>
<td>SS&amp;D Website</td>
<td></td>
<td></td>
<td><a href="http://www.ThemeversCanada.com">www.ThemeversCanada.com</a></td>
</tr>
</tbody>
</table>

Save the Date! Procurement Services Preferred Vendor Trade Show

Procurement Services will be hosting our very first Preferred Vendor Trade Show. This is the first time that we will host all of our preferred vendors together in one location. The trade show will provide a great opportunity for staff and faculty to meet the account managers and representatives of the many contracts that Procurement Services negotiates on your behalf.

This event is being held in the Mustang Lounge on Thursday, October 15, 2015. Further details will be announced in the very near future.

You won’t want to miss this event. Please save the date!
Furniture Decision Matrix

With the introduction of two new furniture contracts, a **Furniture Decision Matrix** was created to help shoppers select the most appropriate product based on preferred specifications. This matrix can be found under the “Links to Training Materials and Resources” section in Mustang Market.

To use this matrix:

- Select your criteria from each drop-down menu beside the category of furniture that you wish to purchase.
- Once you have selected all criteria, a product code will be populated along with the associated price and vendor.
- Copy and paste this product code into the “Shop at the top” search field on the homepage of Mustang Market. You should see the product, along with a picture, in the search results. If there are finish and colour options for your furniture, this will be indicated in the corresponding image.
- Please indicate your finish and colour selection(s) in the External Notes field of your requisition.

New to Mustang Market

- **New Catalogue!** Facility Resources (KI & Herman Miller) - Furniture
- **New Catalogue!** In2Space (AllSeating) - Furniture
- Froggabio – Life Sciences Products
- Thyssen Krupp Elevator – Elevator Maintenance
- Noble Corporation – Building Maintenance Supplies

Printing a Purchase Order in Mustang Market

To print the official PO document for your records or to re-send to the vendor, search for the PO (refer to [Using Document Search](#) for instructions). From the PO screen, select “Print Fax Version” from the Available Actions drop-down menu and select Go. This will open the PO document in a new window. From here, you can print or save the PO document.
Account Codes in Mustang Market

Select the account code that is most appropriate for your purchase. Be sure to use an equipment account for equipment.

To search for a relevant account in Mustang Market, click “Select from all values...” under the Account header when editing your accounting codes.

Enter a search term, such as “equipment” to find all related accounts. Select the most relevant account from the list of search results.

Product Search

Due to the volume and selection of products available on Mustang Market, searching for a specific product can be challenging. Here are some tips for narrowing down your search results.

- Use “advanced search” – this allows you to include specific terms or phrases in the search. You can include more terms or phrases to narrow down your results.

- Use the filters on the left side of the search results page to further narrow down your results. Click on the vendor, category, etc., or select the filter icon to select multiple options.
Punch-out sites should function properly on all major browsers (refer to the Catalogue Vendor Ordering Guide for restrictions). Some browser settings may need to be enabled to allow some punch-out sites to function. Signs of browser trouble include:

- The webpage not loading correctly
- Pricing or availability not populating
- Trouble adding items to a cart

If you are adding multiple lines with a lot of the same information (i.e. Commodity Code, Competitive Bid Requirements), there is an alternative method to creating multiple lines. Please see instructions below. **Note that the “Add to Cart” actions will add a new line and the “Save” action will overwrite the active line with the new information entered on the form.**

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**Punch-out Site Browser Troubleshooting**

Punch-out sites should function properly on all major browsers (refer to the Catalogue Vendor Ordering Guide for restrictions). Some browser settings may need to be enabled to allow some punch-out sites to function. Signs of browser trouble include:

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Troubleshooting steps:

- Clear browser cookies and cache
- Enable mixed content
- Enable third party cookies
- Restart all browser sessions

For detailed instructions, refer to the Browser Troubleshooting guide.

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**New Financial Services Website**

Have you heard? Financial Services has a new website! We are excited to share with you the updates that we have made to improve our content, layout and services in order to better support the academic, research and service objectives of Western’s community.

A few highlights from the Procurement Services section include; “Preparing to Travel” - a new name for the page outlining travel contracts, “Mustang Market” - an updated, comprehensive page with access to extensive training resources and “Preparing to Buy” - includes updates to the Procurement Tool Kit and Sustainable Purchasing Guide.

We invite you to visit the new website at www.uwo.ca/finance. Please be sure to update any bookmarks that might have changed. Should you have any comments, or are having difficulty locating something, please do not hesitate to contact our office.