Prime Lab Supplies Agreement with Fisher Scientific

The Prime Lab Supplies agreement with Fisher Scientific has been extended to May 2027. The agreement includes the following benefits:

- Deeply discounted pricing on all products, especially high volume items on campus
- Additional 2% discount for ordering Thermo LSG (Legacy Life Tech) products through Fisher Scientific
- Fast, often next-day, delivery of items stocked in your designated Fisher Scientific warehouse for orders placed before 2 p.m.
- No transportation, hazardous materials, or dry ice charges
- 90-day hassle free return policy
- NLSU (New Lab Start-up) program with special incentives
- Over 2.5 million SKU’s available on Mustang Market

Account Representative
Contact Amber for quotes, product, and order information and inquiries.

Amber Corless
Account Representative
Mobile: 519-670-5525
amber.corless@thermofisher.com

Punch-out Catalogue in Mustang Market

Updates are coming to the Fisher punch-out including the addition of tiles to help you easily navigate to the commonly used pages. The tiles will include quick links to requesting and accessing quotes, quick ordering, checking your order status, viewing current promotions and the hot list items, and account representative contacts.

Lab Equipment Raffle

Later this spring, Procurement Services will be facilitating a raffle for a single piece of ThermoFisher equipment valued up to $13,000. More details will be provided in a future communication to labs.
Procurement and Mustang Market Training

*New to purchasing at Western, Mustang Market, or would like a refresher?*

Procurement Services’ [Procurement Basics Learning Modules](https://www.uwo.ca/finance/restricted/procurement_basics.html) provide you with the key information and processes you need to be able to make purchases that follow Western's guidelines and procedures. If you require access to Mustang Market, successfully complete all 4 modules and the Final Test in OWL, and then your manager can request your access.

Visit our [Training and Reference website](https://www.uwo.ca/finance/restricted/procurement_basics.html) for all other training materials and resources, including the Requisitioner User Guide.

**Training for Approvers**

*Approving requisitions can be done right from your email or smartphone. Refer to the Approving Purchases Using Email – Setup and Approving guide to set this up.*


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** Ordering with a Quote**

The following steps should be followed when placing an order with a quote in Mustang Market. This will ensure that the vendor sees the quote and associated discounted pricing and submits an accurate invoice.

1. Open the appropriate Order Form based on the subtotal of the total value of the procurement.
2. Under **Product Description**, enter the quote number in the format, Quote: 12345, and then the description of the item being purchased
3. Use **External Attachments** to attach the awarded quote document. Caution: Do not attach unsuccessful company quotes to External Attachments.
4. Best practice is to also reference the quote in **External Notes to the Vendor** to ensure it is not missed by the vendor.
Western Preferred Vendors

What does a preferred vendor mean?
In order to be considered a preferred vendor at Western a competitive process is completed through Procurement Services, and subsequently, a formal contract is negotiated. Preferred vendor contracts are typically established where the total contract spend is over $100,000.

Examples of commodities that have preferred vendor contracts established are audio visual equipment, human resources consultants, lab supplies, office supplies, and shredding services, to name just a few. Western’s preferred vendors can be found on Mustang Market, through either a hosted or punch out catalogue, or if no catalogue is in place, on the Procurement Services website at https://www.uwo.ca/finance/procurement/preferred_vendors/index.html

For questions please contact procurement@uwo.ca.

Purchasing Methods

These are general guidelines for determining which payment method to use. Please refer to our website for more information and guidance:

When do I use Mustang Market?
Mustang Market (MM) is Western’s web-based eProcurement system. In MM, you can:
⇒ Shop from our preferred supply & goods vendors’ catalogues, ensuring you are accessing Western’s discounted pricing
⇒ Create a purchase order for any vendor, which will include Western’s terms and conditions
⇒ Purchase equipment, radioactive or controlled substances, and any item exceeding your P-card limit

When do I use a P-card?
⇒ Low value purchases for vendors who do not have a catalogue in Mustang Market, especially purchases less than $100
⇒ Paying for a low-cost or emergency service
Refer to our website for additional guidelines, including instances of when not to use a P-card.

When do I use a Payment Requisition (Cheque Requisition)?
This form is used for very limited purposes, for non-procurement related payments. Refer to the list of permissible uses on this form.

When do I use a Non-continuing, non-employment remuneration form (NCNER)?
A NCNER form is used to pay individuals who are not HST registered (independent contractors) for services. For more information on available training, visit the Operational Excellence series website.
**Vendor Performance Issues**

Please contact Procurement Services or Accounts Payable if you are having vendor performance issues such as:

- Equipment arrives damaged
- Equipment not operational
- Installation and training delays
- Services not completed as promised

Most vendors send their invoices when the equipment ships or upon completing the service, and then Western pays vendor invoices valued less than $50,000 routinely within 30 days of the invoice date. Procurement and Accounts Payable should be notified if there is a performance issue so a payment hold is put on the purchase order and invoice until the vendor has resolved the issue.

Accounts Payable will request approval from the PO approver for invoices greater than $50,000. The equipment should be delivered, operational, and the vendor has met all other contract obligations before approving payment.

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**Asset Tagging**

Equipment having the following characteristics is included in the equipment inventory:

- An expected useful life of more than two years;
- An original cost of $20,000 or more; and
- An identity that does not change with use.

Requisitions that meet this criteria are flagged in Mustang Market and a physical asset tag will be mailed to the Requisitioner via campus mail. The tag must be affixed to the asset.

For more information on our Asset Policy and related procedures, visit our After the Buy webpage.
**Customs & Logistics**

**Ordering Samples or Using P-Card for Foreign Purchases**

When using your p-card to purchase goods or when receiving samples or donations from foreign suppliers, your delivery address MUST show the University’s name as the first line.

Be sure to send a copy of the invoice or sample details to customs@uwo.ca along with your speedcode.

This will help ensure your order clears Canada Customs in a timely manner.

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**Courier Reminders**

- Do not pay charges to couriers for duty or taxes. Forward the invoice / delivery notice to customs@uwo.ca to be resolved.

- Western has negotiated discounts with FedEx, UPS, Purolator & DHL. Request access by emailing customs@uwo.ca. Do not open accounts with the couriers and pay by p-card, you may not receive Western’s discounts.

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**Adding a Shipping Address in Mustang Market**

Shipping addresses can be added to your profile and set as your default for all orders. For instructions, refer to page 6 of the Requisitioner User Guide.

Verify your address in the Shipping/Billing section before submitting your requisition. To make changes, select the pencil edit icon.

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Shipping/Billing

Ship To
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Moving Services—New Agreement with Armstrong Moving Ltd.

Through Canadian Association of University Business Officers (CAUBO), Western has an agreement with Armstrong Moving Ltd. CAUBO rates are available to all faculty and staff working at Western. The new term is from April 1, 2022 and is in effect until March 31, 2025.

Traditional moving services may include but are not limited to packing, unpacking, crating, warehousing services, coordination of third party services such as automobile, plant and pet transport, appliance disconnection and reconnection and other similar services.

Relocation Services have not been included in this agreement. However, Armstrong is able to provide references to companies who provide Relocation Services. Please contact Armstrong should you require more information.

Armstrong Moving Ltd.

Relocation companies, Large corporations, Universities rely on Armstrong for their Canadian, USA, International and Laboratory moving requirements.

As the largest member of United Van Lines in Canada, Armstrong is well positioned to execute moves anywhere within or between Canada and the United States. Our corporate clients continued support and trust have enabled Armstrong to be the market leader in corporate moving over the last two decades.

Our expertise carries over to worldwide markets. As long-time members of FIDI, we have access to a global network of over 600 international moving companies. To ensure quality throughout the moving process, all members of FIDI are required to meet strictly enforced operational and financial standards. These procedures are audited by Ernst & Young on a scheduled basis.

Armstrong Scientific Transport provides expert laboratory relocation services to several different industries, including universities and hospitals, across both Canada and the United States. Our services include packing and unpacking, transportation, and delivery.

Angelo Lepore | Director, International
Tel: +1 905 795 6680
Mobile: +1 416 803 6731
Email: angelo@armmove.com
**Temporary Personnel Services**

Western uses temporary personnel services to cover any temporary staffing solutions that cannot be fulfilled by permanent staff members. Western has agreements for Temporary Personnel Services that were extended for two more years with the following vendors:

- Kelly Services
- Drake International
- Express Employment Professionals
- Agilus Work Solutions (was DGSI, Talentcor)

Further information can be found on the [Financial Services, Preferred Vendors web page](https://uwo.ca/finance/news/2022/2022%20Year%20End%20Deadlines.html). Below is the contact information for the vendors.

**Kelly Services**
Local Account Manager – Michelle Gratton  
Email: michelle.gratton@kellyservices.com  
Tel: 226-680-0210

**Drake International**  
Account Manager - Ashley Arnold  
Email: AArnold@na.drakeintl.com  
Tel: 519-433-3151

**Express Employment Professionals**  
Account Manager – Ramneet Kaur  
Email: Ramneet.Kaur@ExpressPros.com  
Tel: 519-672-7620

**Agilus Work Solutions**  
Branch Manager – Jonathon Shanahan  
Email: JShanahan@agilus.ca  
Tel: 416-343-9103

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**Year-End Deadlines**

With year-end approaching, please refer to the Financial Services website for key dates: [https://uwo.ca/finance/news/2022/2022%20Year%20End%20Deadlines.html](https://uwo.ca/finance/news/2022/2022%20Year%20End%20Deadlines.html)

Purchase orders for goods and services received in the 2021/2022 budget year and invoiced before **May 1, 2022** must be approved and released in Mustang Market by **April 30, 2022** to be processed in the 2021/2022 budget year.

Reminder: To ensure your unit’s financial encumbrances are accurate, let us know when a purchase order has been cancelled or partially cancelled. Simply email procurement@uwo.ca with the PO number and reason for cancellation.