Visa Chip Cards Are Here

As you may know, all Canadian credit and debit cards are being converted to Chip & PIN technology. This conversion includes your ScotiaBank Commercial VISA Card, and as a result, many of you have now received your new chip card. If you have not received your new chip card please ensure you have submitted an up-dated application form which can be found at: http://www.uwo.ca/finance/forms/p_card_app.pdf and the acknowledgement form at: http://www.uwo.ca/finance/forms/p_card_acknow.pdf. All cards must be converted to the new chip cards by October 25, 2010. Please be advised that your current credit card will be deactivated by ScotiaBank if you do not convert to the new chip cards by this date.

A Chip card is a credit or debit card containing an embedded computer chip, allowing it to store and process data safely and efficiently. The Chip card is part of the evolution of electronic payment systems, as it provides enhanced security against lost, stolen or counterfeit cards.

Your new Chip card will provide you with the same benefits and worldwide acceptance that you’ve come to expect, but with added security - your Personal Identification Number (PIN).

Chip cards will continue to have a magnetic stripe on the back of the card so they will also work at non-Chip terminals.

Detailed instructions on how to activate your new chip card will be provided upon issuance. Any questions or concerns can be directed to Steve Caldeira at scaldeir@uwo.ca.

Amex Corporate Cards

With the implementation of Visa at UWO, plans are in place to convert the Amex Corporate Travel Cards over to Visa Corporate Travel Cards as well. As your Amex card approaches expiration, we encourage transitioning to a Visa Travel Card. The Visa Travel Card functions the same as an Amex Card, and cardholders are responsible to make payment on their cards and submit expense forms through PeopleSoft.

Why change to a Visa Travel Card? The Visa CentreSuite software allows for better reporting and support for our cardholders. It provides detailed information on all transactions and payments while also offering superior support with declines or other issues.

To apply for a Visa Travel Card, please visit our website at http://www.uwo.ca/finance/purchase/visa.html and fill out an application and cardholder acknowledgement. The completed forms can be forwarded to pcard@uwo.ca or faxed to ext. 83772.

You can reset your password and unlock your own account right from the logon page in CentreSuite. Just look under ‘Additional Information’ on the top left hand side of your screen.

Follow the instructions and you can easily unlock your account or reset your password.
WE NOW HAVE
4GB, 8GB, 16GB
AND
32GB
USB MEMORY STICKS

The DataTraveler from Kingston helps budget-conscious users break storage barriers, allowing you to easily store and move files.
It works with virtually any device with a USB port - even cross-platform from Macintosh to PC and vice versa.

4 GB-$9.92
8 GB-$17.91
16 GB-$35.26
32 GB-$72.65

*All prices include tax

Harmonized Sales Tax- July 1, 2010

As of July 1, 2010, the Federal Sales Tax (GST) of 5% and the Ontario Provincial Sales Tax (PST) of 8% have been replaced by the new Harmonized Sales Tax of 13%. The Harmonized Sales Tax includes both the 5% GST and 8% provincial component. For more information on the HST and how it will affect your unit please visit our website at: [http://www.uwo.ca/finance/HST/](http://www.uwo.ca/finance/HST/)
Questions regarding HST can be emailed to: [hst@uwo.ca](mailto:hst@uwo.ca)
Looking up payments in PeopleSoft

The PO Activity Summary within PeopleSoft lets you review the accumulated activities for a PO including invoices processed and payments made. If the PO has been invoiced, the details can be viewed by clicking on the Invoice bar. This will display the total invoiced amount (excluding taxes and freight) received for this PO. From there you can click on the invoice to get to the voucher which is linked to the Payment Information. Instructions for looking up payments using PO activity summary are located on our webpage at http://www.uwo.ca/finance/people/appoinq88.pdf.

Making Changes to a Purchase Order

If you need to change the quantity, description, or pricing on a PO please email or call the appropriate buyer. This will ensure vendors are paid in a timely manner. Purchasing requires the details of the change requested and the vendor may require a revised copy of the order. We will revise the PO within PeopleSoft to ensure that the invoice gets paid without any delays.

If you are returning or exchanging goods Purchasing recommends that you email the appropriate buyer with the details. The PO must be adjusted so that invoices can get paid without delay. Please ensure, when you are dealing with a return or exchange, that the company will issue a credit. The credit must be sent to Accounts Payable referencing the original PO. Please do not make any deals with the company to get discounts on future orders. UWO business practice does not support these types of arrangements.

If you need to change an account on a purchase order before any payments are made please email Mahillah Rafek at mrafek@uwo.ca. Mahillah will make the adjustment and send you a confirmation that the change has been completed.

On-line Travel Reminders

Remember to forward the hard copy expense report with receipts attached to the travel desk in SSB 6100. These are required for audit and archival purposes.

Travel advances should be cleared on a timely basis. Failure to clear travel advances may result in the funds being added to your taxable income. Administrative personnel can run an aging report for their departments to see what is outstanding.

If you have to return unspent funds from a travel advance, take your cheque to the cashier’s office (SSB 6100). Give the cashier the advance number, speed code and account where the advance was charged. Send a copy of the receipt to the travel desk (SSB 6100) in order for them to remove the advance from the travel system.

Gifts and Awards

Canada Revenue Agency has very specific rules regarding gifts and awards to employees. Employees may receive up to two ‘non-cash’ gifts per year tax free for special occasions. The cost of the non-cash gifts must be less than $500 (including HST) per year. Gift certificates and gift cards are considered to be cash and are therefore taxable benefits to the employee. Therefore, the purchase of gift certificates or gift cards for employees is prohibited and will not be reimbursed through the travel expense system.
**Fisher Scientific Changes**

Our new local sales rep for Fisher is Dana Patcas; she has replaced Mike Thibeau. Dana can be reached at 800-234-7437 x1506764 or email at dana.patcas@thermofisher.com.

Fisher has made a few acquisitions and will now be supplying items from Fermentas International, Finnzymes (Finland), and Proxeon (Denmark). You can now purchase products from these suppliers through Fisher on your speed code. Fisher is also an authorized distributor of GE Life Science Products including ECL, Hyperfilm, Hybond and others and they now sell Thermo HPLC systems in addition to the Atomic Absorption systems offered since 2008. Some new products are also available, such as the AMG Evos – affordable fluorescent microscopy for the lab.

**Canpar Courier Services**

Effective September 1, Canpar was awarded the Ontario Government contract, replacing Purolator Courier as the “Vendor of Record”.

We are still in the process of confirming account set ups and invoicing processes with Canpar. Once these issues have been resolved, we will send out a campus-wide email to all users with detailed service information and rates for all of our current providers. If you are contacted by Canpar, either by telephone or by e-mail, please forward the information to Ray Williamson for follow up.

We continue to negotiate preferential pricing with a number of couriers, including Purolator, as Western requires the services of more than one to meet our needs.

If you have any questions or concerns, please contact Ray Williamson at x88120 or purraw@uwo.ca.

**Tangible Goods Across the Border**

If you are sending or receiving tangible goods across the Canadian border, whether purchased or not, please be sure to advise your supplier to provide complete and accurate detailed descriptions and values on their paperwork. This will ensure that your goods move smoothly though Canada Customs with minimal delay. Also, please be sure that any required permits accompany the goods, and that a copy has been sent to the Customs & Traffic Section in Purchasing.

**Use of Corporate P-Card**

The P-card terms and conditions require that the Customs section be consulted prior to making VISA purchases for tangible goods.

Please remember that in cases where you are required to use your Corporate Visa to purchase foreign goods, Elaine will need to have details of the purchase, at the time the order has been placed to ensure an accurate importation of the goods occurs. Details required include the vendor name, description of the goods, quantities and values, and a speedcode to be used to pay Customs entry fees.

Please contact Elaine at roswell@uwo.ca or at x84587.
New Ontario Supply Chain Guidelines

In April 2010 the Broader Public Sector (BPS) Supply Chain Secretariat, Ministry of Finance, informally known as Ontario Buys, introduced new Supply Chain Guidelines that strive to ensure BPS organizations are following good procurement practices. These Guidelines required the adoption of a Supply Chain Code of Ethics along with compliance to some 25 Procurement Policies and Standards. Western is well on the way to being in compliance with all of these requirements which you can find at:

The new UWO Procurement Code of Ethics has been endorsed by PVP and shared with a number of leadership teams across campus. Please become familiar with this Code of Ethics and follow it in all your procurement activities. If you have any questions or comments about the new UWO Procurement Code of Ethics or the Supply Chain Guidelines, please contact Elizabeth Krische, Director of Purchasing at ekrische@uwo.ca or at X84576.
The University Of Western Ontario
Procurement Code of Ethics

General

The University of Western Ontario is committed to high standards of ethical, legal, environmental and professional behaviour by its members when carrying out their responsibilities and managing the resources entrusted to them. All University staff and personnel who, during the course of their duties, are involved in the process of acquiring goods or services shall perform their duties to the following standards:

Personal Integrity and Professionalism
- A high standard of integrity, honesty, respect, professionalism and due diligence will be exercised in all activities and relationships
- Any personal interest that may impinge ones’ impartiality must be declared immediately to the Director of Purchasing
- Respect for each other will be demonstrated
- Respect for the environment will be demonstrated
- The confidentiality of information received in the course of duty will be respected, subject to legislative requirements
- Information given in the course of duty should be true, fair and factual
- Activities that create, or may appear to create, a conflict of interest, such as accepting gifts or favours or providing preferential treatment are not acceptable

Accountability and Transparency
- Goods and services shall be procured in an open, fair and transparent manner
- All procurement activities will be conducted in a competitive environment to ensure best value is obtained and University resources are optimized.

Compliance and Continuous Improvement
- The support of collaborative purchasing, the adoption and sharing of leading procurement practices and the highest standards of professional competence will be sought and demonstrated
- Suppliers will be encouraged to consider sustainability and social responsibility in their product or service offerings

All procurement activities carried out for the University are to be conducted in accordance with:

- All University Policies, including but not limited to:
  - Policy 1.43 - Safe Disclosure,
  - Policy 2.8 - Purchase of Materials and Services,
  - Policy 2.15 - Approval Authorities For Construction and Maintenance Projects
  - Policy 3.4 - Conflict of Interest,
- The laws of Ontario and Canada and,
- Recognized professional and ethical business practices.

Endorsed by PVP April 8th, 2010