Desktop and Notebook Technology
Preferred Vendor Announcement - October 8, 2010

A campus project team was formed in February 2010 to establish preferred vendors for Desktop and Notebook technology. Specifications were created by the project team for ‘Standard’ and ‘Power’ Desktop and Notebook configurations. A Request for Proposal (RFP) was released in April and 7 vendors responded. The project team evaluated these responses against a predetermined decision criteria and established Preferred Vendor relationships with Bolen Distributing Inc., Compudata Systems London, and Dell Canada. Departments may order computer desktops or notebooks (to a maximum value of $5,000 per order) from any of these 3 vendors using a Western speedcode.

Each vendor has provided a promotional flyer.

Bolen Distributing Inc.
http://www.uwo.ca/finance/purchase/comppromo/Bolen.pdf

Compudata Systems London
http://www.uwo.ca/finance/purchase/comppromo/Compudata.pdf

Dell Canada
http://www.uwo.ca/finance/purchase/comppromo/Dell.pdf

Please do not hesitate to contact Peter Jeffs at purpgj@uwo.ca if you have any questions.

VIA Rail

In order to be compliant with the Payment Card Industry Data Security Standards (PCI-DSS), VIA Rail has modified its reservation system so that the credit card number used to purchase the ticket(s) is no longer visible to VIA agents. This may affect last minute ticket exchanges processed at a station as any fare difference can no longer be applied to the same credit card.

If a change must be made to a booking prior to paper ticket issuance, it is recommended that you create a new online booking and then cancel the initial one so that any fare difference can be processed online. Otherwise, any charges subsequent to a change will have to be paid by you at the VIA ticket counter. Refunds will be processed within 7 business days.

In VIA’s efforts to become PCI compliant, some of the VIA related information that currently appears on some credit card statements will be removed.

Any questions or concerns regarding VIA rail or any other travel concerns should be sent to Steve Caldeira at scaldeir@uwo.ca
As your Amex card approaches expiration, we encourage transitioning to a Visa Travel Card. 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.

Hospital invoices

Invoices from any of the hospitals affiliated with Western must have a valid speed code and an authorized signature on them before we can pay them. Any invoices coming over without a speed code and signature will be sent back to the department for completion. Please note invoices for salaries, equipment, and research expenses (transfer of funds), must go on a purchase order.

Western Office Supplies

Now has
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-$9.02
- 8 GB-$17.91
- 16 GB-$35.26
- 32 GB-$72.65
*All prices include tax

Toshiba Multi Functional Printers (MFP’s)

There are approximately 360 Toshiba MFP’s operating under the Campus Copier Fleet Program. The original 60 month contract with OE Canada expires August 31 2011. Western Purchasing 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 Thames Valley District School Board, 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 copier user departments.

If you have any questions please contact Peter Jeffs at purpgj@uwo.ca

Year end is fast approaching. Please try to clear all outstanding items to meet the year end deadlines. Our Research year end is March 31, 2011 and our fiscal year end is April 30, 2011. Our department will be sending out notices as the time nears with instructions and important dates to remember. You will also be receiving your standing order renewal reports closer to April for renewal. When putting in your requests for standing orders please considering using your P-card instead.