American Express Travel Card

Effective July 1, 2011, all corporate American Express travel cards will be cancelled. We ask any cardholders with existing accounts to ensure that their balance is paid in full before this date. For information on the new ScotiaBank Visa travel card program or to obtain an application please visit our website at http://www.uwo.ca/finance/travel/index.html or contact Alexis Fowler X85444 or afowler3@uwo.ca

P-card Training

The administrators of the ScotiaBank Visa P-card program are working diligently to put together new training material for our card program. An FAQ document has been added to the website that should answer some of the most commonly asked questions about the card program. http://www.uwo.ca/finance/purchasing/docs/Purchasing%20Card%20FAQ.pdf We will also be offering in-class training for new users and online tutorials for those who prefer to learn from the comfort of their own office. We will be sending out the training schedule for the in-class sessions as soon as the dates have been confirmed. Please watch our website for these exciting new additions.

Carlson Wagonlit- New Telephone Number

Effective May 16, 2011 the new corporate department telephone number for Western will be 1-877-486-0866. The old number (519-679-4605) will no longer be in service. Please ensure that you are using the new number when trying to reach Carlson Wagonlit and that all travelers and staff are aware of this change.

Invoice Received Orders

When putting an ‘Invoice Received’ order into PeopleSoft please ensure you put the invoice # in the ‘order an item’ section along with a brief description. In the ‘general’ panel you will need to click on ‘There is an attachment for this requisition’. This will open up the ‘attachment type and notes box’, click on the ‘invoice’ circle and you can also type in your invoice # in that box. By clicking here you will flag the order as an invoice received order and the order will not go to the vendor. Do not click this area if you have a quote. Once you get your PO # please send the invoice to Accounts Payable right away. Do not hold onto your invoices.

If you have a quote please go to the ‘comments to vendor’ tab. In this section you can type in the quote # and any other relevant information you want the vendor to know.
Toshiba Multifunction Printers (MFP’s)

After completing a competitive and comprehensive RFP process in partnership with the University of Guelph, Fanshawe College, Trent University and the Thames Valley District School Board, Western Purchasing is pleased to announce a new vendor agreement with Toshiba of Canada and OE Canada Inc. to replace the current fleet of Toshiba Multifunction printers with new leading edge multifunctional printers.

The bidding process identified Toshiba of Canada and OE Canada Inc as the best value for the University and the new equipment includes enhanced features and functionality that will assist departments with productivity gains at an extremely competitive cost.

The new technology includes many new enhancements and features: faster operating system, significantly higher quality colour production, faster colour production (up to 4 times existing speeds), standard colour scanning, preview scan and a USB port.

The transition from the current Toshiba fleet to the new Toshiba fleet will occur during the summer months. Training sessions will be scheduled; however, the new systems look and feel very similar to what you are used to using. Further notice will be given on this process as it becomes available and posted on the Purchasing website.

Departments should be aware that the new Toshiba devices do not use the same toner or staples as the current MFP’s and should be mindful of the switch when ordering supplies.

If you have any questions regarding participation in this contract, please contact Peter Jeffs X84584.

Caledon & United Biochemicals

Caledon Laboratory Products is pleased to offer United Biochemical products in Canada.

United Biochemicals is a leading manufacturer of high-quality biochemicals, liquid antibiotics and custom sterile solutions. Their ISO registered facilities consistently meet customers’ requirements for cGMP compliance. Combining UBI’s expertise in life science products with Caledon’s 40 years of lab chemical supply means the best choice for you – outstanding customer service, high-quality products, and quick delivery.

For more information visit Caledon’s web page at www.caledonlabs.com.

Invoices from LHSC

When submitting invoices from any of the hospitals (LHSC’s, LRI, LRCC and St Joseph’s) you can just send them directly to Accounts Payable with a valid speed code and an authorized signature. An authorized signature must be on these invoices. If there is no signature they will get sent back for one.

As we get invoices from many departments it is not always easy for us to determine where to send these invoices to for the proper authorization resulting in late payments and perhaps misplaced invoices.

Please note that invoices for salaries, equipment and research expenses (transfer of funds) are the exception and must go on a purchase order.
The BPS Accountability Act

The BPS Accountability Act introduced a number of new points of legislation but most importantly provides the authority for the Management Board of Cabinet of the Ontario Government to issue directives governing the procurement of goods and services and the management of expenses by the designated broader public sector organizations. To that end, the Act included specific Procurement Directives and Expenses Directives. The Directives themselves can be found at [http://www.fin.gov.on.ca/en/bpssupplychain/index.html](http://www.fin.gov.on.ca/en/bpssupplychain/index.html).

The Procurement Directive was designed to improve accountability and transparency through the procurement process while maximizing value for money and quality of service. The Procurement Directive consists of the requirement to have a Procurement Code of Ethics (Western’s can be found at [http://uwo.ca/finance/purchasing/docs/codeofethics.pdf](http://uwo.ca/finance/purchasing/docs/codeofethics.pdf)) and to follow 25 practices and procedures. Most of the practices and procedures are already incorporated into our Procurement Policies at Western with the exception of two significant changes with the requirement for competitive acquisitions for consulting services regardless of dollar value and an approval authority framework. Basically all consulting services, regardless of value, need to be competitively quoted. If the total procurement value is under $100,000, this can be done through an invitational process with a minimum of three vendors invited to quote. If the total procurement value is over $100,000, then the opportunity must go through an open competitive process (i.e. posted on MERX). On the rare occasion there may be reasons why we cannot or do not want to competitively bid a consulting service. If that is the case, we need to ensure there is an exemption, exclusion or non-application under one of the Trade Agreements and have our President approve not competitively bidding the opportunity. In terms of the approval authority framework, it requires more diligence on all of our parts to document what we are doing and why. So by way of example, if we decide not to follow our own internal policy, 2.8 Purchase of Materials and Services, we need to document why we decided to do that. For this reason, the Purchasing team is busy documenting all exceptions and we ask for your support in complying with this new law.

The Expense Directive is less prescriptive and simply states that all BPS organizations must meet 8 simple requirements. We have most of these in place with the exception of two. The first requires a statement about the use of alcohol and the second is that we can no longer reimburse consultants or contractors for meals, hospitality and incidental expenses. We are working through what this means to Western and how we want to address these items.

Both of the Directives require the re-writing of our Board Policies and education for the Western community. The Ministry of Training, Colleges and Universities understands that this new law came into our sector with little to no consultation and although it became law April 1st, it will take some time for us to implement the required changes on our campus. That being said, we are working on Policy re-writes, trying to enforce the consulting and documentation requirements and hope to have all the new Policies in place in the Fall. If you have any questions about these new Directives, please reach out to your Purchasing contacts who can get you in touch with the right people to answer your questions.