Travel Open House

**When:** Thursday, January 23, from 10am to 1pm  
**Where:** Garden Room, Somerville House 3320 *(across from The Great Hall)*

- Meet account representatives from **FCm Travel Solutions, Air Canada, Enterprise Rent-A-Car, and VIA Rail**
- Learn about the benefits of using their services, including **corporate discounts** available to Staff and Faculty for **business travel**
- Learn about the benefits of using our preferred travel management company, FCm Travel Solutions:
  - Centralized travel services to book all your travel requirements including online profile management and an online booking tool
  - Access to discounted rates for business travel
  - Booking flights and trains with a speed code
  - Dedicated FCm team who will be familiar with your needs
  - Emergency assistance for our travellers worldwide
- Speak with Procurement Services’ representatives about the options for booking travel
- **Refreshments and prizes!**

**Register for your chance to win a $250 Flight Centre gift certificate (donated by FCm Travel Solutions)***

Register through [MyHR](https://www.uwo.ca/hr/)
Course Code: PTS01  
Course Name: Travel Open House

*To be entered in the door prize draw, registration and attendance are both required.*

For more information, please visit our travel website: [https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)
**Preferred Vendor for Laboratory Chemicals**

Fisher Scientific is Western's preferred laboratory chemicals vendor. This agreement provides you with the following advantages:

- Reduced pricing on high volume chemicals
- Free shipping on your Mustang Market orders
- Access to a wide range of chemicals
- Flexible hot lists with the top 50 chemicals and significant discount off list pricing on all other products
- Supplier consolidation to make your ordering simpler, knowing you are getting the best overall pricing possible and able to source uncommon chemicals
- On-going promotions
- Ability to search for chemicals on the punch-out by: Chemical Name, CAS Number, PubChem ID, InChI Key, and SMILES

Fisher Chemical Application Specialist:

  Aaron MacDonald  
  Chemical Application Specialist  
  aaron.macdonald@thermofisher.com

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**Did you know?**

Not everyone at Western has the authority to “bind” the University to an agreement to purchase a good or a service. This is an important point to remember for individuals making purchases for a department. Procurement-based contracts should be signed by Procurement Services, regardless of the monetary value. For more information on contract management and signing authorities, refer to [MAPP 1.49](#).

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**Withholding Taxes**

**What are they?** Withholding taxes are a 15% tax applied to the cost of services on an invoice. Examples of services can include providing onsite training or instruction and repair or installation of equipment.

**When do they apply?** When a non-resident vendor is providing a service in Canada.

**Are there any exemptions?** Vendors can apply for a waiver through the CRA. Reasonable travel expenses are not subject to withholding taxes.

**What should I do if I have a vendor coming to Canada to provide a service?** Advise Procurement Services as soon as possible and we will work with the vendor (procurement@uwo.ca).
**Technology Risk Assessment**

**What is it?** The purpose of Technology Risk Assessments (TRA) as a process is to provide for the organization the *due diligence* required to ensure that software, hardware, and data-provisioning initiatives are adequately protected, and/or that the risks involved are understood and accepted by the required stakeholders within Western University.

The intent of the Assessment is to:

- Provide departments with a better understanding of risks and liabilities associated with a software solution and the responsibilities with respect to its implementation as it applies to risk management and information security
- Maintain the security of Western’s data based on the Data Classification Standard
- Offer advice and assistance as appropriate

**Who is involved?** TRA Committee (TRAC) is comprised of 5 central functions at Western: Legal Counsel, Privacy Office, Financial Services (if commerce is involved), Procurement Services, and Western Technology Services (WTS).

**What are your responsibilities?** Departments should be aware of Western’s Technology Risk Assessment procedure prior to starting any software or technology acquisition process. For more information, visit: [https://security.uwo.ca/tra](https://security.uwo.ca/tra)

**Disposing of University Assets**

Units will need to complete an [Asset Disposal Requisition](https://security.uwo.ca/tra) form where an asset meets these criteria:

- Fair market value is greater than $2,500 and
- Less than 7 years old

The form must be signed (authorized) by an approver with signing authority for the original account used to purchase the asset and for the estimated value of the asset. This signing authority aligns with Mustang Market purchasing authority.

For assets purchased using a research account, Research Finance will approve of the disposal.

The unit can choose to dispose of the asset using one of the following methods:

- Inter-department sale
- Gov Deals
- Donation
- Scrap/Recycle

More information can be found in [MAPP 2.9](https://security.uwo.ca/tra).

New Vendor for Rental of Seasonal Mats

Cintas is Western's new preferred vendor for the rental of seasonal mats. Please see steps below to set up a program with Cintas.

1. Email our vendor contacts: Peter (Mastrolacasap@cintas.com) and Mark (Faniam@cintas.com).
2. Mark will follow up to schedule a time to meet.
3. Samples of product will be brought out to measure the area for the placements of the mats.
4. Mat sizes will be agreed upon with the unit pricing per mat and a total spend confirmed for PO purposes. This should be done via email.
5. Timeline of service will be agreed upon via email.
6. PO will be issued from the buyer/user of the product and a Cintas account will be set up and services started one week after the PO is received.

Buying from the United States

Western annually processes over 4,000 purchase orders and 6,000 Pcard transactions, a value exceeding $20M, from vendors located in the United States. End users should consider the following when dealing with US and other foreign vendors:

- Shipping and insurance fees could be significantly higher. It is important the vendors have included these costs in their quote before ordering to determine the total landed cost.
- The freight term Delivered at Place (DAP) Western Campus is stated on our POs and should be included on the vendor’s quote. Under DAP, ownership and risk passes from the vendor to Western upon delivery. The seller is responsible for all shipping and insurance costs to the destination and Western is responsible for customs clearance. You should avoid accepting FOB Shipping Point or Vendor’s Location.
- Every shipment being imported from another country, regardless of the reason for the shipment (E.G. purchase, free sample, loan), is subject to the application of duty and tax on importation. However, not every situation will attract duty and/or tax. It is important the vendor documentation includes the following:
  - Vendor’s full name and address
  - Consignee’s full name and address
  - Importer’s name and address (if different from the consignee)
  - The reason for the shipment (sale, donation, warranty replacement, etc.)
  - A complete detailed and accurate description of the contents of the shipment
  - Quantity, unit of measure, unit price, and extended value
  - Country Origin of the goods
- The invoice date, which is usually the same as the ship date, determines the applied exchange rate for converting to Canadian dollars. Exchange rates may fluctuate significantly between the order date and the ship date. Financial Services updates the rates on a weekly basis.
- All equipment must meet legislated standards and externally bear a mark or label approved for Ontario, Canada such as ULC, CSA, or FDA. This ensures the equipment can be used after delivery without costly modifications.
Trade Agreements

As a broader public sector organization, Western is subject to the procurement rules set out in the Broader Public Sector (BPS) Procurement Directive and in Ontario’s various trade commitments.

Ontario’s trade commitments include, but are not limited to, the domestic Canadian Free Trade Agreement (CFTA) and the international Canada-European Union Comprehensive Economic and Trade Agreement (CETA). These agreements are an effort to support the exchange of goods and services between Ontario and other provinces and countries. This is completed by ensuring procurement processes are managed consistently, and that publicly funded goods and services, are acquired through a process that is open, fair, and transparent. Both CFTA and CETA recently came into effect and may impact your procurement activities.

Canadian Free Trade Agreement
CFTA is a domestic trade agreement among the provinces, territories and federal government that replaces the Agreement on Internal Trade (AIT). Chapter 5 - Government Procurement of the CFTA outlines the framework that Procurement Services must follow. CFTA applies to procurement of goods and services over $101,100 and construction projects over $252,700.

Canada – EU Comprehensive Economic and Trade Agreement
CETA is an international trade agreement between Canada and the European Union and its member states. Chapter 19 - Government Procurement of the CETA outlines the framework that Procurement Services must follow. CETA applies to procurement of goods and services over $365,700 and construction projects over $9,100,000.

Highlights of CFTA & CETA that affects Procurement at Western
⇒ We must not show local preference
⇒ CFTA only: Posting of procurement opportunities must be for a minimum of 15 calendar days
⇒ CETA only: Posting of procurement opportunities must be for a minimum of 25 calendar days
⇒ Procurement documents (i.e. RFP) must not have technical specifications or prescribe any conformity assessment procedure that creates unnecessary obstacles to trade agreements
⇒ More government reporting requirements, i.e., Western must report and publish any procurement activity over the $101,100 threshold where procurement processes in trade agreements were not followed
⇒ Elimination of some previously used sole source exceptions
⇒ Thresholds identified are adjusted every 2 years

Contact Procurement Services for further information (procurement@uwo.ca).

Procurement and Mustang Market Training

To Enroll in Internal Training:
https://www.uwo.ca/hr/my_hr
Course Code: MMKT01
Course Name: Mustang Market Training

Coming soon...
Online training module!
Visit our website and Mustang Market for updates.