Pandemic Supplies

Procurement Services and Facilities Management Stores have partnered to manage an order request and distribution process for a specific shortlist of high-demand pandemic supplies for the campus community. Each Faculty/Unit has identified a Designated Requisitioner to purchase these supplies on behalf of their respective areas. Further information is available at: https://www.uwo.ca/finance/procurement/index.html

Western is still seeing supply challenges with some glove brands. Departments and Labs purchasing gloves outside of the Designated Requisitioner process should confirm prices and delivery lead-time with suppliers before placing their order.

Those users looking to purchase N95 masks, should contact Health and Safety. The Health and Safety team will work with you to ensure the correct mask is selected to meet your needs and to ensure fit. N95 masks are not effective unless properly fitted, so please contact Health and Safety if N95s were purchased without their assistance. Contact tammy.johnston@uwo.ca.

Preferred Vendors for End User Computer Devices

Procurement Services has pre-qualified 5 computer vendors for the campus community. Procurement decided to pre-qualify vendors instead of running a Request for Proposal process because it allows Western the flexibility over the life of the pre-qualification agreement to adapt to technology changes.

Users are able to get a quote for systems that meet their needs instead of being restricted to a specific product list. Obtaining quotes from these preferred vendors is easier as they are all accessible in Mustang Market, except for Data Integrity, which will become available later this Summer.

Providing a list of preferred vendors assists our end users in meeting Western’s competitive quote requirements and are also vetted by IT experts to adhere to Western standards.

Preferred vendors with their primary contact:

<table>
<thead>
<tr>
<th>Stronghold Services</th>
<th>Compudata</th>
<th>Dell Canada</th>
<th>CDW Canada</th>
<th>Data Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Cummings</td>
<td>Adriatik Nimani</td>
<td>Mark Davidov</td>
<td>Samatar Hassan</td>
<td>Sally Murciano</td>
</tr>
<tr>
<td><a href="mailto:sales@stronghold.ca">sales@stronghold.ca</a></td>
<td>Sales</td>
<td>Mark.Davidov</td>
<td>Samatar.Hassan</td>
<td>sally.murciano</td>
</tr>
<tr>
<td></td>
<td>@compudata.ca</td>
<td>@dell.com</td>
<td>@cdw.ca</td>
<td>@dataintegrity.com</td>
</tr>
</tbody>
</table>
Shredding Services

Waste Connections of Canada has been providing confidential shredding services to Western for many years and was recently awarded the new shredding contract through our EMOP buying group. Waste Connections is now the preferred vendor for shredding services on campus. They offer convenient shredding consoles and mobile carts with regular pickups, and also support one time document purges of bankers boxes.

To set up shredding services with Waste Connections, or for any service issues, please contact CustomerCare-London@WasteConnections.com or 519-681-4040. A customer service representative will respond back to you within 24-48 hours.

Did you know?

Looking up the Status of an Invoice can be done with the Quick Search in Mustang Market using the invoice or PO numbers. On the purchase order, click on the Vouchers tab. Invoices processed against this PO will be listed under the Invoicing Summary. On the summary table, you can see the payment status and due date. Click on the Voucher No. for more invoice details.

The status will either be “Payable” (invoice has been entered by Accounts Payable and is being processed) or “Paid” (the funds have been sent to the vendor).

Preferred Vendors for AV Equipment and Services

Procurement has experienced a high volume of audiovisual project requests. To streamline obtaining quotes for audiovisual projects, we have created a pre-qualified vendor list. The Audio Visual vendor list is split into 5 categories, each containing several vendors.

- **Comprehensive Services** - a full audio visual service including Design, Supply, Installation and Programming
- **Design Services** – the design of an audiovisual system within a space
- **Supply and Delivery Only** – Supplies AV equipment and components only. There are no services provided with this category
- **Installation Services Only** – Provides installation of Western provided AV equipment and components. Does not include programming or commissioning
- **Programming Services Only** - Provides programming of Western owned AV equipment

The required quote process and a full list of the qualified vendors are available at: [https://uwo.ca/finance/restricted/AV%20RFSQ%20Summary.pdf](https://uwo.ca/finance/restricted/AV%20RFSQ%20Summary.pdf)
**DocuSign Ordering**

Western has signed a Master Service Agreement with DocuSign.

**How it Works**

Faculties and departments have two options for purchasing DocuSign digital services; by number of seats (users) or by transactions (envelopes), depending on your projected volumes for use. Pricing is based on the annual commitment.

<table>
<thead>
<tr>
<th>Option 1: Minimum purchase of 5 Seats</th>
<th>Option 2: Minimum purchase of 500 Envelopes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each seat (user) includes 100 envelopes</td>
<td>Envelopes can be pooled for an unlimited number of users</td>
</tr>
<tr>
<td>Account Administrators are setup at the time of purchase</td>
<td>Envelopes are managed by one account administrator</td>
</tr>
<tr>
<td>No option to create additional accounts</td>
<td>The administrator can create additional accounts to distribute envelopes with no limit on the number of accounts.</td>
</tr>
</tbody>
</table>

For both options 1 and 2, all envelopes are valid for a one year contract term only and expire if not used; envelopes cannot be carried forward.

**License Model:**

Business Pro Licensing and Support is the recommended licensing model. Pricing depends on actual requirements.

**Quotes, Ordering and Training:**

DocuSign will outline features and support available and provide all necessary quotes. DocuSign will provide training (fees applicable)

To obtain a quote or prepare an order contact DocuSign’s Primary Contact provided.

Orders can be paid for by using your Western P-Card or through creating a purchase requisition in Mustang Market.

**Primary Contact:**

Suzanne Charter, Enterprise Sales Director
Email: Suzanne.Charter@docusign.com
Telephone: 416.302.1041

**Do not order directly from the DocuSign website. If you do so, it is not covered by Western’s Master Services agreement with DocuSign, and all data will be stored outside of Canada.**
**Couriers – COD & Declared Values**

**Cash on Delivery (COD)**
Should a carrier attempt to collect payment of transportation or Customs charges on delivery **do not pay** but instead reach out to Customs and Logistics at customs@uwo.ca. Payment of transport fees by cash or credit card can result in overpayment or duplicate payment where an account exists between Western and the courier. Western has accounts with most couriers and trucking companies and payment is made centrally from Financial Services.

**Shipping with UPS? Make sure you know your declared values**
Unfortunately shipments can get lost or damaged so it is important to know your coverage. Most courier shipments will have liability coverage up to $100 without a declared value. For UPS, under the OECM contract Western has declared value coverage without an additional charge up to $200. Be careful though, if no declared value is indicated, standard carrier liability will apply.

<table>
<thead>
<tr>
<th>Value of package</th>
<th>Declared Value</th>
<th>Declared Value Charge</th>
<th>Claimed amount</th>
<th>UPS pays claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1 - $100</td>
<td>$1 - $100</td>
<td>$0</td>
<td>$1 - $100</td>
<td>As claimed</td>
</tr>
<tr>
<td>$1 - $100</td>
<td></td>
<td>$0</td>
<td>$1 - $100</td>
<td>As claimed</td>
</tr>
<tr>
<td>$101 - $200</td>
<td>$101 - $200</td>
<td>$0</td>
<td>$101 - $200</td>
<td>As claimed</td>
</tr>
<tr>
<td>$101 - $200</td>
<td></td>
<td>$0</td>
<td>$101 - $200</td>
<td>$100</td>
</tr>
</tbody>
</table>

Best practice is to put a declared value of $200 on all UPS packages valued at $200 or less. There is no additional fee.
You may also purchase additional coverage. It is calculated on amounts above $200 up to $50,000. All couriers will have different value protection and rates for purchasing additional coverage.
For information on FedEx, Purolator, DHL etc. contact customs@uwo.ca
Preferred Vendor for Laboratory Supplies and Chemicals

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

- Deeply discounted pricing on all products and especially high volume items on campus
- Additional 2% discount for ordering Thermo LSG (Legacy Life Tech) products through Fisher Scientific
- No transportation, hazardous materials or dry ice charges
- Reduced pricing on high volume chemicals
- 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
- 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 Account Manager:
Paul D'Souza
Account Manager
paul.dsouza@thermofisher.com

Procurement Basics Learning Modules

Four interactive learning modules are now available to teach you the key information and processes you need to make for purchases to follow Western’s guidelines and processes!

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. (Length of all modules is 45 minutes)

https://www.uwo.ca/finance/restricted/procurement_basics.html