

## Distribution Centre Victoria

DCV has been busy revamping our services over the past year to better meet our customers' needs in regards to Computer/Laptop Peripherals, Filing, Records Storage, Gov't Forms, & Protocol/Recognition products, but also focussing on providing cost/time efficient Warehousing & Asset Management Services (WAMS) to government and broader public sector clients who have warehousing and distribution needs. Our goal is to be a next day delivery system, which is most often the case for Greater Victoria and Lower Mainland customers with our revitalized order picking processes, and courier service agreements.

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### WAMS

Warehousing and Asset Management Services, Storage and Distribution of Forms, Brochures, Publications, Swag, & Assets

#### Warehousing and Asset Management Services (WAMS)

A cost, time and space-efficient solution to all your storage, management and distribution needs. Our service is unrivalled and allows organizations to minimize their own storage/warehousing requirements and streamline services while continuing to take advantage of large volume purchasing.

#### Storage

With 47,000 square feet of storage and offsite options, we can accommodate all your storage requests, including secure storage services.

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#### Management

Inventory Management is much more than just storage; we manage time and date sensitive materials, including batch dates, revisions and re-order points. Clients receive monthly (or on demand) inventory reports which include detailed history of your product movement.

#### Distribution

Geared towards the end-user, we pick, pack and ship our client's products ensuring on-time arrival. Integrated ordering options are available based upon the client's needs.

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For more information in regards to utilizing our WAMS services, please contact Cory Bate at [Cory.Bate@gov.bc.ca](mailto:Cory.Bate@gov.bc.ca).

## DCV Highlighted Products



**Logitech HD Webcam C270**  
960-000621

The Logitech HD WebCam C270 features 1280 x 720 resolution and a built in mic with noise reduction. High speed USB 2.0 certified with Logitech Fluid Crystal Technology and a universal clip that fits laptops, and LCD or CRT monitors. \*Please note: The Province hasn't packaged the drivers for web cams for extended functionality. Basic functionality should be provided via the basic driver included with the core image, however. For the ordering of drivers to enable customizable features, please contact 7-7000. Compatible with all workstations and works with Windows 7/8. 1 Year Warranty \*\*Items containing security seal stickers are non-refundable once seal is broken\*\*

Product: #[7045041161](#) Price: \$54.29 EA



**Encrypted Flash Drive/USB**  
4 GB, DT4000G2/4GB DATA TRAVELLER  
4000G2 USB

Password protected, data encrypted, compatible with Windows 7, Windows 8, Vista, and XP and Mac. Password protection enforces a device lockdown if a specified number of invalid attempts is detected. The device is rugged and waterproof with a titanium coated stainless steel casing for added protection. No application installation is required. Approved for BC Government use by OCIO.

Product: #[7045016051](#) Price: \$55.93 EA



**Records Storage Box**

Records Storage Box, corrugated cardboard, Kraft single wall, 200 lb, hinged top, hand holds at ends, printed on one side, black ink, numbered for assembly, stores letter or legal size files, 15" x 12" x 10". Tested and approved by CIMB, 25 per bundle.

Product: #[7520121002](#) Price: \$2.10 EA



**Logitech Wireless Mouse M510 Black**  
910-001823

The Logitech Wireless M510 Mouse is a full size, ambidextrous mouse featuring smooth laser technology for ultrafast tracking on most surfaces. Comfortable, ergonomic 4-button design highlighted by soft side grips and comfortable shape. Mouse also has an on/off switch and intelligent sleep mode to further extend battery life. Powered by 2 x AA batteries. \*Please note: The Province hasn't packaged the drivers for the mice for extended functionality. Basic functionality should be provided via the basic driver included with the core image, however. For the ordering of drivers to enable customizable features, please contact 7-7000. Compatible with all workstations 1 Year Warranty \*\*Items containing security seal stickers are non-refundable once seal is broken\*\*

Product: #[7045041151](#) Price: \$51.90 EA



### "Hiding Hank"

Some of you may remember "Where's Ralphie" and his hiding contest from days gone by, but in case you didn't get the memo, Ralphie has retired...

Before he left however, he did teach his hide and seek tricks to this little fella "Hiding Hank", so look for him in every issue of the DCV newsletter.

After every 5 newsletters, we will call for readers to email in a list of Hank's whereabouts from the previous issues for a chance to win a prize.

Happy Hunting

# Protocol & Recognition

## Do you need **branded products** for a conference or an event?

We can help! Consult with our team to create a wide variety of custom products including lanyards, mugs, water bottles, pens, apparel, padfolios, or the perfect item for a conference, trade mission, or special recognition event.

Call Jacquie at 250-356-6183, Linda at 250-356-5827, or email us at [ProtocolRecognition@gov.bc.ca](mailto:ProtocolRecognition@gov.bc.ca).

As a reminder, our recognition products for your business and personal needs will continue to be available on the DCV Shopping cart. *"It's business as usual"* for Protocol and Recognition!! [Browse here!](#)



**Black and Green Sports Duffle Bag for Her**  
11" H X 9" W X 18" L

This cute bag has it all! Perfect for the gym or beach; zippered main compartment for your clothes and shoes, mesh side pocket

for your water bottle, end Velcro pocket for your swim suit, a sleeve for your yoga or beach mat, and a small matching pouch for accessories or make-up! (Accessories not included.)

Product: [#9999847277](#) Price: \$22.95 EACH



**Black Sports Duffle Bag for Him**  
13" H X 14" W X 24" L

Sturdy and stylish bag roomy enough to hold all your gear! End shoe pocket with air vents, inside zippered pocket and

an adjustable, removable shoulder strap. Easy carry handles with Velcro closure.

Product: [#9999847276](#) Price: \$25.95 EACH



**500 ml Stainless Steel Water Bottle**  
500 ML/16 OZ.

A smaller stainless steel water bottle, B.P.A. free, with a wide mouth, screw off lid, carabiner, and laser engraved with the BC Sun Mark. Great for the gym, car, and office!

Product: [#9999847214](#) Price: \$9.95 EACH



**NEW!! Bottle, Insulated, Dancing Eagle**  
500ML/17 OZ

These double walled bottles are lined in high quality stainless steel and will keep beverages hot for up to 12 hours and cold up to 24 hours! This one is finished in a faux bois finish and boasts a marvelous Tsimshian design by Terry Starr. Boxed.

Product [#9999847540](#) Price: \$21.95 EACH



**NEW!!! Bottle, Insulated, Raven**  
500ML/17 OZ

These double walled bottles are lined in high quality stainless steel and will keep beverages hot for up to 12 hours and cold up to 24 hours! This one has a sleek shape and a super Coast Salish design by Francis Horne Black Sr.. Boxed.

Product [#9999847539](#) Price: \$21.95 EACH

# STAPLES Advantage Staples Advantage Canada – BC Government Employee Purchase Plan

Staples Advantage is pleased to offer BC Government employees the opportunity to purchase office supplies at government's negotiated discounts. By purchasing through the Staples Advantage website; [www.eway.ca](http://www.eway.ca), you will be able to purchase general office supplies at government rates. This offer is for personal purchases only and must be delivered to your office address. All purchases are to be completed on your personal credit card. You will find a wide breadth of products offered on the Staples Advantage website and there are no restrictions on products. Government's negotiated pricing only applies to general office supplies and does not include furniture and computer products.



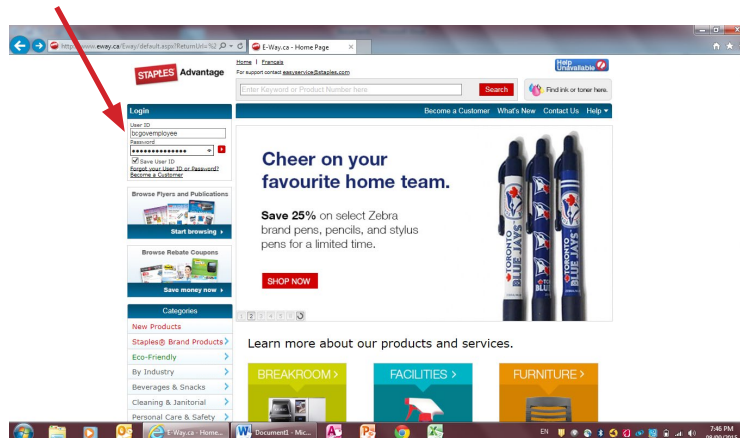
For more information about the program please contact : York Chan, *Staples Advantage Contract Manager* at [york.chan@staples.com](mailto:york.chan@staples.com). Also see the step-by-step guide below.

\*Please note Purchasing Cards are not to be used for personal purchases.

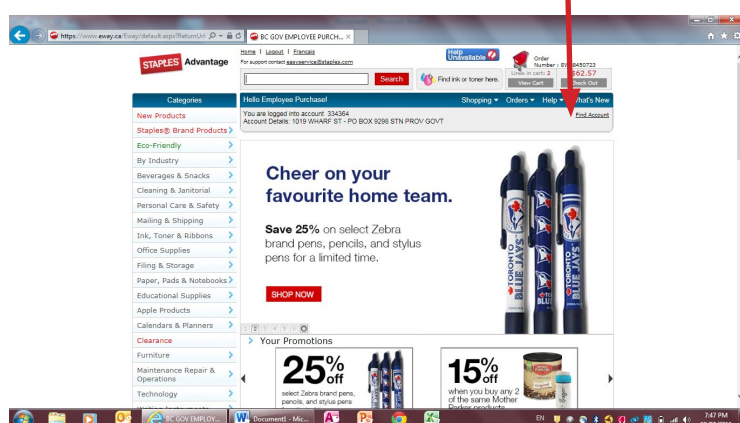
## STEP-BY-STEP GUIDE TO USING EWAY.CA

Please note: This Employee Purchase plan is available on Eway.ca only and not in retail stores.

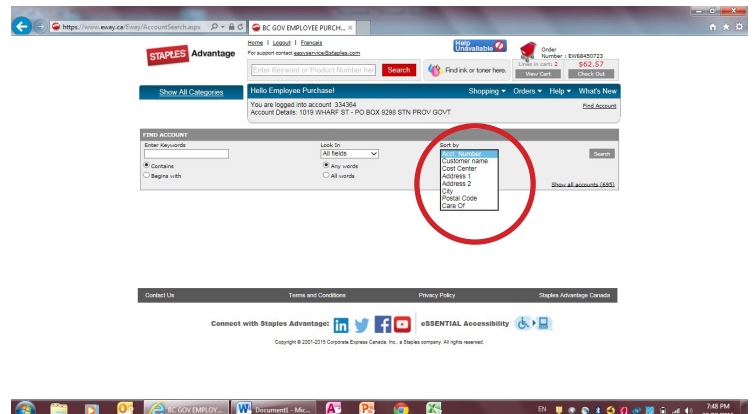
1. Enter User Id **bcgovemployee** and password **bcgovemployee**



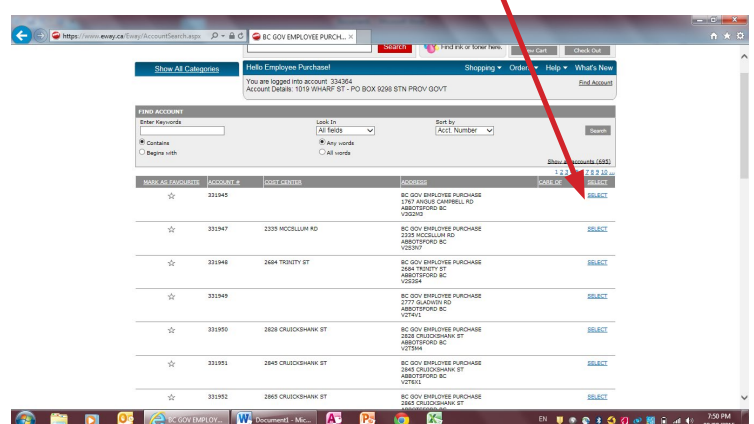
2. Next you need to find your location. Click on "find account."



3. Type in your Postal Code in the Enter Keywords field and choose Postal Code then Submit

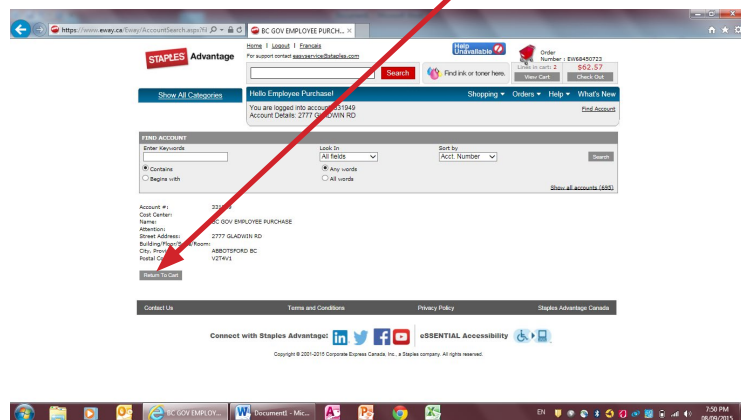


4. Find your location and click Select (if you use a PO Box please ensure you choose the correct PO Box #)

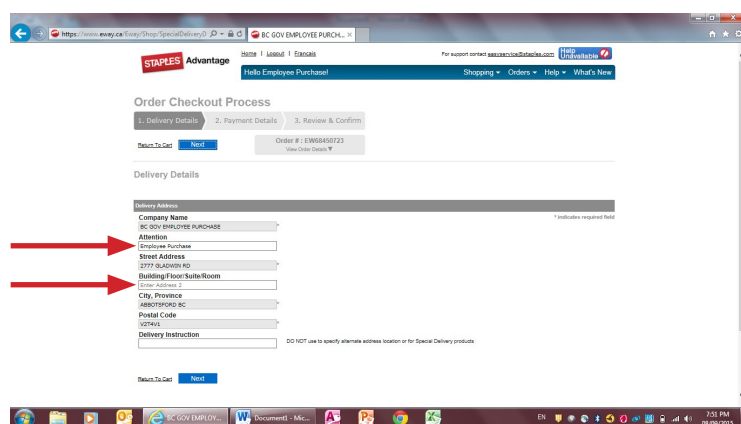




5. Once you have your location click “return to cart”

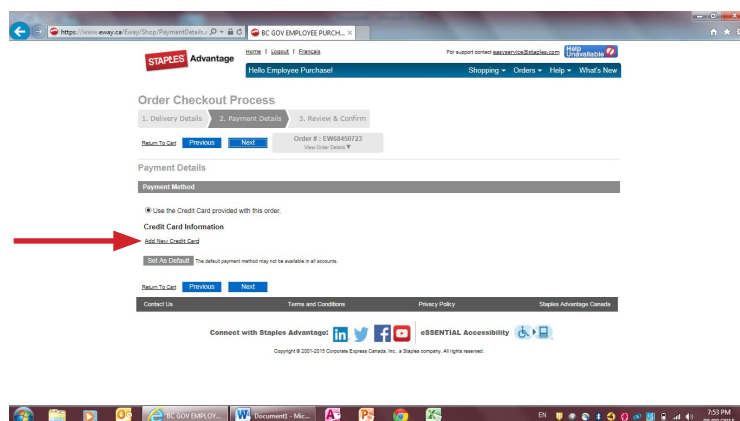


6. When you finish shopping and click “check out” this screen will pop up. It’s REALLY important here to enter your name in the “Attention” field. Plus any special instructions like suite # or floor #.



7. At the next stage you enter your credit card. Note. This is your PERSONAL credit card only. Use of BC Govt Procurement cards for the Employee Purchase plan is strictly prohibited.

Choose “add a new credit card.” Because multiple users can use this login this credit card will not be saved. You will need to enter it each time you make a purchase.



If you have any questions or concerns please contact Customer care via Live Chat [easyService@staples.com](mailto:easyService@staples.com) or 1-877-272-2121.

Thank you for choosing Staples Advantage

Many of us start the new year with a promise to ourselves to improve our health, but often, by April, we stray from our original goals. **Here’s some tips to help us all get back on board!**

## Eight Steps to Get Into Shape:

**1 Set Achievable Goals** – Before you start, set reasonable objectives that are easy to meet. You are far more likely to stay on track if you are able to reach your goals – it feels great to succeed, and that success will propel you forward! Write your plan down, post it where you will see your key goals every day, and track your progress.

**2 Find a Partner** – Chances are good you know someone else who’d like to shape up too. Having a friend, family member or co-worker who will be your supportive “partner” helps you cheer each other on and will motivate you to stay on track.

**3 Eat Healthier Foods** – Here’s an idea; count calories, but don’t starve yourself. If you are planning to lose weight, try cutting back your calorie intake about 500 calories a day, for an approximate loss of one pound per week. The internet is an easy reference for calories on most foods. Aim to eat less junk and more treasure by feasting on grapes instead of candy, and crunching on carrots instead of potato chips. Eat all the “rainbow foods” of fresh fruit and vegetables, and include plenty of lean protein like fish, chicken, turkey, eggs, beans, and low-fat probiotic yoghurt. Avoid processed foods; learn to routinely read labels, and if the ingredients mention many words you don’t recognize, don’t eat it. And try eating four to six small meals per day instead of three larger meals; apparently it burns calories more efficiently.

**4 Avoid Sugar** – If you can't bear your coffee or tea without sugar, try cutting it to one-half of what you currently add, or choose raw, organic cane sugar instead of refined white sugar for a healthier choice. As for sweets and bakery goodies – avoid them. Especially steer clear of pop; it's simply loaded in empty calories! If you long for a treat, try drinking sparkling, naturally flavoured waters instead; many varieties have just a few, or no, calories.

**5 Drink Water** – Does the thought of downing six glasses of tap water daily seem overwhelming to you? Try adding sliced cucumber, lemon or lime and drink it regularly throughout the day. Fills you up, hydrates your body, and tastes great!

**6 Exercise Six Days a Week for 30–45 Minutes** – Set an exercise goal, for example, walking four days a week. If you are already going to the gym, or want to join, add a workout twice weekly. See the stairs at work or at home? Use them! You might prefer other activities such as low-impact aerobics, running, cycling, swimming, community dance classes – even marching around the mall counts. The point is to become more active than you are presently.

**7 Try Weight Lifting** – If you're already a gym rat, you know that the more muscle you have, the more calories you burn. If you don't belong to a gym or have access to a personal trainer, try lifting some free weights at home. Purchase weights, or even make some yourself by using milk jugs, canned goods – even bags of rice! There are lots of tips online on how to select, make and safely use hand weights at home.

**8 Be Honest With Yourself** – As you read through this article, did you think "I don't have time for that, I can't afford that" and so on? Be real; those are excuses, realize you are sabotaging yourself before you even start. Ask yourself, why you are avoiding change?

**9 Go Back to the Beginning of the List and Start at step One** – you are worth it!

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## Contact Information

toll free 1 800 282-7955 | tel 250 952-4460 | Online [www.dcv.gov.bc.ca](http://www.dcv.gov.bc.ca)  
fax 250 952-4431 | email [DCVCustomerSer@gov.bc.ca](mailto:DCVCustomerSer@gov.bc.ca)

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