Guidelines on ordering a Document Output Device

1. Introduction

This document is designed to assist IT Staff with the ordering process associated with Document Output Devices.

The Tender Panel appointed the below suppliers as the service providers of Document Output Devices to the University:

- Fuji-Xerox – for the provision of Multifunction Devices (MFDs) and Multifunction Printers (MFPs)
- Kyocera – for the provision of Printers only.

2. Placing an order for a Document Output Device

When it has been decided which Device is best suited to the workplace and you have the quote along with Vice Chancellor’s Approval, an order then needs to be placed with the Preferred Supplier.

The supplier’s require a Purchase Order containing the following information:

- The Device Model number and the selected accessories; and
- Exact delivery address for the Device.

If you are unable to raise a Purchase Order then please contact your local Finance Officer or Administrator who will be able to do this on your behalf.

When sending the Purchase Order to the Account Manager (Shuva Chowdhury at Fuji Xerox or Albert Parrella at Kyocera) please ensure you include the following information within the email:

- Cost centre and item code for ongoing click charges (NB item code 1012 for staff printing and 1418 for student pools and library printing. PD fund Cost Centres are not permitted for ongoing click charges and must not be used);
- Name, email and phone number for the End User (Billing Contact for meter readings etc.);
- Name, email and phone number for the Technical Contact (IT staff responsible for delivery and install);
- Org 2 Code (required for blue-plate stickers);
- Exact delivery address (including room number and campus);
- Details of any old equipment that needs to be removed (including model and serial number);
- ALMS Spreadsheet (your local IT should know this).

Please note, there is an email template available for use to facilitate this process, please click here to access this or see section 3 of this document.

Our Preferred Suppliers will endeavour to deliver your Device within two weeks of placing your order. However, during busy times of the year this can vary so please check with the Account Manager in advance.
Please note, when the Device(s) is put on an internal lease, Strategic Procurement will place the order with the Preferred Supplier and advise you when this has been done.

### 3. Email template

Below is an email template you can use to accompany a purchase order when sending to suppliers. Please ensure that Strategic Procurement are copied into the emails to the supplier.

You can copy and paste the text into an email and customise where necessary:

**Email Example to order Printers from Kyocera and Fuji Xerox:**

Kyocera: saorders@dau.kyocera.com  
Fuji Xerox: Shuva.Chowdhury@aus.fujixerox.com  
Copy in: strategicprocurement@unisa.edu.au (can be found as ‘UniSA Strategic Procurement’ in the global address listing)

**Body of email:**

Dear <insert name>,

Please find attached a purchase order for the <insert School or Unit name> at the <insert relevant Campus if applicable> for <insert item and model number> for <insert total cost (ex GST)>.

| Cost centre to be used for ongoing click charges for this machine: | <insert cost centre and item code>  
| PD Fund Cost Centres not accepted |
| End User (Billing Contact): | <insert name of end user>  
| <insert email address ......@unisa.edu.au>  
| <insert phone number Ph: (08) 8302 xxxx> |
| Technical Contact: | ISTS Campus IT Support  
| <insert name@unisa.edu.au>  
| Ph. (08) 8302 xxxx |
| ORG2 Code: | <insert ORG 2 Code> |
| Delivery Address | <insert delivery address>  

Please complete columns P to V as per the new ordering process and return to below for IP registration and asset database updated.

Marval.PC-IP@unisa.edu.au  
SupplierAssetReports@unisa.edu.au  
ISTS-AssetManagementTeam@unisa.edu.au  
CS-IT-Coords@unisa.edu.au  

The following device will need to be removed at the time of delivery:

Example:

Make/brand: Kyocera  
Model: KM-C3225E  
Serial Number: UZF8400198
Please do not hesitate to contact me at Ph. (08) 8302 xxxx should you require any further information.

4. Contact Details

Contact details for key staff involved in this process are given below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Procurement Team</td>
<td><a href="mailto:strategicprocurement@unisa.edu.au">strategicprocurement@unisa.edu.au</a></td>
<td>Ext. 22273</td>
</tr>
<tr>
<td>Shuva Chowdhury Sales Manager</td>
<td><a href="mailto:Shuva.Chowdhury@aus.fujixerox.com">Shuva.Chowdhury@aus.fujixerox.com</a></td>
<td>08 8203 8263</td>
</tr>
<tr>
<td>Albert Parrella Business Development Manager</td>
<td><a href="mailto:Albert.Parrella@dau.kyocera.com">Albert.Parrella@dau.kyocera.com</a></td>
<td>08 7421 2000</td>
</tr>
</tbody>
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