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

Kyocera: saorders@dau.kyocera.com

Fuji Xerox: ishaan.mehta.zs@fujifilm.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.auSupplierAssetReports@unisa.edu.auISTS-AssetManagementTeam@unisa.edu.auCS-IT-Coords@unisa.edu.au |
| The following device will need to be removed at the time of delivery: | <insert the details of any device(s) that need to be removed>Example:Make/brand: Kyocera Model: KM-C3225ESerial Number: UZF8400198  |

Please do not hesitate to contact me at Ph. (08) 8302 xxxx should you require any further information.