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

Kyocera: [saorders@dau.kyocera.com](mailto:saorders@dau.kyocera.com)

Fuji Xerox: [ishaan.mehta.zs@fujifilm.com](mailto:ishaan.mehta.zs@fujifilm.com)

Copy in: [strategicprocurement@unisa.edu.au](mailto: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](mailto:%3cinsert%20name@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](mailto:Marval.PC-IP@unisa.edu.au)  [SupplierAssetReports@unisa.edu.au](mailto:SupplierAssetReports@unisa.edu.au)  [ISTS-AssetManagementTeam@unisa.edu.au](mailto:ISTS-AssetManagementTeam@unisa.edu.au)  [CS-IT-Coords@unisa.edu.au](mailto:CS-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-C3225E  Serial Number: UZF8400198 |

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