Procurement Process for MFDs (Multi-functional devices)

Please follow these steps to ensure you choose the right printer for your needs, and you are correctly billed for the ongoing charges.

**ADVICE** and guidance is available from Julie Moore  [sustainable-print@bristol.ac.uk](mailto:sustainable-print@bristol.ac.uk) and Tom Lawson, Canon Account Manager  [tom.lawson@cuk.canon.co.uk](mailto:tom.lawson@cuk.canon.co.uk)

We can advise on replacing a device or review/rationalise departmental requirements to improve print performance and reduce costs.

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**CHOOSE DEVICE**

Canon can supply a wide range of printers under the terms of the University’s contract. Choose from the UoB [device catalogue](#). Functionality including Print Release, copying, printing, stapling and scanning to email can all be included.

*Print release* is included by default to provide confidentiality and reduce paper waste by up to 30%.

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**DECIDE WHETHER TO LEASE OR PURCHASE**

Lease options 3 or 5 year – quarterly lease charge **OR** outright purchase

All devices whether leased or purchased are covered for support, servicing, maintenance and consumables by payment of a variable click (usage) charge.
ORDER

To lease – email your requirements to Tom Lawson tom.lawson@cuk.canon.co.uk

A lease form will be returned to you for signature.

To purchase outright – Raise requisition in MyERP to Canon UK Ltd, Cockshot Hill, Reigate, Surrey RH2 8BF.

All the details below must be included for the order to be processed:

- Delivery address and 2 x contact names, email and phone numbers (must be able to discuss/agree delivery arrangements)
- Framework Agreement Number – CCS RM3781 LOT2
- Machine model including any accessories required
- Copy costs (Click charges)
- £5.94 quarterly cost for Uniflow support
- State serial number of any Canon Devices that are being collected, if a replacement printer is being ordered.

LIAISE WITH IT SERVICE DESK

Sustainable Print will notify the IT Service Desk that an order has been placed. IT Services will then respond to the first-named delivery contact so you can update them with the delivery date, when known.

Canon’s delivery partner, Ceva, will contact you directly to agree a delivery date.

It is essential that you provide details of the delivery date and precise location to the IT Service Desk as soon as this is booked in with Ceva. Lack of notice, ie anything less than 72 hours may mean that staff are not available and the Canon engineer may need to return at a later date which could result in you being left without working printers.