Procurement Process for LBPs (desktop printers)

The Sustainable Print policy mandates the use of MFDs (multifunctional devices) over LBPs (desktop) printers. MFDs have proven advantages in terms of confidentiality, convenience and waste reduction, and should be used where a printer will be used by several people.

In exceptional cases, use of an LBP may be appropriate, but all orders for LBPs will need to be authorised by the School Manager. They will be treated as stand-alone devices and any replacement toner will need to be purchased separately.

We are trying to minimise the number of purchases of LBPs, so please contact us prior to placing an order, as we have a number of Canon devices which are available for long-term loan.

**ADVICE**

and guidance is available from Julie Moore sustainable-print@bristol.ac.uk and Tom Lawson, Canon Account Manager tom.lawson@ruk.co.uk

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

**CHOOSE DEVICE**

There are two Canon desktop models to choose from the UoB device catalogue, one colour and one mono model. They are:

- Only available to be purchased outright
- Suitable for individual users and don’t require networking.
- No ongoing click charges.
- Customer must purchase replacement toner and pay for any service calls.
- 12 months warranty during which time Canon branded toner must be purchased to avoid invalidating the warranty**.
** Toner can be purchased through the Office Depot Marketplace in MyERP.

Order codes:
CRG055 for printer model LBP664Cx
CRG052 for printer model LBP215x

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**ORDER**

**To purchase** – Raise a 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.
- Framework Agreement Number – CCS RM3781 LOT2
- Machine model
- Specify ‘No click charges’ on the order.

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**DELIVERY**

The printer will be delivered by carrier to the address stated on the order. If you need it networked, raise a ticket with IT Services: service-desk@bristol.ac.uk