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.

**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%

**ADVICE** and guidance is available from Julie Moore  sustainable-print@bristol.ac.uk and Tom Lawson, Canon Account Manager  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.

**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](mailto: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.

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**RAISE TICKET WITH IT SERVICE DESK**

This needs to be raised as soon as possible and is essential to ensure your device can be tagged and networked at the time of delivery.

Email [service-desk@bristol.ac.uk](mailto:service-desk@bristol.ac.uk) or call 0117 428 2100

The following details must be included in the ticket to ensure that your printer can be set up on the delivery day –

- Delivery date and time (can be added when known)
- Model of printer
- Printer’s room number and building
- 2 x UoB contact names, with email addresses and contact phone numbers. They need to be available on the delivery day.
- Include in the ticket a request for IT Services to supply to the first contact, prior to the delivery date:
  - Network cable
  - IT Service Tag
  - IP address

These will be needed by the Canon engineer to complete the installation. When the Canon work has been completed, you need to allow a further 2 working days for IT Services to connect the printer to secure print release.
COMPLETE NEW DEVICE RECORD

Complete New Device Record and return this to Sustainable Print and Finance. This will ensure that quarterly bills for lease costs and/or click charges are recharged correctly. The ongoing costs will be recharged by Finance quarterly.

These click charges are variable, based on usage, and cover support, servicing, maintenance and consumables.