

Procurement Process for MFDs (Multi-functional devices)

Important note– Please contact Sustainable Print regarding any proposed installation of an MFD in a corridor, as this may breach fire regulations.

MFDs provide benefits in terms of confidentiality, convenience and waste reduction, and can also scan and copy documents. 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 and Sophie Purnell, Canon Account Manager sophie.purnell@cuk.canon.co.uk

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



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%



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 Sophie Purnell sophie.purnell@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, 4 Roundwood Avenue, Stockley Park, Uxbridge UB11 1AF

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 RM6174 LOT2**
- Umbrella call-off - **Pri-0322-001-PC_419a**
- 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

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

Please raise a request with IT Services to [Set-up new or replace the device](#).

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.