From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] HP and Xerox Toner Purchases
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Attachments: image001.png
ATT00001.txt

Partners in Campus Business Operations

HP and Xerox Toner Purchases

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Sent on behalf of: Procurement & Contracts

Hello Campus Partners,

Please see the information below from the Chancellor's Office regarding HP and Xerox Toner purchases. We apologize for any inconvenience due to the short notice.

Effective immediately, IRG is designated as the exclusive supplier for HP and Xerox toners. This initiative is expected to save the CSU $275,000 annually.

Benefits of Using IRG

- DVBE Certified (CSU goal: at least 3% annually)
- CSUBUY punchout supplier
- Genuine OEM ink & toner

Shipping (items ≤ 50 lbs)

- Ground: Free; 1–5 business days
- Expedited: May be converted to ground if the shipping warehouse is local (freight waived)
- Handling charges: None
- ***Tip:*** **Please provide your phone number (required by the carrier) in the external notes on your requisition***

Shipping (items > 50 lbs)

- Ground: Freight assessed at order; may be waived or reduced; 1–5 business days
- Expedited/special requests (dock-to-door, white glove, etc.): IRG will coordinate with the purchaser using the phone number provided to coordinate the most efficient and cost-effective delivery.

Handling charges: None

- ***Tip:*** **Please provide your phone number (required by the carrier) in the external notes on your requisition***

TIP: Be sure to provide your phone number in the external notes section of the requisition. Please see below:

