

## Laser Printer Toner Cartridge Orders from Specialty Business Supplies

(As of April 20, 2015)

### Purpose:

1. Eliminate on-site storage of toner cartridges.
2. Use the office supply contract to procure all printer ink and toner cartridges in a timely manner. Terminate procurement from other sources. (Exceptions require Purchasing Agent pre-approval)
3. Improve delivery of materials and invoices to user department.

### Procedure:

1. Notice: Information Technology no longer stocks any toner cartridges.
2. Upon first toner low warning, logon to Specialty Business Supplies website at <http://www.specialtydelivers.com/> (alternatively call Diane Whitacre (540) 722-2660)
  - a. If you do not have a logon, contact the Purchasing Agent to get one.
3. Enter the cartridge code in the search box and search for the correct cartridge. Alternatively, click on the Ink & Toner link at the top of the page and use the Ink and Toner Finder to locate the required cartridge.
4. Click on the appropriate link, adjust quantity as required and click ADD TO CART. IT recommends purchase Original Equipment Manufacturer new products. IT does not recommend you order remanufactured or third party products.
5. Click on Secure Checkout button and Checkout and then select "Invoice Me".
6. The cartridge will be delivered to the shipping address associated with the user logon. The cost will be invoiced to the department associated with the user logon.
7. For City Hall users, take the depleted cartridge to Information Technology on the 4<sup>th</sup> floor and put in the box for Specialty Business Supplies pick up.
8. For non-City Hall users, please email [diane@sundelivers.com](mailto:diane@sundelivers.com) or call (540) 722-2660 for toner pick up. Specialty Business Supplies will pick up depleted cartridges at the location the user specifies when requesting pick up.