

**** All printers *must* be ordered via a quote/proposal created by Technology Services. Please contact Jamie Rhine (jtrhin@ship.edu or x1260) with your request so a quote can be obtained. ****



PLEASE NOTE: These supported printer options from Kyocera are supported and repaired by Quality Digital Office Technology and can be serviced quickly on campus if needed.



Kyocera P2040dw
B&W Laser Printer



Kyocera P3060dn
B&W Laser Printer

Specs

Light duty network/desktop laser printer provides fast paper-saving 2-sided duplex output at an economical price. Recommended for smaller offices or single use.

- Output Speed: 42 PPM
- Max Duty Cycle: 80,000 per month
- Paper Cassette: 250 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½" x 14"
- Duplex (double-sided) printing
- Network-enabled
- Estimated Operating Cost: \$0.012 per page

The P3055dn delivers high performance printing in a small, economical package. This B&W laser printer is recommended for offices with medium to high volume printing needs.

- Output Speed: 57 PPM
- Max Duty Cycle: 200,000 per month
- Paper Cassette: 500 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½" x 14"
- Duplex (double-sided) printing
- Network-enabled
- Estimated Operating Cost: \$0.006 per page

Price

\$425

\$1,018



Kyocera M2540dn
B&W Multifunction Printer



Kyocera P6230cdn
Color Laser Printer

Specs

The M2540 offers reliable and cost-effective printing, plus the added ability to scan, copy and fax all in one device! Most suitable for shared workgroups or offices that have light volume printing and copying needs.

- Output Speed: 42 PPM
- Max Duty Cycle: 50,000 per month
- Paper Cassette: 250 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½" x 14"
- Duplex (double-sided) printing
- Fax-enabled
- Network-enabled
- Estimated Operating Cost: \$0.015 per page

Fast, strong and quality-conscious. The net color printer P6230cdn knows how to impress small and large workgroups through excellent office quality at an especially low cost per page. Recommended where color printing is needed in medium-sized offices with networking sharing.

- Output Speed: 32 PPM
- Max Duty Cycle: 100,000 per month
- Paper Cassette: 500 sheet drawer, 100 sheet manual feed
- Max Paper Size: 8½" x 14"
- Duplex (double-sided) printing
- Network-enabled
- Estimated Operating Cost: \$0.015 per page (B&W), \$0.085 per page (color)

Price

\$850

\$1,155

Purchasing Printers/Copiers in SourcePoint

Printers/Copiers must be entered in SourcePoint as a “non-catalog” request. You must have a quote prepared that can be uploaded along with your purchase requisition (PR).

1. Log in to SourcePoint by going to <https://portal.passhe.edu> and signing in with your full Ship e-mail address and password. Click on the **SourcePoint** tab and choose the link for **Guided Buying**.

SELF SERVICE PORTAL

Welcome Jamie Rhine
Last Logon: Mon, 04/12/2021 08:13:34

Home Account Alerts Employee Self-Service Manager Self-Service eTime Materials Management SAP GUI Business Intelligence **SourcePoint**

Welcome to the SourcePoint area of the Self-Service Portal.

SourcePoint is the source-to-procure system for PASSHE to promote collaboration across the universities, streamline operations to create efficiencies, and reduce costs. There are three entry points:

Guided Buying
Intended Audience: Requestors, Approvers, all Basic Users
Processes: Create a requisition, desktop receiving, approve requisition, supplier request, contract request, sourcing request

Sourcing and Contracts
Intended Audience: Procurement Staff and Construction Staff, RPO's and Universities
Processes: Create a contract workspace, create a sourcing project

2. From the SourcePoint homepage, click on **Purchase Requisition with Quote**.

PENNSYLVANIA'S STATE SYSTEM OF HIGHER EDUCATION

Find goods and services

Bloomsburg University CALU CHEYNEY UNIVERSITY CLARION UNIVERSITY ESU EDINBORO UNIVERSITY IUPUI KUTZTOWN UNIVERSITY LOCK HAVEN UNIVERSITY MANSFIELD UNIVERSITY Millersville University SHIPPENSBURG UNIVERSITY Slippery Rock University WCU WEST CHESTER UNIVERSITY

Shop Your favorites Your requests Your approvals

Shop Company Catalog **Purchase Requisition with Quote** Request Bid/RFP Support

Request a non-catalog item +
Request on behalf of

Recent requests
No recent requests

See all >

Request New Supplier

3. Enter the Product name, Description, Category, Quantity, and Unit price. If your quote is from from Quality/Kyocera, click on **View all suppliers**, and search/select “Kyocera Document Solutions Mid-Atalantic – York, PA” from the list. Click on **Add to cart**.

Non-catalog request

Add to cart Cancel

Product name *
Kyocera M2540dn B&W Multifunction Printer

Category *
Computer printers

Description *
Kyocera M2540dn
B&W Multifunction Printer

Quantity *
- 1 +


Unit of measure *
each

Unit price *
850 USD

Supplier

View all suppliers


Chosen supplier Clear selection

 Kyocera Document Solutions Mid-Atla
York, PA
Vendor ID 0081000176
Network ID AN01676038739

Contact information
No contact information available

4. SourcePoint will now show the items you are ordering in the shopping cart. Click on **Check out** when finished.

You have **1** item in your cart

 Kyocera M2540dn B&W Multifun...
Kyocera M2540dn B&W Multifunction Printer

\$850.00 USD Delete

Quantity
- 1 +

Total: **\$850.00** USD **Check out**

5. Fill in all of the PR details, such as Need-by Date, cost center, GL Account, cost center, etc.

Kyocera M2540dn B&W Multifunction Printer

Checkout / PR2003

Submit Save and exit

Ship to	Charge to	Total cost
Central Receiving 230 North Earl St Shippensburg, PA 17257 United States	GL Account (0000620320 (IT Peripherals))	\$850.00 USD

Need-by Date **⚠ Need By Date must be set**

Deliver To: Jamie Rhine

Purchasing Unit: SHIPPENSBURG

Requester: Jamie Rhine

Company Code: SSHE (State System of Higher Ed)

Trustee Report Remarks:

CW Reference:

Hide additional details

Items (1)

⚠ This item contains missing or incorrect information.

6. Under the “Attachments” section at the bottom, upload the quote/proposal that was provided for the purchase. You can either drag and drop the file into the window, or click on **Browse** and select it. Once finished, click on the **Add** button to save the attachment.

Attachments

Drag and drop file here, or browse to upload

Proposal 2110093636.pdf

Share with supplier **Add**

Please note: File names can contain up to 255 characters, and can include a hyphen (-) and underscore (_). No other special characters are allowed.

7. When finished entering the PR information, click on **Submit** at the top of the page to send your PR for approval/ordering.