



Government of **Western Australia**
Department of **Finance**
Government **Procurement**

Contract Number: CUAPCS2018

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CUAPCS2018 – Procurement Lifecycle Document

Auscorp IT

This Contractor is qualified to sell:

- Panel 4 – Consumables



Contact Person for Customer Queries

Auscorp IT

ABN No: 88 076 192 762

ACN No: 100 644 693

Parag P. Mehta or Cathy Collins

T: (08) 9248 8466 **M:** NA

F: (08) 9249 7466

E: Sales@auscorpit.com.au (orders) or
Enquiries@auscorpit.com.au (enquiries)

Website: www.auscorpit.com.au

Postal Address:

2-33 Industry Street, MALAGA WA 6090

Orders Via:

Please see Buying Process Outline

Hours:

8.00am to 5.00pm Monday to Friday

Buying Process Outline

Placing an Order

NOTE: Applies to both Catalogue and Non-Catalogue items.

OPTION A

Use CUA Order Form or Agency Order Form for Product Catalogue Items.

You can use the CUA Order Form or your organisation's own order form to make a purchase from Auscorp IT's Product Catalogue. Please make sure that you cite the CUA number "CUAPCS2018".

STEP 1 (if required): Use email or phone to communicate with the Contact Person for Customer Orders – Parag P. Mehta or Cathy Collins – via the enquiries email address as per the contact details on page 2 to set up a CUAPCS2018 Account.

STEP 2: Fill in the CUA Order Form or your organisation's own order form with the products you require.

STEP 3 (if required): If the estimated value of your order will exceed \$250,000 then you are also required send the CUA Order Form (or your agency's order form) to at least one other supplier in addition to Auscorp IT, or document that you have browsed the prices of at least one other supplier for the same products. This will allow you to determine whether other qualified Contractors can provide better value for money.

STEP 4: If Auscorp IT represents good value for money then send the CUA Order Form to Auscorp IT via a dedicated email address – gov.orders@auscorpit.com.au for fulfilment. If you have any questions, contact Parag P. Mehta or Cathy Collins via the details on page 2 for further information.

OPTION B

Use Auscorp IT's Website Ordering System.

STEP 1 (if required): Use email or phone to communicate with the Contact Person for Customer Orders – Parag P. Mehta or Cathy Collins – via the enquiries email address as per contact details on page 2 to set up a CUAPCS2018 Account and Login details for the Auscorp IT website.

STEP 2: Browse the Auscorp IT website and select the required products.

STEP 3 (if required): If the estimated value of your order will exceed \$250,000 then you are also required send the CUA Order Form (or your agency's order form) to at least one other supplier in addition to Auscorp IT, or document that you have browsed the prices of at least one other supplier for the same products. This will allow you to determine whether other qualified Contractors can provide better value for money.

STEP 4: If Auscorp IT represents good value for money, then either pay online via the Auscorp IT website, or indicate that you will pay on your Account in the near future. If you have any questions, contact Parag P. Mehta or Cathy Collins via the details on page 2 for further information.

Payment of Invoices

Either pay online via the Auscorp IT website, or pay on your Account via EFT – Account details as follows:

BSB 016-363

Account Number 1107 48132

Contact Bijal Mehta – accounts@auscorpit.com.au

Delivery

For Metropolitan areas, products will be delivered free-of-charge to your site within 24 hours of ordering. For Regional orders, the order timeframes are likely to be longer. If you have any questions, contact Shelley Wilkinson via – enquiries@auscorpit.com.au or phone – (08) 9248 8466 for further information.

Warranty and Maintenance

Auscorp IT will give the Customer the benefit of a minimum one-year product warranty, which covers all materials, parts, labour, toner, and travel. Auscorp IT will also take complete financial responsibility for any damage to equipment caused by faulty consumable Products supplied by the Contractor, such that any requirements to replace, clean, repair the associated equipment occurs without any cost to the Customer. The contact person for warranty issues is Shelley Wilkinson who can be contacted via email warranties@auscorpit.com.au.

Disposal and Recycling

Auscorp IT provides a cartridge collection service for Customers in the Perth Metropolitan Area. For further details, please contact Parag P. Mehta or Cathy Collins who can be contacted via the details on page 2.

Account Management and Invoicing

If required, Auscorp IT must provide consolidated invoicing in specific formats as agreed with the Customer. The Account Manager for Customer queries and invoicing is Cathy Collins who can be contacted via the details on page 2.