

Procurement Lifecycle Document for Konica Minolta Business Solutions Australia Pty Ltd

CUAPCS2024 – Common Use Arrangement for Printing and Copying Machines and Solutions

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Company Details

Konica Minolta Business Solutions Australia Pty Ltd

ABN: 50 001 065 096

ACN: 001 065 096



Contact information

General enquiries

Phone	08 6272 9301
Email	De-anne.King@konicaminolta.com.au
Website(s)	www.konicaminolta.com.au
Admin Hours	Monday to Friday 8.00am to 5.00pm
Operations	24/7

CUA Account Manager

Name	Thomas Epple
Direct Phone	08 6272 9341
Mobile	0401 060 661
Email	Thomas.Epple@konicaminolta.com.au

Buying methods

Panel A – Multifunction devices (MFDs) and Single Function Printers (SFPs)

Based on the estimated value of the procurement, you may either engage a contractor directly or, if the value exceeds \$250,000, seek quotations from multiple contractors in accordance with the Buying Rules for [Printing and Copying Machines and Solutions CUAPCS2024](#).

Part A - Obtaining Quotes

You can use the **CUAPCS2024 - Quote Form (Panel A)** or your organisation's own quote form to request pricing from Konica Minolta. Please ensure you reference the CUA number "**CUAPCS2024**."

Step 1 - Catalogue Items: Review the Product Catalogue and consult with your ICT or procurement team to confirm the proposed goods and services meet your organisation's requirements.

Step 1 - Non-Catalogue Items: Contact the [CUA Account Manager](#) to discuss your requirements and consult with your ICT or procurement team to confirm the proposed goods and services meet your organisation's requirements.

Step 2: Complete the **CUAPCS2024 - Quote Form (Panel A)** or your organisation's quote form with the products and/or services required.

Step 3: Send the completed form to Konica Minolta's designated [CUA Account Manager](#).

Step 4: Evaluate the quotes. If you determine that Konica Minolta offers suitable products and/or services, proceed to place your order.

Part B - Place an Order

You may use the **CUAPCS2024 - Order Form** or your organisation's own order form to purchase items from Konica Minolta's Price Schedule. Please ensure you reference the CUA number "**CUAPCS2024**."

Step 1: Contact Konica Minolta to discuss your order and confirm whether a customer account needs to be set up under CUAPCS2024.

Step 2: Complete the **CUAPCS2024 - Order Form** or your organisation's order form, including any required attachments, with the products and/or services you require. Obtain approval from your delegated authority.

Step 3: Send the signed order form and attachments to Konica Minolta via email to the designated [CUA Account Manager](#).

Step 4: Konica Minolta will confirm the order, including delivery details and other relevant information.

Step 5: An invoice will be issued following delivery of goods.

Panel B – Managed Print Services (MPS)

Obtain written quotations from all Panel B suppliers for all values, regardless of the value of the procurement, as this is a quotation-based panel with no price schedule, and competitive quotes must be sought from every panel member.

Part A - Obtaining Quotes

You can use the **CUAPCS2024 - Quote Form (Panel B)** or your organisation's own quote form to request pricing from Konica Minolta. Please ensure you reference the CUA number "**CUAPCS2024**."

Step 1: Contact the CUA Account Manager to discuss your requirements and consult with your ICT or procurement team to confirm the proposed goods and services meet your organisation's requirements.

Step 2: Complete the **CUAPCS2024 - Quote Form (Panel B)** or your organisation's quote form with the products and/or services required.

Step 3: Send the completed form to Konica Minolta's designated CUA Account Manager.

Step 4: Evaluate the quotes. If you determine that Konica Minolta offers suitable products and/or services, proceed to place your order.

Part B - Place an Order

You may use the **CUAPCS2024 - Order Form** or your organisation's own order form to purchase items from Konica Minolta's Price Schedule. Please ensure you reference the CUA number "**CUAPCS2024**."

Step 1: Contact Konica Minolta to discuss your order and confirm whether a customer account needs to be set up under CUAPCS2024.

Step 2: Complete the **CUAPCS2024 - Order Form** or your organisation's order form, including any required attachments, with the products and/or services you require. Obtain approval from your delegated authority.

Step 3: Send the signed order form and attachments to Konica Minolta via email to the designated CUA Account Manager.

Step 4: Konica Minolta will confirm the order, including delivery details and other relevant information.

Step 5: An invoice will be issued following delivery of goods.

Minimum Order Thresholds

- No minimum order thresholds apply.

Delivery

Perth Metropolitan Area

The following delivery timeframes apply:

Geographic Location	Definition of Location	Required Delivery Time
Perth Metropolitan Area: Buy Local Policy (Zone 1)	All locations within the Perth metropolitan area as defined by the Buy Local Policy, and the Department of Planning, Lands and Heritage.	Within 10 Business Days

Regional Deliveries

The following delivery timeframes apply:

Geographic Location	Definition of Location	Required Delivery Time
Regional Locations: Buy Local Policy Zones 2 and 3	All regions within the State of Western Australia outside the Metropolitan Area as described by Buy Local Policy, and the Department of Planning, Lands and Heritage.	Within 15 Business Days
Regional Locations: Buy Local Policy Zones 2 and 3	All Remote locations that are more than 80kms from a town with a population of 1000 or more (and including the external territories of Cocos/Keeling and Christmas Islands).	Within 20 Business Days

Approved Dealers

Authorised Sales & Service Agents Name		Services Provided	Areas Served	Office Hours, Contact Details & Address	
1.	Best Office Systems	Sales, installation, service, maintenance, training	Albany and surrounding areas	Contact Person:	Mr Phil Shilcock
				Telephone:	08 9842 1333
				Email:	Phil@bestoffice.com.au
				Website:	www.bestoffice.com.au
				Operating Hours:	8.00am to 5.00pm Monday to Friday
				Address:	Unit 6, 20 Campbell Road, ALBANY WA 6330
2.	The Boss Shop – Office National - Broome	Sales, installation, service, maintenance, training	Broome and surrounding areas	Contact Person:	Mr Roly Hutcheson
				Telephone:	08 9191 2354
				Email:	Roly@onbroome.com.au
				Website:	www.onbroome.com.au
				Operating Hours:	8.00am to 5.00pm Monday to Friday
				Address:	26 Clementson Street, BROOME WA 6725
3.	Esperance Communications	Sales, installation, service, maintenance, training	Esperance and surrounding areas	Contact Person:	Mr Craig Johnson
				Telephone:	08 9071 3344
				Email:	Craig@esperancecomms.com.au
				Website:	www.ec.com.au
				Operating Hours:	8.00am to 5.00pm Monday to Friday
				Address:	28 Norseman Road, ESPERANCE WA 6450
4.	IQtech Solutions - Geraldton	Sales, installation, service, maintenance, training	Geraldton and surrounding areas	Contact Person:	Mr Daniel Streatfield
				Telephone:	08 9965 0000
				Email:	sales@iq-tech-com.au / accounts@iq-tech.com.au
				Website:	http://www.iq-techpos.com.au/
				Operating Hours:	8.00am to 5.00pm Monday to Friday
				Address:	268 Place Road, GERALDTON WA 6530

5.	IQtech Solutions - Northam	Sales, installation, service, maintenance, training	Northam and surrounding areas	Contact Person: Mr Daniel Streatfield Telephone: 08 9965 0000 Email: sales@iq-tech-com.au / accounts@iq-tech.com.au Website: http://www.iq-techpos.com.au/ Operating Hours: 8.00am to 5.00pm Monday to Friday Address: Unit 1, 18 Fitzgerald Street, NORTHAM WA 6401
6.	Office National - Kalgoorlie	Sales, installation, service, maintenance, training	Kalgoorlie and surrounding areas	Contact Person: Mr Warren Moffatt Telephone: 08 9080 8777 Email: Warren@obe.net.au Website: www.obe.net.au Operating Hours: 8.00am to 5.00pm Monday to Friday Address: 72 Brookman Street, KALGOORLIE WA 6430
7.	Scope Business Imaging – Port Hedland	Sales, installation, service, maintenance, training	Port Hedland and surrounding areas	Contact Person: Mr Dennis Bartulovic Telephone: 08 9201 3000 Email: Dennisb@scopebi.com.au Website: www.scopebi.com.au Operating Hours: 8.00am to 5.00pm Monday to Friday Address: 4 Iron Ore Street, WEDGEFIELD WA 6721
8.	Scope Business Imaging – Karratha	Sales, installation, service, maintenance, training	Karratha and surrounding areas	Contact Person: Mr Dennis Bartulovic Telephone: 08 9201 3000 Email: Dennisb@scopebi.com.au Website: www.scopebi.com.au Operating Hours: 8.00am to 5.00pm Monday to Friday Address: Unit 1, 985 Woodbrook Road, KARRATHA WA 6714
9.	Scope Business Imaging – Bunbury	Sales, installation, service, maintenance, training	Bunbury and surrounding areas	Contact Person: Mr Dennis Bartulovic Telephone: 08 9201 3000 Email: Dennisb@scopebi.com.au Website: www.scopebi.com.au Operating Hours: 8.00am to 5.00pm Monday to Friday Address: 100 Blair Street, BUNBURY WA 6230

Services

Disposal and recycling

Konica Minolta offers a convenient service for the collection and recycling of MFDs and SFPs within the Perth Metropolitan area. For any disposal or recycling inquiries, please contact the [CUA Account Manager](#).

Return of rejected goods

Konica Minolta provides customers with a minimum one-year product warranty covering all materials, parts, labour, toner, and travel. Additionally, an extended warranty of up to five years is available for MFDs and SFPs under a Cost-Per-Copy maintenance plan. For any warranty or maintenance inquiries, please contact the [CUA Account Manager](#).

Account management and invoicing

Payment of Invoices

EFT/Direct Deposit

Pay on your Account via EFT – For account details please refer [Account Payment\(s\) / Invoicing Contact Details](#)

Credit Card/Payment Portal

Payment details to be provided after order is placed.

Note: Contractors are not permitted to impose any surcharge for credit card payments, as per Section 21.6 Method of Payment in the General Conditions of Contract (August 2023).

Discounts (if applicable)

Non-Standard product discounts

Payment details to be provided after order is placed.

Account Payment(s) / Invoicing Contact Details

Name	Thomas Epple
Phone	0401 060 661
Email	<u>Thomas.epple@konicaminolta.com.au</u>
Websites	<u>www.konicaminolta.com.au</u>