

KCDA ORDERING INSTRUCTIONS







#19-213 Copiers/Multifunction Devices

Membership

Please confirm your organization’s membership with KCDA - <https://www.kcda.org/membership/members-by-state>. If you have any questions, please contact KCDA Customer Service at 800-422-5019 or by email customerservice@kcda.org.

Ordering Steps

1. Member accesses Toshiba’s KCDA Portal - <https://media.toshiba-solutions.com/KCDA/>.
2. Member chooses a dealer from the Dealer List to contact for a quote¹.
3. Dealer completes a Quote Form and forwards to Member. If pricing has been negotiated due to volume purchasing, the price must be noted as negotiated. Dealer Quote must include complete contact information for the Purchasing Agency and Dealer.
4. Member submits a copy of the Dealer Quote and PO to KCDA for approval - Julie Harris via email jharris@kcda.org or fax to 253-395-5402. PO must include contract **#19-213**. Once approved, KCDA will forward paperwork to Dealer within 48 hours.
5. KCDA forwards to Dealer for order fulfillment. If lease transaction, Dealer will work with Member to complete required lease documents. Reference lease agreements below, plus any additional documentation as required by Funding Partner.

| Equipment + Maintenance | | Equipment Only | |
|---|---|---|---|
| Master Lease w/ Schedule | Standalone Lease | Master Lease w/ Schedule | Standalone Lease |
|   TFS_ESS Master LWM Agreement_0219.doc TFS_ESS Master LWM Schedule_0219.doc |  TFS_ESS LWM Agreement_0219.doc |   TFS_ESS Master FMV Lease Agreement_0219.doc TFS_ESS Master FMV Lease Schedule |  TFS_ESS FMV Lease Agreement_0219.doc |

6. Dealer will coordinate with Member on installing the device.
7. Dealer or Funding Source will invoice Member upon installation of equipment by Dealer.

¹ Per the KCDA RFP/Award instructions, KCDA Members are required to receive a proposal (“quote”) from the Vendor. This acts as a pre-approval process which is approved by KCDA. The purpose of this process is to ensure that there is active collaboration/interaction between the member and Vendor when selecting product.