

How to Place an Order under Toshiba's Contract

State of Florida has contracted with Toshiba under the NASPO ValuePoint Master Agreement, Contract #140604, Agreement #44000000-NASPO-19-ACS to provide access to competitively procured purchasing contracts to its membership. Purchasers are able to order product by logging onto MyFloridaMarketPlace (MFMP) or contacting a Toshiba Authorized Dealer.

Who should participate?

State Offices / State Agencies / State Departments / State Boards / State Bureaus / State Commissioners / State Institutions, Colleges, and Universities / State Authorities / Local Government / Municipalities / Cities / Townships / Eligible Governmental entities on a convenience basis

How do I access the Contract?

- Sign onto MyFloridaMarketPlace (MFMP) to place your order
- Contact a Toshiba Authorized Dealer to place your order

After working with your Toshiba sales representative, do the following:

- Order process is below:



1

Contact

Contact a Toshiba Authorized Servicing Dealer



2

Get Quote

Our Authorized Servicing Dealer will provide a detailed quote and instructions for completing your Purchase Order (PO)



3

Send PO

Purchase directly from MFMP or send your completed PO directly to our Authorized Servicing Dealer



4

PO Review

Our Authorized Servicing Dealer will review your order to ensure accuracy



5

Submit Order

Our Authorized Servicing Dealer will submit your order directly to Toshiba and coordinate delivery & installation of your shipment

To locate your nearest Authorized Servicing Dealer, contact Mike McKinley at 678.613.2311 or Mike.McKinley@tabs.toshiba.com.

What to include on your purchase order (PO):

- Complete Bill To Information.
- Complete shipping information, including city, state, and zip code.
- Complete PO Start and PO End Date.
- Contact information for the person who can answer questions related to the order, including contact name, phone, and email address.
- Purchase Orders issued to Toshiba America Business Solutions, Inc.
 - For Lease PO Remit To: Toshiba America Business Solutions, Inc., Financial Services, P.O. Box 105743, Atlanta, GA 30348-5743, US
 - For Purchase PO Remit To: Toshiba America Business Solutions, Inc., Cash Payments, PO Box 91399, Chicago, IL 60693
- State agencies must use Vendor Location 005 for PURCHASE requisitions/payments and Vendor Location 024 for LEASE requisitions/payments in MFMP and FLAIR.
- Purchase POs to include the statement "Pursuant to NASPO ValuePoint Contract #140604 and State of Florida PA #44000000-NASPO-19-ACS."
- Lease POs* to include statement "This PO incorporates the Agreement for Lease Of Equipment under Florida's Participating Addendum to the NASPO ValuePoint Master Agreement, Contract #140604, Agreement #44000000-NASPO-19-ACS."
- If you are submitting an Agency Lease Agreement to Toshiba, send to TABS-NASPO-FLORIDA-LEASE-ONLY@tabs.toshiba.com for Lease and Maintenance.

*PLEASE NOTE: These PO Instructions are for New Leases and are not to be used for Lease Renewals under Florida

Contract # 600-000-11-1.