**Ordering Toners For Non- Networked Devices**

**Email** [**procurement@leicspart.nhs.uk**](mailto:procurement@leicspart.nhs.uk) **stating:**

* **Serial number on device**
* **Model number of device**

**Transactional Team to process order on iproc as agreed**

**Transactional Team to access Lexmark Portal and place the toner/peripherals request, add the iproc Purchase Order number and cost centre on the Lexmark portal.**

**Procurement (Transactional Team) to check price of toner on the “Contracted Supplies List” and email requestor with the price**

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**End user to raise a order for toner with the information provided on iproc**