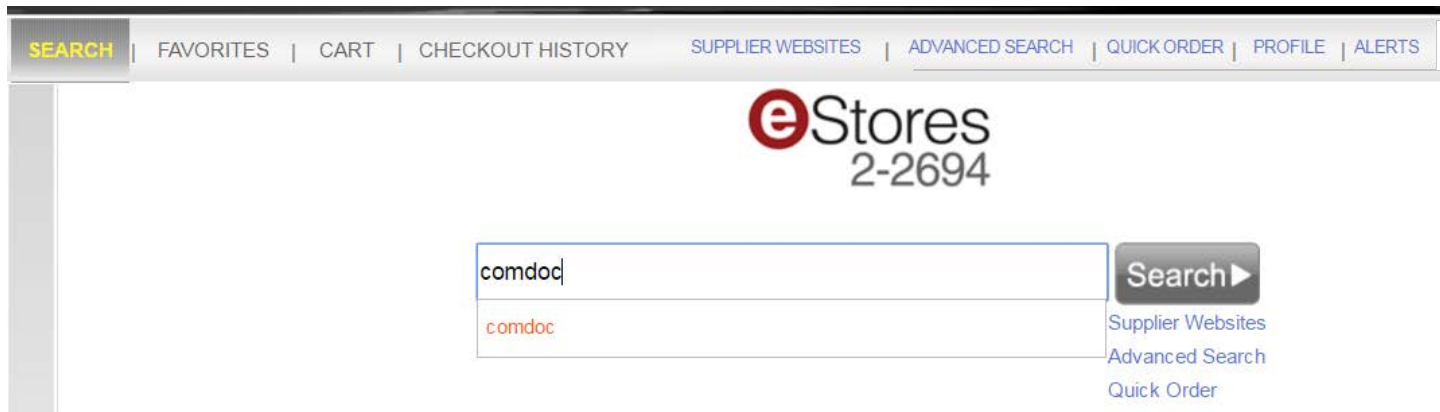


Purchasing Update: LaserJet Toner preferred purchasing method

- The University has contracted with ComDoc as the sole supplier for LaserJet toner in eStores.
- This is for **LaserJet printer toner only**, inkjet cartridges are still available in other supplier catalogs in eStores.
- Laser Jet Toner has been removed from all other supplier catalogs (Staples, CDW, etc.).
- If you are contracted with UniPrint Managed Printing Services or another vendor for desktop printers or multi-function devices, you should continue to order supplies/services directly through those specified vendors. These supplies and services are included in your cost-per-copy contract.
- The Laser Jet toner available from ComDoc is remanufactured only.
- ComDoc is a hosted (internal) catalog in eStores. They do not have a punch-out site.

Laser Toner ComDoc eRequest purchase process:

Search for ComDoc in the eStores search field, and use the next search box to narrow your results by typing in the manufacturer name and printer model number:



The screenshot shows the eStores website interface. At the top, there is a navigation bar with links: SEARCH, FAVORITES, CART, CHECKOUT HISTORY, SUPPLIER WEBSITES, ADVANCED SEARCH, QUICK ORDER, PROFILE, and ALERTS. Below the navigation bar is the eStores logo with the phone number 2-2694. A search input field contains the text 'comdoc'. Below the input field, a dropdown menu shows a single suggestion: 'comdoc'. To the right of the input field is a 'Search' button with a play icon. Below the search button are three links: 'Supplier Websites', 'Advanced Search', and 'Quick Order'.

Special Note: While ComDoc is the only eStores supplier for toner, you may still purchase toner from other websites or retail locations with your PCard should you find a better price or remanufactured toner is not suitable for your printer.