

SOURCEWELL PLAYBOOK

Contract #030321-TOS

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SOURCEWELL AT A GLANCE

Sourcewell is a member-focused public cooperative of more than 50,000 member agencies throughout the United States. Sourcewell is a municipal contracting agency that operates as a public entity under legislative authority through Minnesota Statute 123A.21.

Sourcewell membership is available to any government agency, education institution (private or public), tribal entity or nonprofit organization. Any organization that falls into one of these categories is eligible for membership in the Sourcewell. There is no cost associated with membership and no minimum contract purchasing requirements or commitments.

Contract #030321-TOS

Expiration 4/19/25, with a renewal option for an additional one (1) consecutive year

BASICS

Membership

Any customer wishing to participate in the program must either be a member or sign up to be a member. Customer signs up by going to: <https://www.sourcewell-mn.gov/register>

Member account number can be found using the **Agency Lookup** tool: <https://www.sourcewell-mn.gov/member-lookup>. Once you locate the organization, click to view existing Sourcewell account number.

The screenshot shows the Sourcewell Member Lookup interface. At the top, there is a navigation bar with the Sourcewell logo and links for Cooperative Purchasing, Services & Programs, and News. Below this is a search bar with a 'Join' button. The main heading is 'Member Lookup'. Below the heading are three input fields: 'Organization Name', 'Location', and 'Organization Type' (with a dropdown menu showing '-Any-'). A blue 'Search' button is positioned to the right of these fields. Below the search fields, the results for 'University of California Los Angeles' are displayed, including the address: '731 Charles E Young Dr S, Door 5, Los Angeles, CA 90095-8342'. A red box highlights the 'ID# 60845' field, with a red arrow pointing to it.

Pricing

For a complete list of products and services available through Toshiba's Sourcewell contract, please reference the Customer Price File.

Acquisition Plan:

- Purchase w/ Maintenance

End User Pricing:

- End user pricing is a published ceiling-based price
- When providing pricing quotes to End User, all pricing quoted must reflect an End User's total cost of acquisition
- Toshiba's pricing includes:
 - Freight
 - Standard shipping
 - Routine delivery
 - Installation and set-up
 - Inspection and testing
 - End user training
- Services that may incur additional cost and can be priced separately are:
 - Expedited delivery charges
 - Rigging services, meaning extraordinary delivery services, such as the use of a crane and helicopter
 - Price for IT networking expenses (re-connecting) necessitated due to changes in networking electrical surges, or otherwise
 - Equipment moves
- Standard payment terms is Net 30

Administrative Fee

- Sourcewell contract assesses 1.5% admin fee on all contract sales
 - **Equipment Component** = 1.5% applied against the amount the customer paid for purchases or the funded amount for leases
 - **Maintenance Component for Toshiba MFPs** = a one-time payment amount matching the Equipment Component (this will cover the service billing over the term of the Transaction Agreement)
 - Total admin fee will equal the **Equipment Component + Maintenance Component**
- Admin fee will not be shown as a separate line item on Participating Entity's invoice
- For ABC transactions – Reseller pays admin fee to TABS; TABS remits admin fee to Sourcewell

Insurance

Maintain insurance requirement per the Toshiba Dealership Agreement. See Insurance Exhibit (if applicable).

GETTING STARTED

The following is an overview on how to utilize the program and supporting processes. Documents referenced throughout this guide are posted on Toshiba eXchange.

Step 1: Approval of Reseller to Participate

Prior to soliciting business or taking orders, Reseller must complete and return **Toshiba Sourcewell Reseller Participation Agreement** (Form A01) to consortium@tabs.toshiba.com.

Step 2: Approval of Customer to Participate

Reseller is responsible for verifying Sourcewell membership via **Agency Lookup** tool: <https://www.sourcewell-mn.gov/member-lookup>. Agency ID can be found by clicking the organization name.

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ORDERING STEPS

Below are the steps for purchasing any products under the Sourcewell contract. Forms are provided on Toshiba eXchange.

Sourcewell is a purchase only contract. For lease transactions, Dealer may lease through our preferred TFS program or may use their own leasing company and lease paperwork. Dealer will be required to provide a copy of signed lease agreement and funding approval.

ORDER PACKAGE	
Customer Order	<ul style="list-style-type: none"> Customer order made to Dealer – must reference “Sourcewell #030321-TOS” (order can be a signed sales order form, purchase order, lease agreement, etc.)
Dealer Documents	<ul style="list-style-type: none"> Sourcewell Order Entry Document (Form A05) Dealer PO to TABS for equipment and admin fee

GEM ABC (Reseller bills Customer)

1. Dealer sends Order Package to TABS-sourcewellorders@tabs.toshiba.com
2. TABS Account Specialist reviews documentation and processes order
3. Reseller delivers product(s), obtains signed Customer Acknowledgment (where applicable), and submits to TABS
4. TABS bills Dealer for cost of equipment and admin fee; TABS pays admin fee to Sourcewell
5. Dealer (or Leasing Company) bills Customer for hardware and/or service

DOCUMENT CENTRAL

Document	Description
Program Forms	
Reseller Participation Agreement (A01)	Reseller completes to participate in Sourcewell program
Order Forms	
Sourcewell Order Entry Document (A04)	Reseller completes and provides Sourcewell member ID# and Customer Sell Price & CPP to confirm pricing does not exceed published contract price

Documents are posted on Toshiba eXchange.

PROGRAM SUPPORT AND CONTACTS

Contact Information	
Director, Consortium Sales	Martin Quinn Martin.Quinn@tabs.toshiba.com 240.731.9962
Where to send Orders, POs, CAs	TABS-sourcewellorders@tabs.toshiba.com