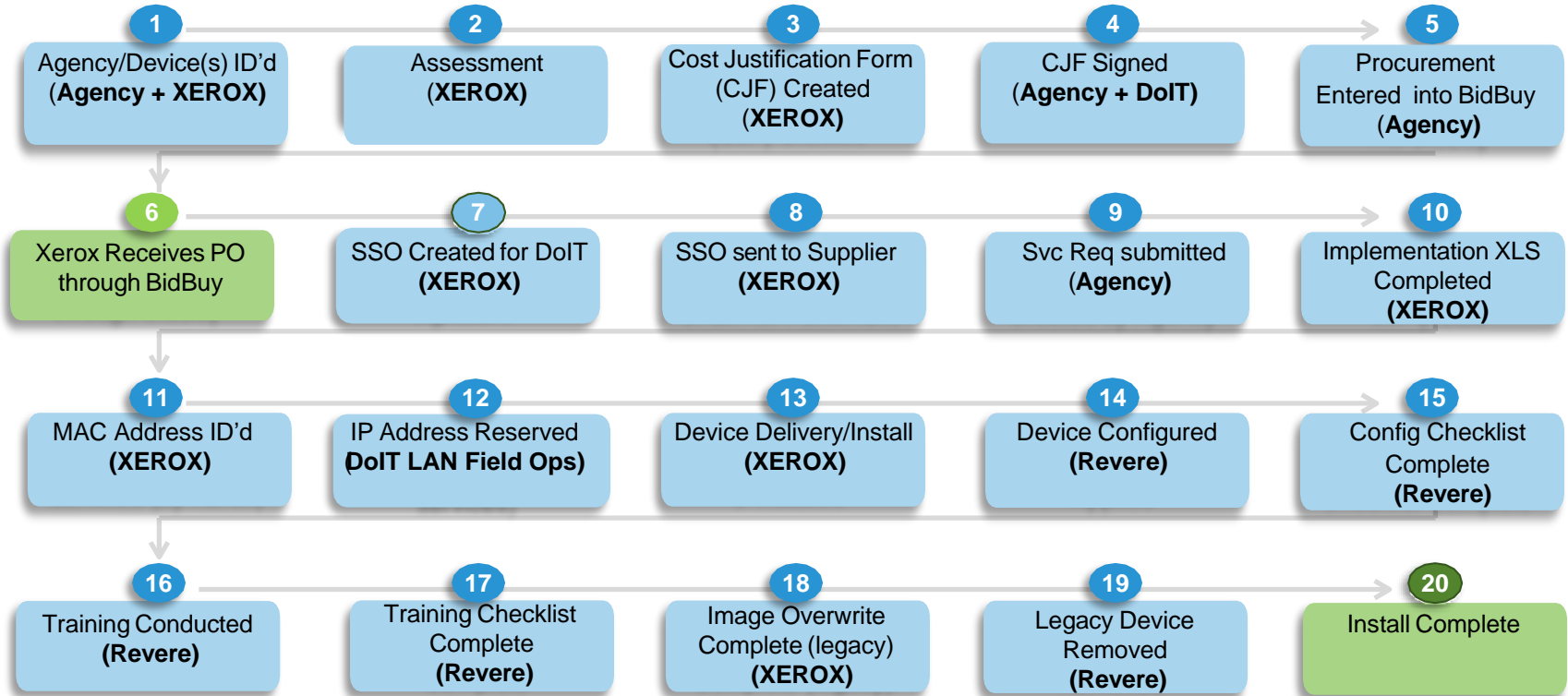




# State of Illinois NETWORK PRINTER ACQUISITION

# Order-to-Install Process



# Order-to-Install Process

1. SOI Agency engages a Xerox point of contact
2. Xerox point of contact schedules/conducts requirement assessment with SOI Agency
3. Xerox completes equipment Cost Justification Form (*model and cost information*)
4. SOI Agency reviews and signature authorizes Cost Justification Form
5. SOI Agency forwards Cost Justification Form to DoIT at [DoIT.PrintMgmt@illinois.gov](mailto:DoIT.PrintMgmt@illinois.gov)
6. DoIT reviews and signature authorizes Cost Justification Form
7. SOI Agency enters the lease information into BidBuy to create a Purchase Order
8. Xerox receives Purchase Order from BidBuy
9. Xerox submits equipment order to supplier
10. SOI Agency creates Service Request to DoIT (ServiceNow “Network Printer” template)
11. Xerox schedules/conducts delivery, installation, training, and removal (if required) with the SOI Agency and DoIT
12. SOI Agency staff download new print device driver from iPrint at <https://intra.portal.illinois.gov/print/Pages/Default.aspx>



## **Point of Contact for Printer Acquisition**

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