

# Supplies Management Responsibilities | HP & UPS



		UPS End User	HP Auto Replenish	RMC /ADM	HP CE
Toner or Ink	Printer toner or ink is proactively replenished via Service Portal		✓		
	Manually order toner or ink			✓	
	Perform replacement activity	✓			
Staples	Manually order staples or staple cartridge via HP e-mail node	✓		✓	
	Insert staples into device	✓			
PM Kit	Preventative Maintenance Kit is proactively replenished		✓		
	Manually order PM Kit (special circumstances)			✓	
	Perform replacement activities				✓

**Note:** Toner contacts have been set up in the HP system and they will receive the toner email and toner/ink. They will also be the escort for the HP CE when they come onsite to install a Maintenance kit

# Manual Supplies Ordering Governance



Staples are the only supplies that require manual ordering at this time. Manual ordering of Toner/Ink and PM Kits will be provided if required based on special circumstances.

## Toner | Ink



- **Auto-replenished** via proactive monitoring.

## Staples



- Staples ordering is currently a manual ordering process.

## PM Kit



- **Auto-replenished** via proactive monitoring.



# UPS Toner I Ink Recycling Process

