

These are the instructions on how to order toner and ink for your Dell printers. We will be ordering the toner and ink from the supplier Ingram Micro.

Using the attached Toner Ordering Template (see below) simply cut and paste the three fields, noted directly below, from the template to their corresponding fields in the Requisition you create for your order in PeopleSoft.

Please note: This template is just that, a template only and not an order form.

1) *Description Field* -

From “Dell Printer Model” field in the template to the “Description” field in PeopleSoft.
For example: **Dell 2330d, 2330dn, 2350d, 2350dn Toner**

2) *Supplier Item ID Field* -

From “Supplier Item ID” field to the “Supplier Item ID” field in PeopleSoft (this one is very important).
For example: **CC0256**

3) *Price Field* –

Lastly, “Price” This one is pretty self-explanatory.

And finally.....

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4) Ingram Micro - Requisitions for Ingram Micro must be entered using the PR Header Origin **MD** (not PO which is the default). This is because Purchasing combines multiple requests from the campus community for computer supplies onto a single Purchase Order. Other than changing the Origin to **MD** (from PO) items are entered on a Requisition in the same format for a Standard PO by listing quantity, description, supplier item ID and cost for each item. This vendor has a minimum order amount, which requires us to combine requests to meet the order minimum.

Key Points

Change the Origin to MD

NOTE: Prices subject to change without notice. Price listed does not include tax.

Ingram Micro

Dell Toner and Ink Ordering Template

Dell Printer Model	Supplier Item ID	Price*
Dell Monochrome Laser Printer Toner		
Dell 1720/1720dn Toner	DV6702	\$113.55
Dell 2230d Toner	DV6704	\$96.27
Dell 2330d, 2330dn, 2350d, 2350dn Toner	CC0256	\$102.62
Dell 2335dn Toner	CC0258	\$100.39
Dell B2360D/DN/B346XDN/DNF Toner	QR5383	\$147.57
Dell B2375dnf Toner	TU1411	\$170.14
Dell S2810dn/S2815dn Toner	2M4539	\$113.71
Dell S2830dn Toner	4J1080	\$150.13
Dell E310dw/E515dw/E515dn Toner	2U9738	\$60.76
Dell B3460dn Toner	QR5380	\$260.43
Dell M5200n Toner	DV6705	\$253.45
Dell 5210n/5310n Toner	QM4468	\$257.53
Dell 5230n/5230dn/ 5350dn Toner	DV6654	\$254.27
Dell 5330dn Toner - DISCONTINUED	CC0260	\$199.49
Dell B5460DN/B5465DNF Toner	QR5385	\$277.79
Dell S5830dn Toner	4J1086	\$342.03
Dell Color Laser Printer Toner		
Dell 1250c/1350cnw/1355cn/1355cnw/c1760nw - Black Toner	QQ2278	\$62.49
Dell 1250c/1350cnw/1355cn/1355cnw/c1760nw - Cyan Toner	QQ2281	\$62.49
Dell 1250c/1350cnw/ 1355cn/1355cnw/c1760nw - Magenta Toner	QQ2280	\$62.49
Dell 1250c/1350cnw/1355cn/1355cnw/c1760nw - Yellow Toner	QQ2279	\$62.49
Dell 2130cn/2135cn - Black Toner - DISCONTINUED	DV6714	\$81.36
Dell 2130cn/2135cn - Cyan Toner	DV6715	\$97.92
Dell 2130cn/2135cn - Yellow Toner	Not Available	Not Available
Dell 2130cn/2135cn - Magenta Toner	Not Available	Not Available
Dell 2150cn/2150cdn/2155cn/2155cdn - Black Toner	DV6673	\$123.43
Dell 2150cn/2150cdn/2155cn/2155cdn - Cyan Toner	DV6670	\$83.93
Dell 2150cn/2150cdn/2155cn/2155cdn - Magenta Toner	DV6671	\$83.93
Dell 2150cn/2150cdn/2155cn/2155cdn - Yellow Toner	DV6672	\$83.93
Dell C2660DN/C2665DNF - Black Toner	TU1420	\$118.05
Dell C2660DN/C2665DNF - Cyan Toner	TU1417	\$122.40
Dell C2660DN/C2665DNF - Magenta Toner	TU1418	\$122.40
Dell C2660DN/C2665DNF - Yellow Toner	TU1419	\$122.40
Dell S2825cdn/H625cdw/H825cdw - Black Toner	2M4526	\$61.63
Dell S2825cdn/H625cdw/H825cdw - Cyan Toner	2M4527	\$92.01
Dell S2825cdn/H625cdw/H825cdw - Magenta Toner	2M4528	\$92.01
Dell S2825cdn/H625cdw/H825cdw - Yellow Toner	2M4529	\$92.01
Dell 3110cn/3115cn - Black Toner	DV6678	\$130.83
Dell 3110cn/3115cn - Cyan Toner	DV6679	\$219.71
Dell 3110cn/3115cn - Magenta Toner	DV6680	\$219.71
Dell 3110cn/3115cn - Yellow Toner	DV6681	\$219.71
Dell 3130cn - Black Toner	DV6682	\$119.31
Dell 3130cn - Cyan Toner	DV6683	\$221.35
Dell 3130cn - Yellow Toner	DV6684	\$221.35

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Dell Toner and Ink Ordering Template

Dell 3130cn - Magenta Toner	DV6685	\$221.35
Dell C3760n/C3760dn/ C3765dnf - Black Toner	PR2716	\$117.19
Dell C3760n/C3760dn/ C3765dnf - Yellow Toner	PR2717	\$221.36
Dell C3760n/C3760dn/ C3765dnf - Magenta Toner	PR2718	\$221.36
Dell C3760n/C3760dn/ C3765dnf - Cyan Toner	PR2719	\$221.36
Dell S3840cdn/S3845cdn - Black	8D8887	\$130.21
Dell S3840cdn/S3845cdn - Yellow	8D8888	\$194.45
Dell S3840cdn/S3845cdn - Magenta	8D8889	\$194.45
Dell S3840cdn/S3845cdn - Cyan	8D8890	\$194.45
Dell 5110cn - Black Toner	Not Available	Not Available
Dell 5110cn - Cyan Toner	Not Available	Not Available
Dell 5110cn - Yellow Toner	DV6728	\$136.59
Dell 5110cn - Magenta Toner	DV6729	\$136.59
Dell 5130cdn - Black Toner	DV6690	\$112.73
Dell 5130cdn - Cyan Toner	DV6691	\$201.60
Dell 5130cdn - Yellow Toner	DV6692	\$201.60
Dell 5130cdn - Magenta Toner	DV6693	\$201.60
Dell S5840cdn - Black Toner	4J1103	\$156.25
Dell S5840cdn - Cyan Toner	4J1097	\$213.55
Dell S5840cdn - Yellow Toner	4J1099	\$213.55
Dell S5840cdn - Magenta Toner	4J1098	\$213.55
Dell Imaging Drums and Waste Containers		
Dell 2150cdn/2150cn/2155cdn Imaging Drum	KL0128	\$92.08
Dell 2230D/2330D/2330DN/2350D/2350DN Imaging Drum	KL0129	\$47.38
Dell B2360d/B2360dn/S2830dn/B3460dn/B3465dn Imaging Drum	4J1083	\$44.69
Dell C2660dn/C2665dnf/C3760n/C3760dn/C3765dnf Imaging Drum	PR2720	\$138.57
Dell B5460dn/B5465dnf Imaging Drum	QR5390	\$62.58
Dell 7130cdn Imaging Drum - Black	KL0137	\$185.07
Dell C2660dn/C2665dnf/C3760n/C3760dn/C3765dnf Waste Container	PR2722	\$18.77
Dell S2825cdn/H625cdw/H825cdw Waste Container	2M4519	\$17.87
Dell 5130cdn/5765dn Waste Container	KL0139	\$23.24
Dell 7130cdn Waste Container	KL0140	\$23.24

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