B2B SUPPLIES USA LLC dba PRINTING SUPPLIES USA LLC - MASTER AGREEMENT
MA-2022-07
FOR TONER CARTRIDGES

MASTER AGREEMENT USER INSTRUCTIONS

These User Instructions are provided for the Toner Cartridges Master Agreement with B2B Supplies USA LLC dba Printing Supplies USA LLC. The Judicial Council issued a Request for Proposal seeking vendors that could provide office supplies, copier paper, toner, ergonomic items & janitorial supplies to the judicial branch. Please carefully review these User Instructions.

Judicial Council Staff Contact Information: *Alicia Jauregui* *Alicia Jauregui@jud.ca.gov or 916-263-1920*
Name of the Contractor(s) and contact person information: ***B2B Supplies USA LLC dba Printing Supplies USA LLC*** ***Customer Service*** *Orders, Inquiries, quotes, returns, billing, and anything relating to an order should be sent to:* *customercare@printingsuppliesusa.com* *606-799-3800* ***President and Account Manager*** *Luke Xu* *sales@printingsuppliesusa.com* *609-799-3800*
Goods/Services: *Toner Cartridges*
Entities eligible to procure under the Master Agreement: California Superior or Appellate Courts, the Judicial Council of California, and the Habeas Corpus Resource Center
Contract Number: *MA-2022-07*
Master Agreement Term: • *Effective Date: 10/1/2022* • *Initial Term: 1 year* • *Initial Term Expiration Date: 9/30/2023* • *Options to Extend: 4 one-year options* • *Final Expiration Date: 9/30/2027*

1. Process

(i) Any Judicial Branch Entity (JBE) may place individual orders, toner cartridges, pursuant to this Agreement. Orders will be placed by issuing a Purchase Order. A "Purchase Order" is defined as an ordering document used by a JBE to place an order for Goods under this Agreement. The form and format of an ordering document may vary. All Purchase Orders will reference this Agreement. The terms and conditions of this Agreement are applicable to all Purchase Orders, regardless of the ordering document or the ordering process selected.

(ii) A Purchase Order placed by a JBE constitutes and will be construed as a separate independent contract between Vendor and such JBE, and such contract will be subject to and incorporate the terms and conditions of this Agreement, subject to the following: any additional or supplemental terms contained in the Purchase Order or in any invoice or confirmation of the Purchase Order that conflict with or materially alter any term or condition of this Agreement as it relates to a Purchase Order will not be deemed part of such contract.

(iii) The JBE placing the Purchase Order will be responsible for the receipt and acceptance of (as well as payment for) all Goods under such Purchase Order.

(iv) Each JBE placing a Purchase Order will include the name of a JBE contact person in the Purchase Order ("Purchase Order Project Manager"). Vendor shall contact the Purchase Order Project Manager regarding questions on any Purchase Order or payment status of any Purchase Order.

(v) After a Purchase Order has been issued to Vendor by a JBE, Vendor shall provide the JBE with acknowledgement of the Purchase Order within one (1) business day of receipt. The acknowledgement shall be submitted by facsimile or email, regardless of what method is used to place the order and shall include: the goods ordered in the Purchase Order and approval of the Purchase. The Purchase Order is not binding until Vendor provides acknowledgement of the order and the quote for goods, to the JBE placing the order.

(vi) Shipping and delivery costs, if applicable, shall be included in Vendor's prices in Attachment 1 - Cost Sheet. Vendor shall not invoice the JBEs separately for shipping or delivery costs. All deliveries shall be made F.O.B. destination, with freight prepaid by Vendor. Vendor shall bear the risk of loss or damage to the Goods until Vendor delivers the Goods to the JBE's place of business and, if specified by the JBE, the inside delivery location indicated on the Purchase Order.

(vii) JBE's may order via the instructions provided below on the vendor's website.

1. Go to https://www.printingsuppliesusa.com

2. New Account please click **Register Now** on the right to the US map. Your email address will be used as User ID and for future communications. Enter **CAJBES** as group code. Go to Account Registration Instructions. Email Customercare@printingsuppliesusa.com for

Account Registration Instructions, if needed. Existing account members please sign in with ID and password.

The system will autofill sales tax rate according to ship to address. If you find sales tax rate is incorrect, please email customercare@printingsuppliesusa.com with your correct rate and vendor will correct it.

You may update bill to address by clicking "Bill to Address" on the left panel once logged in. You may add, delete or revise ship to address by clicking "Ship to Address" on the left panel.

3. Once you sign in, you will be directed to your order platform specific to the JCC MA-2022-07 Printer Ink & Toner Supplies.

4. You may search your items in "Search Product" or "Product List", enter qty and Add to Cart. You may do Ctrl+F to locate the cartridge # in product list.

If you have questions or your items are not listed, please click **Add Cartridge Not Listed** in "Product List" section or email customercare@printingsuppliesusa.com for assistance. The vendor care team will get back to you promptly.

5. From shopping cart, checkout, enter PO#, Select Bill to and Ship to from dropdown menu, and Click "Place Order" button.

6. Order confirmation will be emailed to you immediately.

7. Order will be processed and shipped accordingly.

8. You will receive an invoice via email with tracking # after shipping.

2. Create Purchase Order

The JBE should create a purchase order in the Phoenix system to place an actual order for the goods listed and to encumber the funds. The Header Text of the purchase order should include language such as "This purchase order is for the purpose of ordering toner cartridges against the Judicial Council Master Agreement No. MA-2022-07."

You may also email your purchase orders to customercare@printingsuppliesusa.com. Fax and phone orders are also available.

3. Miscellaneous Information

(i) A copy of the master agreement is available at http://www.courts.ca.gov/procurementservices.htm.

(ii) Please contact Alicia Jauregui of the JCC if your court has issues or concerns that cannot be immediately or easily resolved.

(iii) Courts will be notified when the options to extend are elected and/or when the master agreement is modified or amended. All amendments will be posted on the Procurement Services website with the master agreement.

4. Contract Terms and Conditions

The JBE should review the entire contract and contact Alicia Jauregui if there are any questions at 916-263-1920 or Alicia.Jauregui@jud.ca.gov.

5. Compensation Provisions

See Master Agreement MA-2022-07 Attachment 1 – Cost Sheet for pricing details.

6. Reports

B2B Supplies USA LLC dba Printing Supplies USA LLC will provide the JCC Project Manager with bi-annual reports which provide a summary, by JBE, of the products and services ordered and including the total value ordered during the quarters reported and also for the fiscal year.

B2B Supplies USA LLC dba Printing Supplies USA LLC offers many reporting capabilities that can be provided to individual JBE's upon request from the Strategic Account Leader.