

NASPO VALUE POINT CONTRACT



State of Arizona User Handbook for Neopost Equipment Department of Economic Security



Ordering Instructions for Equipment, Supplies and
Maintenance

Contract # ADSP016-169901

Contract Dates 10/12/17 through 10/12/2019

(with three option years)

Sales and Order Process

NASPO VALUEPOINT "Meter" Orders

Documentation must consist of one of the following:

- Purchase Order made payable to Neopost USA Inc. (address below)
 - You must reference the current NASPO VALUEPOINT contract number ADSP016-169901
- Government purchase card (P-card) credit card authorization in letter form or on a signed rental agreement

NASPO VALUEPOINT "Purchase" Orders

Documentation must consist of one of the following:

- Purchase Order made payable to Neopost USA Inc. (address below)
- You must reference the current NASPO VALUEPOINT contract number ADSP016-169901 on the purchase order
- Government purchase card (P-card) or credit card authorization letter submitted with signed copy of contract/bid or government order form

NASPO VALUEPOINT "Lease" Orders

All leases will be through MailFinance Inc. Documentation must consist of the following:

- Purchase Order made payable to MailFinance Inc. MailFinance: 478 Wheelers Farm Rd Milford, CT 06461
- You must reference the current NASPO VALUEPOINT contract number ADSP016-169901 on the purchase order
- All orders placed by the following agencies must follow instructions below

DES- Department of Economic Security

DBME- Division of Benefits & Medical Eligibility

DDD- Division of Developmental Disabilities

DERS- Division of Employment & Rehabilitation Services

OIG- Office of Inspector General Appellate Services

DCSS- Department of Child Support Service

DCS-Department of Child Safety

Please see the instructions for Neopost/Mail Finance billing:

1. All leases need to start on the 1st of the month
2. All leases need to be billed
 - a. Monthly for DES
3. Wrong Purchase order number referenced on leasing invoices
 - a. The PO will always start as ADSP016-169901:xxx for any agency under **DES**
4. Billing address for lease invoice missing Mali Drop box
 - a. Missing MDxxxx on invoice lines. Each Division has their own MD#
 - i. Example: DBME needs to have DM3101 as part of bill to address
5. NO consolidated billing for Leases

Ordering Addresses:

Purchased Equipment	Leased Equipment
Neopost USA Inc.	Mail Finance Inc.
Attn: Government Sales	Attn: Government Sales
478 Wheelers Farms Rd.	478 Wheelers Farm Rd
Milford, CT 06461	Milford CT 06461
Tel: 203-301-3400	Tel 203-301-3400
Fax: 203-301-2600	

Remit to Addresses (Payments):

Purchased Equipment/Meter Rental/Supplies
Neopost USA Inc.
Po Box 123689, Dept. 3689
Dallas, TX 75312-3689

Mail Finance (Leased Equipment)
MailFinance Inc.
Po Box 123682, Dept. 3682
Dallas, TX 75312-3689

Service / Installation/ Maintenance

Installation and service calls will be placed through local Channel Partner or Branch. Hours of operation are 8:00AM to 5:00PM CST Monday through Friday.

Please provide model and serial number to dispatcher when calling for service.

Below are the two service providers for Neopost in the state of AZ.

Neopost Southwest

2999 North 44th St. Suite 510.

Phoenix, AZ 85018

602.241.9907

Email: M.vaughn@neopost.com

Apache Business Systems Inc.

3865 E. 34th Street, #105

Tucson, AZ 85713

Phone: 520-519-5000

Email: Jon@apachebusiness.com

Training

Once the equipment is installed, the technician will provide training to the designated operators. The installing technician will use a **Mailing Systems Installation Checklist**. Once complete the technician signs off on the checklist, it is returned to the service organization. They will confirm that the equipment is functioning properly. Next the technician will go through the **Mailing Systems Customer Training Checklist**. The training checklist is an important component in ensuring the State of Alabama operator is comfortable with the functionality of the equipment and knows how to properly use it. Additional training may be requested at any time during the term of the lease.



Postage Payment Overview:

There are two postage payment options available to customers to pay for postage funded through Neopost meters: check and electronic transfer. (1) Agencies can use Prepay (USPS) where they pay for postage in advance. The check should be made payable to USPS. (2) Funding can be made by wire transfer to the USPS bank account.

1) Prepaying the USPS by Check for Neopost Meters

When mailing your postage prepayment by check to the USPS, please allow 7 to 10 working days for your check to be received and posted to your account. For overnight service, allow 3 to 4 working days to be received and posted. You will receive a Postage On Call (POC) booklet through the mail that will include deposit slip coupons that will need to be included with your check. Please include your Postage-On-Call® account number on your check and use the deposit slip coupon for proper posting.

To get information about your POC Account Balance, please call 1.800.636.7678 or Logon to "My Neopost" and click on "Postage Activity".

Please make checks payable to "United States Postal Service". Deposits will be accepted at either of the following remittance addresses. The address with the most efficient mail service from your location will be pre-printed on your deposit slip coupons.

USPS Regional Remittance Lock Boxes

West Regular Mail: CMRS-
POC
P.O. Box 894715
Los Angeles, CA 90189-4715

Overnight Mail: First Data Remitco
Attn: Neopost-4715
2525 corporate Place 2nd Floor Suite 250

2) Prepaying for USPS by Wire Transfer for Neopost Meters

When paying by Fed Wire, please allow two days for your electronic payment to be received and posted to your account. Please include your Postage-On-Call account number in the details of the electronic remittance.

Wire Transfer Information

CMRS Neopost c/o Citibank Routing #
021000089
Account # 40678625



Contact Information

Michael Vaughn
Major Account Executive
Location: Phoenix
Email: m.vaughn@neopost.com
Phone: 602-909-3452

Brian Kohl

Sales Manger
Location: Phoenix
Email: B.kohl@neopost.com
Phone: 480-599-1552

Government Account Team

Larry Waters
Location: Houston, TX
Email: L.waters@neopost.com
Phone: 281-216-4596

Contracts Coordinator – Pricing and Products

Stacey Graham
Email: S.Graham@neopost.com
Phone: 832-604-7730

NAGA Administration Group

1-800-Neopost (1.800.636.7678)
Email: government@neopost.com



Neopost Mailing Machine Supplies and Accessory Ordering Instructions

Supplies

To place supply orders please call 800-636-7678

Below you will find the supplies part numbers for Neopost mailing machines found on NASPO Contract for Mailing Machines



Neopost Model IN/IH360 Low Volume Mailing Machine

Part #	Description
IS/IM360-P5	IS/IM-360 Base w/ 5lb. Integrated Weigh Platform & Moistener
IS/IM360 AI +	Neopost, IS/IM360AI + SP10, IS/IM360 meter rental including rate change
IS/IMINK34	Standard Ink Cartridge for IS/IM3 & IS/IM4 series
BT1N	Postage Meter Sheets (Labels) - 75 Sheets,



Neopost Model IN/IH600HF Medium Volume Mailing Machine

Part #	Description
IN/IH600HF	IN/IH600HF Base w/ Feed Deck, Moistener, Catch Tray, LAN Cable
IS/IMWP5	IN/IHWP5- 5 LB scale for IN/IH600HF
IN/IH600AI + SP10	IN/IH600HF meter with Rate Change
IH/IHINK67	Standard Ink Cartridge for IN/IH600
MT1N250 MT2N300	250 Pack Meter Tapes - Single Labels, IS-420/430/440/460/480/490, IN Series 600/700/750
MT2N300	300 Pack Meter Tapes - Double Labels, IS-420/430/440/460/480/490, IN Series 600/700/750



Neopost Model IN/IH600AF – Medium Volume Mailing Machine

Part #	Description
IN/IH600AF	IN/IH600AF Base w/ Auto feeder, Sealer, Catch Tray, LAN Cable
IN/IHWP10	INIHWP10- 10 lb scale for IN/IH600AF(IN/IH650)
IN/IHINK67	Ink Cartridge Ink cartridge (IS/IH600)
MT1N250	250 Pack Meter Tapes - Single Labels, IS-420/430/440/460/480/490, IN Series 600/700/750
MT2N300	300 Pack Meter Tapes - Double Labels, IS- 420/430/440/460/480/490, IN Series 600/700/750
MT2N300	300 Pack Meter Tapes - Double Labels, IS- 420/430/440/460/480/490, IN Series 600/700/750



Neopost Model IN/IH700 – Medium Volume Mailing Machine

Part #	Description
IN/IH700	IN/IH700 Base w/ Auto feeder, Sealer, Catch Tray, LAN Cable
IS/IMWP10	IN/IHWP10- 10 lb scale for IN/IH700
IN/IH700AI + SP10	IN/IH700 meter with Rate Change Protection automatic updates
IN/IH67	High Capacity ink cartridge IN/H67 Series
MT1N250 MT2N300	250 Pack Meter Tapes - Single Labels, IS-420/430/440/460/480/490, IN Series 600/700/750
MT2N300	300 Pack Meter Tapes - Double Labels, IS-420/430/440/460/480/490, IN Series 600/700/750



Neopost Model IN/IH750 – High Volume Mailing Machine

Part #	Description
IN/IH750	IN/IH750 Base w/ Auto feeder, Sealer, Catch Tray, LAN Cable
IS/IMWP30	IS/IMWP30-30 lb scale for IN/IH750
IN/IH750AI + SP10	IN/IH750 meter with Rate Change Protection automatic updates
IN/IH67 INK	High Capacity ink cartridge (IN/IH67 Series)
MT1N250 MT2N300	250 Pack Meter Tapes - Single Labels, IS-420/430/440/460/480/490, IN Series 600/700/750
MT2N300	300 Pack Meter Tapes - Double Labels, IS-420/430/440/460/480/490, IN Series 600/700/750



Neopost Model IS/IM5000 – High Volume Mailing Machine

Part #	Description
IS/IM5000A	IS/IM-5000 210 LPM Base, Mixed Mail Feeder with Wireways, Medium 5.7" Control Panel, LAN Kit, Line Conditioner
IS/IMWP70	IS/IMWP70-70 lb scale for IS/IM5000A
IS/IM500AI + SP10	IS/IM5000 meter with Rate Change Protection automatic updates
IS/IM56INK	Ink tank for IS/IM5000 & IS/IM6000
MT1N1000	1000 Pack Meter Tapes - Single Labels, IS-5000 and IS-6000
MT2N1000	1000 Pack Meter Tapes - Double Labels, IS-5000 and IS-6000



Neopost Model IS/IM6000 – High Volume Mailing Machine

Part #	Description
IS/IM6000A	IS/IM-6000 210 LPM Base, Mixed Mail Feeder with Wireways, Large 15" Control Panel, Keyboard with Stand, LAN Kit & Line Conditioner
IS/IMWP70	IS/IMWP70-70 lb scale for IS/IM6000A
IS/IM600AI + SP10	IS/IM6000 meter with Rate Change Protection automatic updates
IS/IM56INK	Ink tank for IS/IM5000 & IS/IM6000
MT1N1000	1000 Pack Meter Tapes - Single Labels, IS-5000 and IS-6000
MT2N1000	1000 Pack Meter Tapes - Double Labels, IS-5000 and IS-6000