



# BluBØX Ordering Procedure for PSA Members

This procedure explains how BluBØX products are to be ordered by PSA members and how the billings will proceed.

## Product Categories

1. BluBØX Products are categorized as Hardware & Services and BluSKY Licenses.

a. **The Hardware & Services** are “one-time” items: they are paid-for up front.

i. The Hardware includes hardware items and one-time software fees.

ii. The Services are Professional Services from BluBØX to the Reseller.

These items all appear on the Hardware & Services tab of a BluBØX Quotation.

b. **The BluSKY Licenses** are recurring items: they are charged for the use BluSKY, BluBØX's Cloud-based product.

i. BluSKY Licenses are billed monthly based on the client's usage of the BluSKY functionality.

These items all appear on the BluSKY Licenses tab of a BluBØX Quotation.

## Ordering & Billing

2. BluBØX Hardware & Services must be ordered from PSA by way of a Purchase Order.

a. Upon receipt, PSA will send a PO to BluBØX.

b. BluBØX will ship the hardware and render the services.

c. BluBØX will bill PSA.

d. PSA will bill the member Reseller.

BluSKY Licenses are NEVER ordered via a PO by the Reseller.

a. Per the BluBØX Reseller Agreement, Licenses are billed to the Reseller monthly based on the Client's actual usage of BluSKY functionality.

b. BluBØX's monthly BluSKY billings for PSA members go to PSA.

c. PSA then bills the member.

d. The justifying detail behind each monthly billing is sent by PSA to its members.