



# BluBOX Ordering Procedure for PSA Members

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

## Product Categories

1. BluBOX 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 BluBOX to the Reseller.

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

b. **The BluSKY Licenses** are recurring items: they are charged for the use BluSKY, BluBOX’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 BluBOX Quotation.

## Ordering & Billing

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

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

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

c. BluBOX will bill PSA.

d. PSA will bill the member Reseller.

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

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

b. BluBOX’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.