



Placing Ricoh Punch Out Orders in BearKatBuy

This training sheet will assist you in creating Punch Out Orders for Ricoh copiers in BearKatBuy. All copiers on this Punch Out are for 36-month leases. There is no option to buy copiers off of this Punch Out.

1. In BearKatBuy click on the Ricoh tab under the Punchout Suppliers section.



2. This will open up the Ricoh Punch Out catalog and bring you to the following landing page. This is the Ricoh welcome page.

The screenshot shows the Ricoh Punch Out catalog landing page. The page features the Ricoh logo and tagline 'imagine. change.' in the top left. The top right corner displays the user's name 'Hello, SAM HOUSTON STATE UNIVERSITY user' and a shopping cart icon with '0 Items in your cart'. The navigation bar includes 'Products', 'Order Center', and 'Support'. The main content area is titled 'Browse the Equipment Catalog' and lists four Ricoh MP models with their specifications and 'view more' links. A 'Go to Equipment Catalog' link is also present. On the right side, there is a contact information section for Major Account Executive Bryanne Adams, including her phone number. A welcome message for Sam Houston State users is displayed, along with a search bar and a 'Page Top' link. The footer contains the 'Terms of Use' link and the copyright notice '© 2017 Ricoh USA, Inc. All Rights Reserved.'

- From here to view the equipment simply, click on the copier you would like to view under the Browse the Equipment Catalog heading on the left side of the screen.

Browse the Equipment Catalog

Ricoh MP C3004EX and Required Service	The Ricoh MP C3004ex is a 30 ppm full color MFD (copy/print/scan) designed for med... view more
Ricoh MP C3504EX and Required Service	The Ricoh MP C3504ex is a 35 ppm Full-color printing/scanning MFD (copy/print/scan... view more
Ricoh MP C4504EX and Required Service	The Ricoh MP C4504ex is a 45 ppm b/w and color MFD (copy/print/scan) system that c... view more
Ricoh MP C6004EX and Required Service	The Ricoh MP C6004ex is a 60 ppm b/w and color MFD (copy/print/scan) system that c... view more

Go to [Equipment Catalog](#)

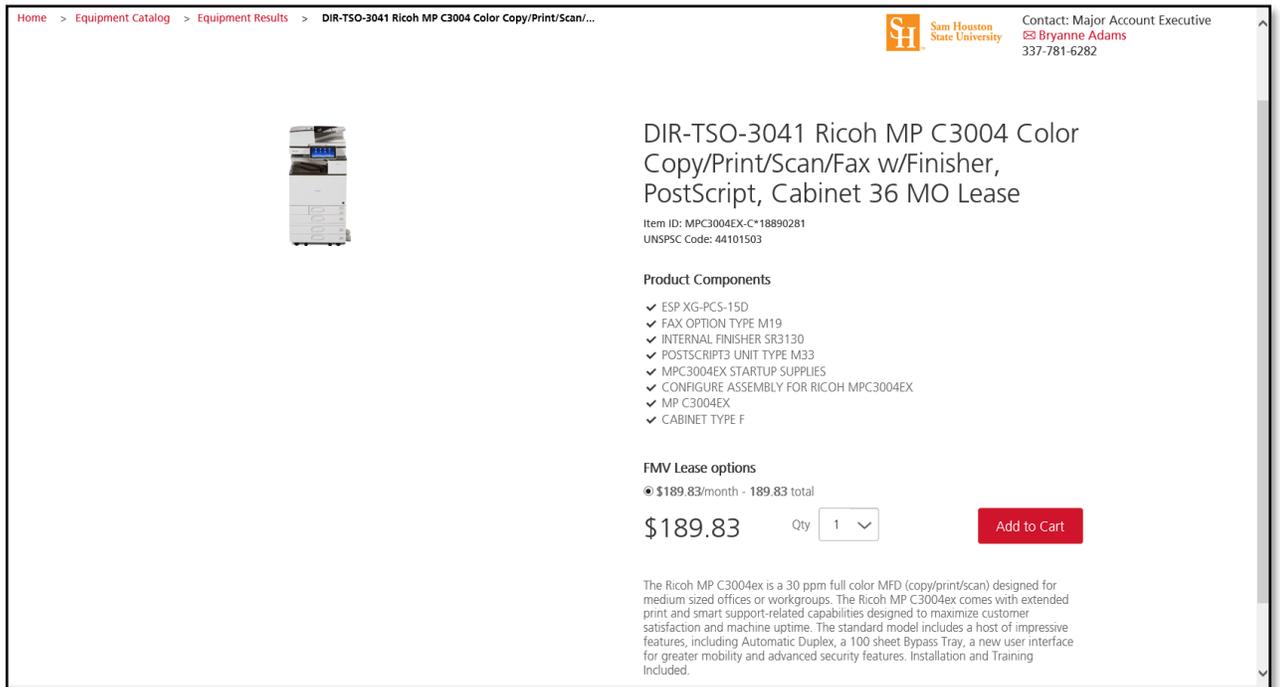
- This will bring you to a screen that shows the copier to be viewed along with the required maintenance contract that will have to be added as a separate line to each corresponding copier.

Home > Equipment Catalog > Equipment Results

Equipment 2 items

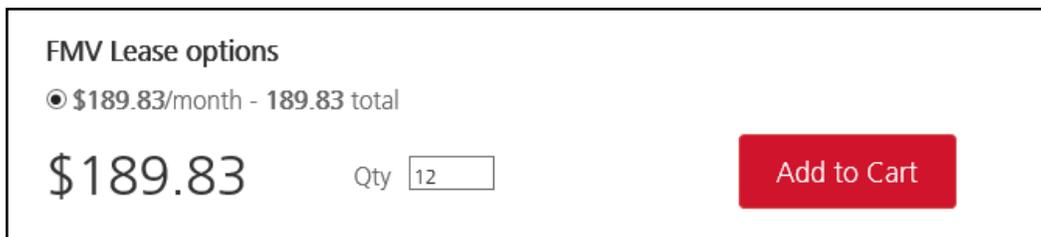
<p>DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/Fax w/Finisher, PostScript, Cabinet 36 MO Lease</p> <p>Item ID: MPC3004EX-C*18890281</p> 	<p>REQUIRED Service for MP C3004ex: Labor, Parts, Toner, Staples inclusive maintenance contract - ...</p> <p>Item ID: PSHEZ4454FCZZ</p> 
<p>FMV Lease Payment Amount \$189.83/month</p> <p>Add to Cart</p>	<p>FMV Lease Payment Amount \$12.45/month</p> <p>Add to Cart</p>

5. To look at the details on each copier click on the description name and the following screen will appear that gives all the specs and details of each copier. The price that is given is the monthly lease price for each copier.



The screenshot shows a product page for a Ricoh MP C3004 Color Copier. The breadcrumb trail at the top reads: Home > Equipment Catalog > Equipment Results > DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/... The page features a small image of the copier on the left. To the right, the product title is "DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/Fax w/Finisher, PostScript, Cabinet 36 MO Lease". Below the title, the item ID is MPC3004EX-C*18890281 and the UNSPSC Code is 44101503. A "Product Components" section lists several features with checkmarks: ESP XG-PCS-15D, FAX OPTION TYPE M19, INTERNAL FINISHER SR3130, POSTSCRIPT3 UNIT TYPE M33, MPC3004EX STARTUP SUPPLIES, CONFIGURE ASSEMBLY FOR RICOH MPC3004EX, MP C3004EX, and CABINET TYPE F. The "FMV Lease options" section shows a selected option of \$189.83/month - 189.83 total. The price is displayed as \$189.83, with a quantity dropdown menu set to 1 and a red "Add to Cart" button. A detailed description at the bottom states: "The Ricoh MP C3004ex is a 30 ppm full color MFD (copy/print/scan) designed for medium sized offices or workgroups. The Ricoh MP C3004ex comes with extended print and smart support-related capabilities designed to maximize customer satisfaction and machine uptime. The standard model includes a host of impressive features, including Automatic Duplex, a 100 sheet Bypass Tray, a new user interface for greater mobility and advanced security features. Installation and Training Included."

6. Enter the quantity using the drop down menu besides the monthly price. The Quantity will be the number of months that the copier will be leased for the current fiscal year. Example: If ordering in September the Quantity is 12 months, if December Quantity is 9 months. Once this is completed click on the red Add to Cart button to add the copier to the cart.



This close-up view of the lease options section shows the selected option as \$189.83/month - 189.83 total. The price is \$189.83. The quantity dropdown menu is now set to 12, and the red "Add to Cart" button is visible.

7. The following screen will appear showing that the copier has been added to the cart for the designated months that were chosen from the previous screen. From this screen click the red Equipment Results link to go back and add the required maintenance plan.

Home > Equipment Catalog > Equipment Results > DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/...

 Sam Houston State University

Contact: Major Acc
Bryanne Adams
337-781-6282

 You have successfully added: DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/Fax w/Finisher, PostScript, Cabinet 36 MO Lease to your cart

Cart Subtotal (12 items): \$ 2,277.96 [Go to Cart](#)

8. On the next screen click on the description of the required maintenance contract.

 **Equipment** 2 items

DIR-TSO-3041 Ricoh MP C3004 Color Copy/Print/Scan/Fax w/Finisher, PostScript, Cabinet 36 MO Lease
Item ID: MPC3004EX-C*18890281



FMV Lease Payment Amount
\$189.83/month

[Add to Cart](#)

REQUIRED Service for MP C3004ex: Labor, Parts, Toner, Staples inclusive maintenance contract - ...
Item ID: PSHEZ4454FCZZ



FMV Lease Payment Amount
\$12.45/month

[Add to Cart](#)

9. This will bring up the page where quantity will need to be entered for the maintenance contract. The quantity for maintenance will be the same quantity entered for the length of the copier lease. The quantity on the copier lease and the maintenance must match. Once the quantity has been entered click on the red Add to Cart.

Home > REQUIRED Service for MP C3004ex: Labor, Parts, Ton...

SH Sam Houston State University Contact: Major Account Executive
Bryanne Adams
337-781-6282

RICOH

REQUIRED Service for MP C3004ex:
Labor, Parts, Toner, Staples inclusive
maintenance contract - Includes 1000
B/W images and 100 Color images at
a Monthly cost of \$12.45

Item ID: PSHEZ4454FCZZ
UNSPSC Code: 81112306

FMV Lease options
 \$12.45/month - 12.45 total

\$12.45 Qty [Add to Cart](#)

REQUIRED Service for MP C3004ex: Labor, Parts, Toner, Staples inclusive
maintenance contract - Includes 1000 B/W images and 100 Color images at a
Monthly cost of \$12.45

10. On the next screen it will show that the maintenance plan has been added to your cart. Click on the red Go to Cart link to go to the cart.

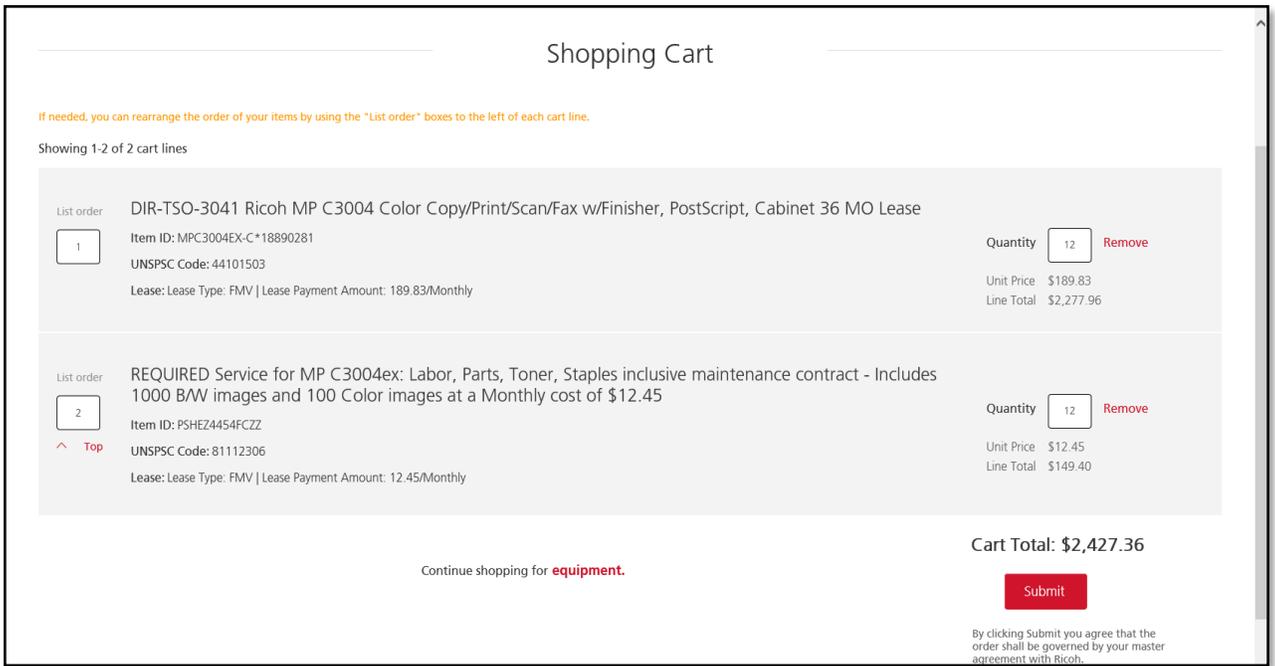
Home > Equipment Catalog > Equipment Results > REQUIRED Service for MP C3004ex: Labor, Parts, Ton...

SH Sam Houston State University Contact: Major Account Executive
Bryanne Adams
337-781-6282

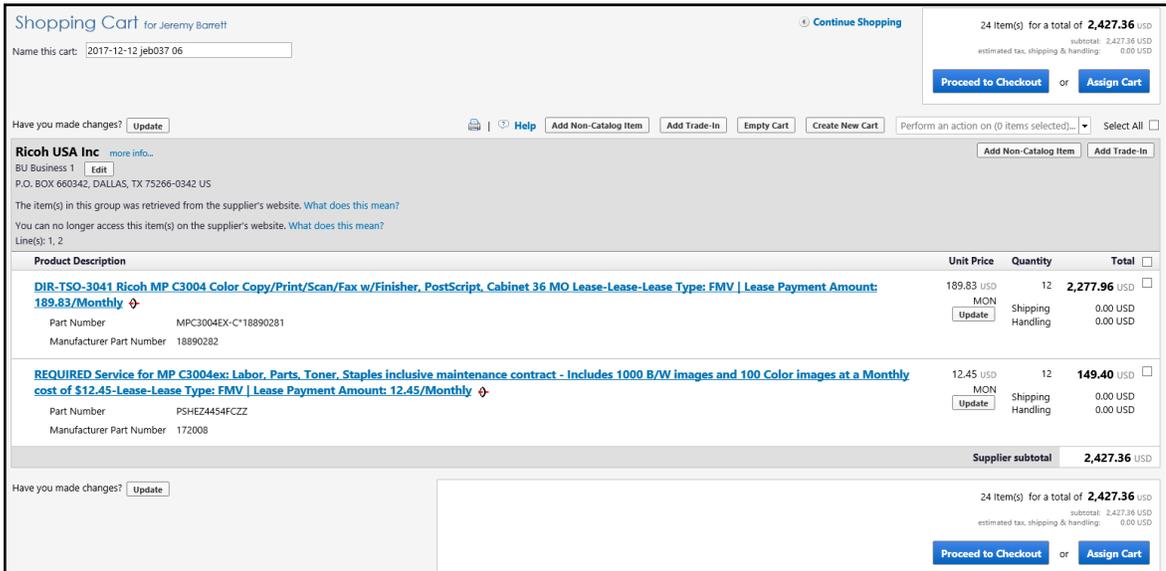
You have successfully added: REQUIRED Service for MP C3004ex: Labor, Parts, Toner, Staples inclusive maintenance contract - Includes 1000 B/W images and 100 Color images at a Monthly cost of \$12.45 to your cart

Cart Subtotal (24 items): \$ 2,427.36 [Go to Cart](#)

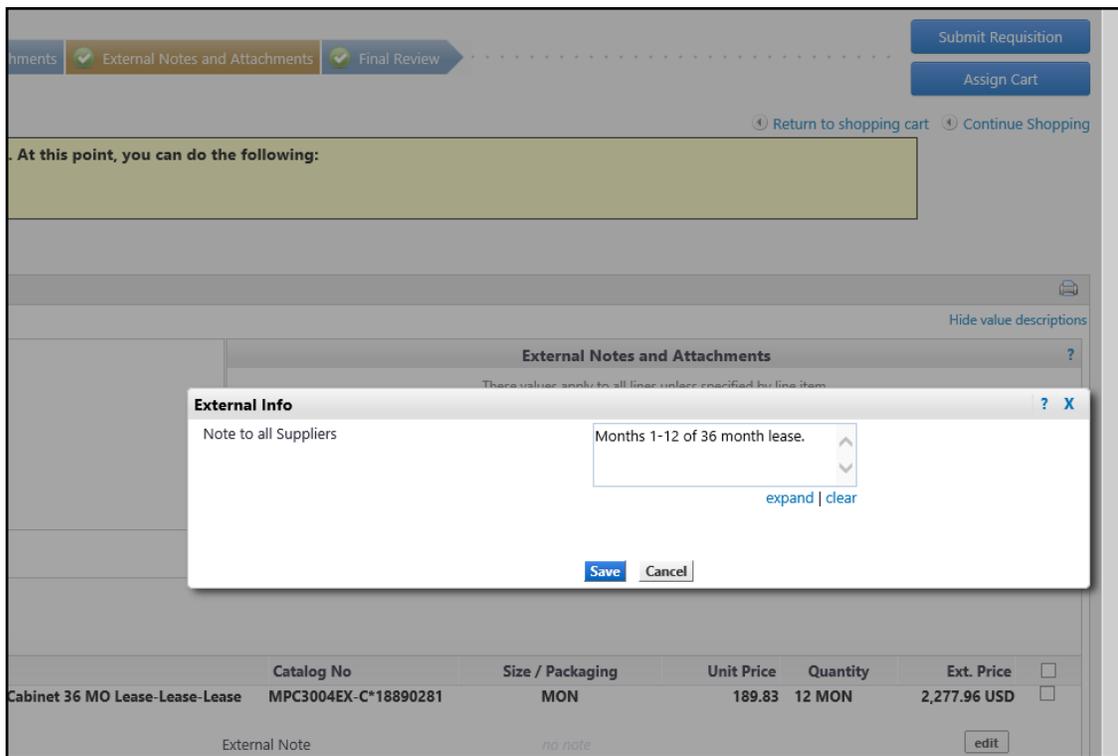
11. The next screen will show the shopping cart with all items that have been added. Click the red Submit button to send the cart to BearKatBuy.



- This will place the cart in the BearKatBuy checkout screen. From this screen choose the Proceed to Checkout button and go through the normal procedures of completing a Requisition.



- On the External Notes and Attachments screen you will need to enter in a Note to all Suppliers. This note will include the months that this lease cover. When the copier arrives go into the Purchase Order and add a comment with the serial number. For subsequent years in this section you will include the copier serial number, the months that this lease covers along with the prior years Purchase Order number(s).



14. For any and all subsequent years of this lease you will use the Punch Out catalog to add the copier that you are leasing and the number of months for that year as your quantity. You will also include the Note to all Suppliers information as indicated above. Once again, for overages a separate Blanket Order will need to be created.
15. A separate Blanket Order must be created for each fiscal year to cover copier overages for this machine. Please include the copier serial number and lease PO number as a part of the description on the Blanket Order.