

Copiers

Quick Reference Guide


11/18/2019

Copier Contracts


You may use a contract only if you already have an approved contract in the system. Your contract will have your Department name in the title. Otherwise, attach a copy of the draft contract to your cart for review by Procurement Services.

- **Note about Receiving on Copier POs:** these are Open Orders and need to be Cost Received because you are paying for a service / rental.

Vendor and Contract Selection

- 1) Create a New Cart → Enter a descriptive name for the cart.
- 2) Click on **Non-Catalog Order**.
- 3) Enter the vendor name in the **Select Vendor** field, or use the **Vendor Search**  function.
- 4) Select the vendor you have a contract with.
- 5) In the Non-Catalog Order screen → Enter the following:
 - **Product Description**
 - **Quantity** (enter 1)
 - **Price Estimate**
 - **Packaging** (select **LO**).
- 6) Click **Save and Close**.
- 7) View your cart.
- 8) Click on **choose contract...** located in the (line) Item section.
- 9) Ensure the contract has your Department name in the title → if yes, click the radio button to select it → Click **Save**.
- 10) Proceed to Checkout.

Make it an Open Order

- 1) In the Draft Requisition → Open Orders section → Click the **Edit**  icon.
 - Put a checkmark next to **Open Order or Cost Declining**.
 - Enter the **PO Start Date**.
 - Enter the **PO End Date**.
 - Click **Save Changes**.
- 2) Complete the remaining sections of the Draft Requisition.
- 3) Click **Place Order**.