

Ricoh Yearly Maintenance Renewal Requisition Process

Revised - April 22, 2024

DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE UNTIL AFTER JULY 5, 2024. THIS IS A FY25 EXPENDITURE

This document will outline how all departments need to set up the maintenance requisitions to renew the maintenance agreement and ensure the order is in compliance with UCM's contract with Ricoh. **Utilizing the maintenance agreement is not required.** If the department chooses not to utilize the contract and maintenance is needed, the hourly rate will be charged for the repairs. The department would also be responsible for the replacement parts and purchasing toner. If you have any questions, please contact procurement at 660-543-4001 or Jennifer Babiuch at babiuch@ucmo.edu.

1. Click "Non-Catalog Ordering" to start the requisition.
2. The example requisition has the cart name changed to fit what the requisition is for, but this change is optional. The requestor may leave the cart name as the default:

Cart Name	Ricoh Maint Agreement for FY25 Term
Description	Billed Quarterly
Priority	Normal ▼

3. Select supplier: "Ricoh USA INC".
4. The first line item will be the department's yearly estimated usage for black and white copies.
 - a. For the line-item description, copy the example below and refer to the department's documents from Ricoh to add the department and printer unit:
Example: **Copier Maintenance including labor, parts and toner for Ricoh MPC####, Serial #C#####, Equipment Id #####, Copier usage cost is B/W .00##.**
5. Enter commodity code: "925-34 - Copier – Yearly Maintenance".
6. The example below was estimated by using the previous FY usage for that department.

Item	Catalog No.	Size/Packaging	Per Unit Price	Quantity	Ext. Price
1 Copier Maintenance including labor, parts and toner for Ricoh MPC3003, Serial #C85076954, Equipment Id #13681377, Copier usage cost is B/W .008		1/EA	0.008	16,320 EA	130.56

ITEM DETAILS

Manufacturer Name: RICOH

Contract: Select price or contract...

Internal Note:

Taxable:

Capital Expense:

External Note:

Commodity Code: 925-34
Copier Maintenance Yearly

7. When all changes have been made for the first line item, click “Save And Add Another” at the bottom of the screen to start the second line item.
8. Perform the same steps as above for the second line item (color copies).
 - a. For the line-item description, copy the example below and refer to the department’s documents from GFI to add the department and printer unit.
Example: **Copier Maintenance including labor, parts and toner for Ricoh MPC#####, Serial #C#####, Equipment Id #####, Copier usage cost is Color .0#####.**
9. Click “Save”, scroll to the top of the screen, and click the cart icon to select “Checkout”.
10. First step in the checkout screen is to add the account code into your FOAPAL.
 - a. Enter account code: “733030” for “Equip Srvc Contrac – Copiers”.
11. Second step in the checkout screen is to add an external note to the supplier.
 - a. Directly under the FOAPAL area, there’s an “edit” icon off to the side of the “External Notes and Attachments”. This is where to add the external note (in the subsection “Note to all Suppliers”) to Ricoh. **If this note is not added, the vendor will have to reject the requisition.**

Accounting Codes					
Chart	Fund	Organization	Account	Program	Activity
C Chart C	100010 General Unrestricted Fund	501010 Procurement	733030 Equip Srvc Contract - Copiers	6300 General Admin & Logistical Services	no value

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	Copier Maintenance for the period of July 1 2024- June 30, 2025. Department Contact is: Requestor's Name 660.543.#### (Requestor's UCM Email)
Internal Attachments	Date	Add	Show more
Scan Ricoh PO104158 contract renewal.pdf	4/5/2024	...	Attachments for all suppliers

12. Copy the example verbiage below and adjust it to the department’s maintenance dates and department contact information.

Example: **Copier Maintenance for the period of July 1, 2024- June 30, 2025. This PO is subject to SLG - ST OF MO (nvp) - LEAD 140602 PA CT202797006. Department Contact is (Requestor’s Name) 660.543.#### (Requestor’s UCM Email)**
13. Submit the requisition.

Notes:

- The note to the supplier may save in the external notes section and populate on the next requisition that is created. When creating subsequent requisitions, **check the “external Notes” section to delete the existing note.**
- **Submit the requisition no later than Thursday, July 15, 2024. Failure to issue a requisition may result in your maintenance/support contract not being issued.**
- If there have been any changes to the account for the department, such as contact name or machine status, contact Ricoh as shown below as well as email Procurement@ucmo.edu with all changes.
- Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 1 (day one of the new FY). If a department does not find their machine on the list, please contact UCM’s Ricoh representative:
Bill Dinsmore - william.dinsmore@ricoh-usa.com

GFI Yearly Maintenance Renewal Requisition Process

Revised - April 22, 2024

DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE UNTIL AFTER JULY 5, 2024. THIS IS A FY25 EXPENDITURE

This document will outline the exact process that department's will need to follow to renew the maintenance agreement and ensure the order is in compliance with UCM's contract with GFI. **Utilizing the maintenance agreement is not required.** If the department chooses not to utilize the contract, and maintenance is needed, an hourly rate will be charged for the repairs. The department would also be responsible for the replacement parts and purchasing toner. For questions, please contact the Procurement department at 660-543-4001 or Jennifer Babiuch at babiuch@ucmo.edu.

1. Click "Non-Catalog Ordering" to start the requisition.
2. The example requisition has the cart name changed to fit what the requisition is for, but this change is optional. The requestor can always leave the cart name as the default:

Cart Name	<input type="text" value="Maint Agreement for FY25 Term"/>
Description	<input type="text" value="Billed Quarterly"/>
Priority	<input type="text" value="Normal"/>

3. Select supplier: "GFI Digital Inc".
4. The first line item will be the department's yearly estimated usage for black and white copies.
 - a. For the line-item description, copy the example below and refer to the department's documents with GFI to add the department and printer unit.
Example: **Copier Maintenance including labor, parts and toner for GFI MX####, Serial #-######, Equipment Id #####, Copier usage cost is B/W .00##.**
5. Enter commodity code: "925-34 - Copier – Yearly Maintenance".

6. The example below shows the cost that was estimated by using the previous FY usage for the department.

a. The cost and usage can be found in the department’s GFI documents or in the pricing sheet Procurement sends out each year in June for the upcoming fiscal year.

Item	Catalog No	Size/Packaging	Per Unit Price	Quantity	Est. Price
Copier Maintenance including labor, parts and toner for [REDACTED] MPC9003, Serial #C85076054, Equipment Id #13681377, Copier usage cost is B/W 008		1/EA	0.008	16,320 EA	130.56

ITEM DETAILS	
Manufacturer Name: [REDACTED]	Contract: Select price or contract
more info...	Taxable: <input type="checkbox"/>
	Capital Expense: <input type="checkbox"/>
Commodity Code: 923-34	Copier Maintenance Yearly

7. When all changes have been made for the first line item, click “Save And Add Another” at the bottom of the screen to start the second line item.

8. Perform the same steps as above for the second line item (color copies).

a. For the line-item description, copy the example below and refer to the department’s documents from GFI to add the department and printer unit.

Example: **Copier Maintenance including labor, parts and toner for GFI MPC#####, Serial #C#####, Equipment Id #####, Copier usage cost is Color .0#####.**

9. Click “Save”, scroll to the top of the screen, then click the cart icon to select “Checkout”.

10. First step in the checkout screen is to add the account code into your FOAPAL.

a. Enter account code: “733030” for “Equip Svc Contract – Copiers”.

11. Second step in the checkout screen is to add an external note to the supplier.

a. Directly under the FOAPAL area, there’s an “edit” icon off to the side of the “External Notes and Attachments”. This is where to add the external note (in the subsection “Note to all Suppliers”) to Ricoh. **If this note is not added, the vendor will have to reject the requisition.**

Accounting Codes					
Chart	Fund	Organization	Account	Program	Activity
C Chart C	100010 General Unrestricted Fund	501010 Procurement	733030 Equip Svc Contract - Copiers	6300 General Admin & Logistical Services	no value

Internal Notes and Attachments		External Notes and Attachments	
Internal Note	no value	Note to all Suppliers	Copier Maintenance for the period of July 1 2024- June 30, 2025. Show more
Internal Attachments	Date	Add	
Scan [REDACTED] contract renewal.pdf	4/5/2024	...	Attachments for all suppliers Add

12. Copy the verbiage from the example below and adjust it to the department's maintenance dates and department contact information.

Example: Copier Maintenance for the period of July 1, 2024- June 30, 2025. This PO is subject to SLG - ST OF MO (nvp) - LEAD 140602 PA CT202797006. Department Contact is (Requestor's Name) 660.543.#### (Requestor's UCM Email)

13. Submit the requisition.

Notes:

- The note to the supplier may save in the external notes section and populate on the next requisition that is created. When creating subsequent requisitions, **check the "external Notes"** section to delete the existing note.
- **Submit the requisition no later than July 15, 2024. Failure to issue a requisition may result in your maintenance/support contract not being issued.**
- If there have been any changes to the account for the department, such as contact name or machine status, contact GFI as shown below as well as email Procurement@ucmo.edu with all changes.
- Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 1 (day one of the new FY). If a department does not find their machine on the list, please contact UCM's GFI representative:
Derek Schneiders or Liz Bockman - DSchnieders@gfidigital.com lboeckman@gfidigital.com