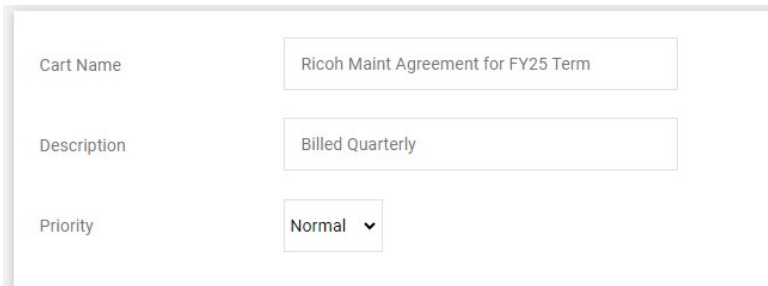Ricoh Yearly Maintenance Requisition

Process Revised - April 16, 2025

# DO NOT PROCESS THE REQUISITION FOR SUPPORT/MAINTENANCE RENEWAL UNTIL AFTER JULY 7. THIS EXPENDITURE WILL LAST THE FULL FISCAL YEAR (FY).

This document will outline how all departments shall 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 for any machine but will be required for continued participation in the program.** 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 can always leave the cart name as the default:



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. Copy the following verbiage and refer to the departments documents from Ricoh to add the department and printer unit:
   b. Copier Maintenance including labor, parts and toner for Ricoh MPC####, Serial #C########, Equipment Id #########, Copier usage cost is B/W .00##.
      i. The specific information for the unit can be found in your previous FY Ricoh invoices or in the spreadsheet Procurement sends out each year in June for the upcoming fiscal year.
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 | |
| more info... | | Taxable | ☐ | | | 1000 characters remaining    expand \| clear |
| | | Capital Expense | ☐ | | External Note | |
| | | | | | | 1000 characters remaining    expand \| clear |
| | | 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 if the machine is capable of color copies:
   a. 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, select the "edit" icon to the right of the "External Notes and Attachments". The external note to Ricoh is added here. **The requisition will be returned if the external note is not included or not accurate.**



**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. |
| Internal Attachments    Date    Add | Department Contact is Jennifer Babiush 660 542 4091  Show more |
| ⬇ Scan Ricoh PO104158 contract renewal.pdf    4/5/2024    ··· | Attachments for all suppliers    Add |

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

    Example: Copier Maintenance for the period of July 1, 20XX- June 30, 20XX. This PO is subject to NASPO ValuePoint Contract# 187846 & State of Missouri Contract CT241929006. Department Contact is (Add contact name, email and phone number if different than the purchaser). Copier Purchase or Lease Months 1-12 of 60-month term. (Choose one and adjust the months to what applies to the copier unit)

13. Submit the requisition.

## Copier/Printer Notes and Tips:

- ❋ **Submit the requisition no earlier than July 7, but no later than July 31.  Failure to issue a requisition within this timeframe may result in your maintenance/support contract not being issued.**
- ❋ The Ricoh contract is posted on the Ionwave Contract Management site. This allows all staff and faculty to view the features and pricing of copier/printers.  Additional information regarding the purchase of copiers/printers will be sent out as it becomes available.  Additional machines are available other than the Color machines on the attached documents.
- ❋ When copying a previous requisition, verify that all information is up to date and accurate. If there have been any changes to the point of contact or machine status, contact Ricoh at the email below and CC the Procurement department before submitting the changes. This will assist Ricoh and Procurement in keeping the machine list updated.
- ❋ Procurement will send out an updated list of all devices that held a maintenance agreement for the current FY before July 1. If a department does not find their machine on the list, please contact UCM's Ricoh representative via email and CC Procurement:
    - ▪ Bill Dinsmore - william.dinsmore@ricoh-usa.com