



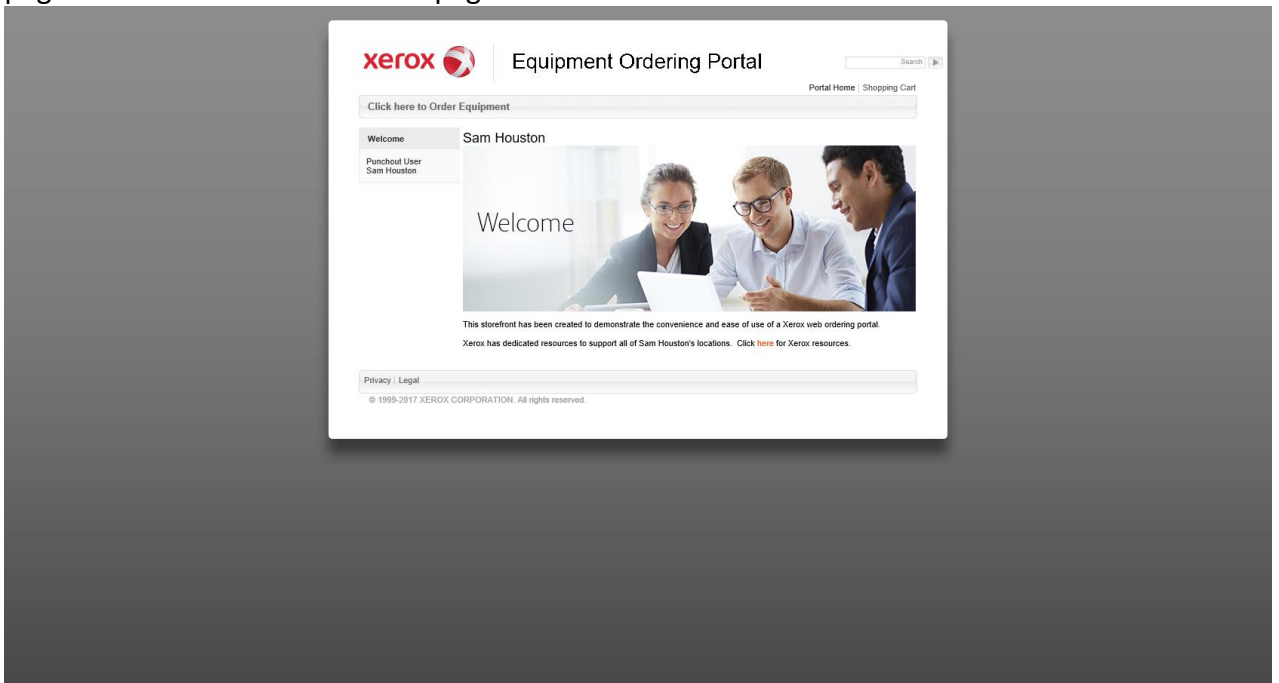
Placing Xerox Punch Out Orders in BearKatBuy

This training sheet will assist you in creating Punch Out Orders for Xerox 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.

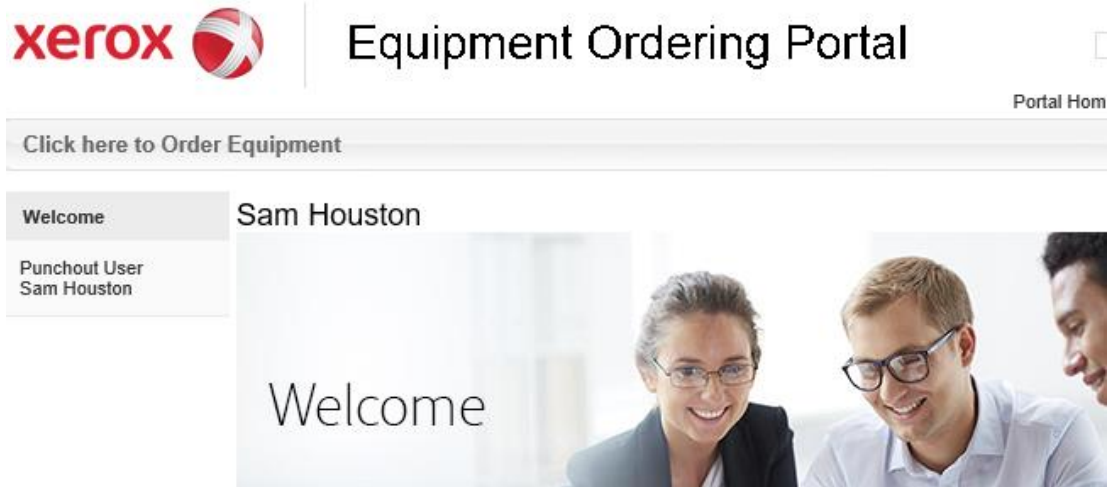
1. In BearKatBuy click on the Xerox tab under the Punchout Suppliers section.



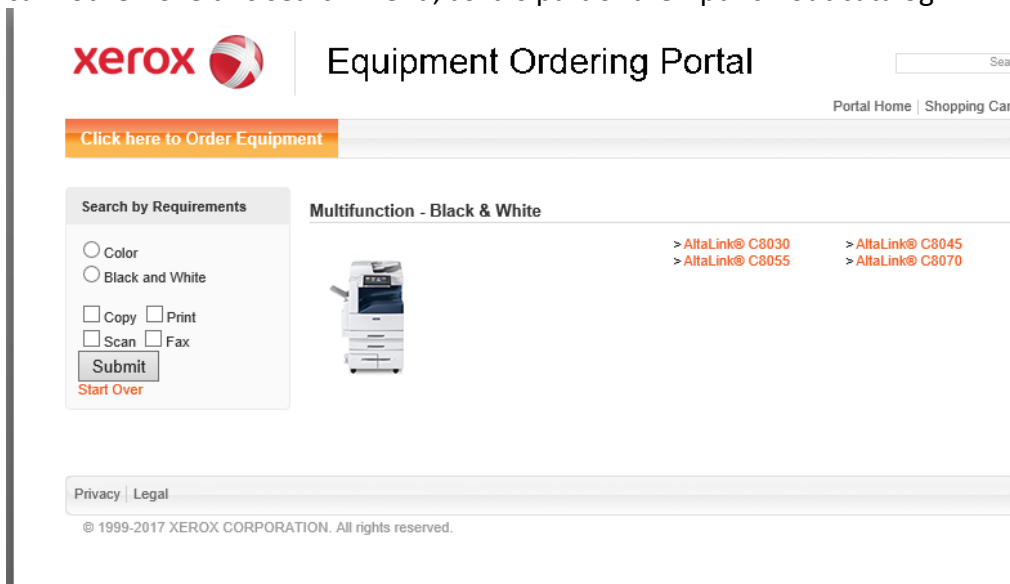
2. This will open up the Xerox Punch Out catalog and bring you to the following landing page. This is the Xerox welcome page.



- From here to order equipment simply click on the Click here to Order Equipment link just below the Xerox logo.



- This will bring you to a screen that shows the four Multifunction copiers that are available for Sam Houston State University. The search menu on the left side is not be used by Sam Houston State University as all of the copiers have these features. However, Xerox cannot remove this search menu, as it is part of their punch out catalog.



- To look at the copiers click on the name of the copier you would like to view. The copier names are on the right side in orange.

> [AltaLink® C8030](#) > [AltaLink® C8045](#)
> [AltaLink® C8055](#) > [AltaLink® C8070](#)

6. When you click on the link to each copier it will bring up the description of the copier along with everything that is included in the 36-month lease. There are also links to Virtual Demos, Product Brochure, and Detailed Specifications. The price that is given is the monthly lease price for each copier.

The screenshot shows the Xerox Equipment Ordering Portal. At the top left is the Xerox logo. To its right is the text "Equipment Ordering Portal". Further right is a search bar with the word "Search" and a magnifying glass icon. Below the search bar are links for "Portal Home" and "Shopping Cart". A large button labeled "Click here to Order Equipment" is centered below these links. The main content area features the product name "AltaLink® C8045" and a photograph of the copier. To the right of the photo is a "Product Overview" section with a bulleted list of features and links to "View Virtual Demo", "Product Brochure (PDF)", and "Detailed Specifications (PDF)". Below this is a "Common Configurations" section with a note about pricing options. A specific configuration is listed: "AltaLink® C8045H Color Multifunction Printer with Office Finisher and Fax - Lease Term 36 Months". To the right of this configuration, the price "\$ 203.09" is displayed under the heading "1 Month Lease". Below the configuration details is a list of "Additional Bundled Accessories" including "Office Finisher LX" and "1 Line Fax". At the bottom of the page are links for "Privacy" and "Legal", and a copyright notice: "© 1999-2018 XEROX CORPORATION. All rights reserved."

7. Once you have selected which copier you would like to lease you will click on the monthly price amount to go to the Add to Cart Page.

1 Month Lease
\$ 203.09

8. The following screen will appear. From this screen click the orange Add to Cart button to add the copier to a Xerox cart.

xerox | Equipment Ordering Portal

Portal Home | Shopping Cart

[Click here to Order Equipment](#)

AltaLink® C8045H (C8045H/OFC-C80/FAX-1LINE) BW Click Rate 0.0051, Color Click Rate 0.0456. Term 36 Months

Product Configuration Product Overview

- Color MFP with support for Tabloid/A3
- Xerox® ConnectKey® Technology enabled smart Workplace Assistant
- Copy, print, scan, email, cloud
- Ideal for mid to large workgroups
- 10" color, customizable tablet-like user interface
- Speed: 45 ppm Color, 45 ppm Black
- Recommended Monthly Print Volume: Up to 18,000 pages per month ppm
- High Capacity Tandem Tray (2 trays x 520 sheets, trays 3 & 4 = 2,000 sheets)
- Total Lease is 36 Months
- Pricing Shown is for 1 Month
- Delivery Included
- Training Included - at time of install
- Machine Set-up
- Includes 75,000 B&W Prints Only
- Overages: B&W 0.0051, Color 0.0456

Additional Bundled Accessories:

- Office Finisher LX
- 1 Line Fax

Base model configuration: **AltaLink® C8045H Color Multifunction Printer with Office Finisher and Fax - Lease Term 36 Months**

1 Month Lease \$ 203.09

Total: \$ 203.09

[Back](#) [Add to Cart](#)

[Privacy](#) | [Legal](#)

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9. On the next screen, you will enter in the quantity. **The Quantity will be the number of months that the copier is being leased for that current fiscal year.** Example: If ordering in September the Quantity is 12 months, if December Quantity is 9 months. Once this is completed you can click on the grey Update Quantity button so it will reflect the updated cost for that lease period. You will then click on the orange Submit button.

xerox | Equipment Ordering Portal

Portal Home | Shopping Cart

[Click here to Order Equipment](#)

Shopping Cart

Information:

Quantity	Name	Item Details	Term	Price	Item Total	
<input type="text" value="9"/>	AltaLink® C8045H (C8045H/OFC-C80/FAX-1LINE) BW Click Rate 0.0051, Color Click Rate 0.0456. Term 36 Months		1 Month Lease	\$ 203.09	\$ 1827.81	Modify Delete
Update Quantity						
Shipping:					\$ 0.00	
Sub Total:					\$ 1827.81	
Tax:					\$ 0.00	
Total:					\$ 1827.81	
Submit						

[Continue Shopping](#)

[Privacy](#) | [Legal](#)

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- This will prompt a message asking you to verify that you are sending this shopping cart to a BearKatBuy cart. Click on the grey OK button if you are ready to submit. If changes need to be made click on the grey Cancel button.

xerox | Equipment Ordering Portal Search

Portal Home | Shopping Cart

[Click here to Order Equipment](#)

You are about to submit this shopping cart. Please make sure all shopping cart details are correct. Click "OK" to continue and "Cancel" to return to the shopping cart.

Shopping Cart

Information:

Quantity	Name	Item Details	Term	Price	Item Total	
9	AltaLink® C8045H (C8045H/OFC-C80/FAX-1LINE) BW Click Rate 0.0051, Color Click Rate 0.0456. Term 36 Months		1 Month Lease	\$ 203.09	\$ 1827.81	Modify Delete

	Shipping:	\$ 0.00
	Sub Total:	\$ 1827.81
	Tax:	\$ 0.00
	Total:	\$ 1827.81

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- This will place the cart in the BearKatBuy checkout screen. If you will notice the click rates for Black and White and Color are now showing in the description. From this screen choose the Proceed to Checkout button and go through the normal procedures of completing a Requisition.

Shopping Cart for Jeremy Barrett [Continue Shopping](#)

Name this cart:

9 Item(s) for a total of **1,827.81** USD

subtotal: 1,827.81 USD
estimated tax, shipping & handling: 0.00 USD

or

Have you made changes? [Help](#)

Xerox Corporation [more info...](#)

BU Business 10
PO Box 731892, Dallas, TX 753731892 US

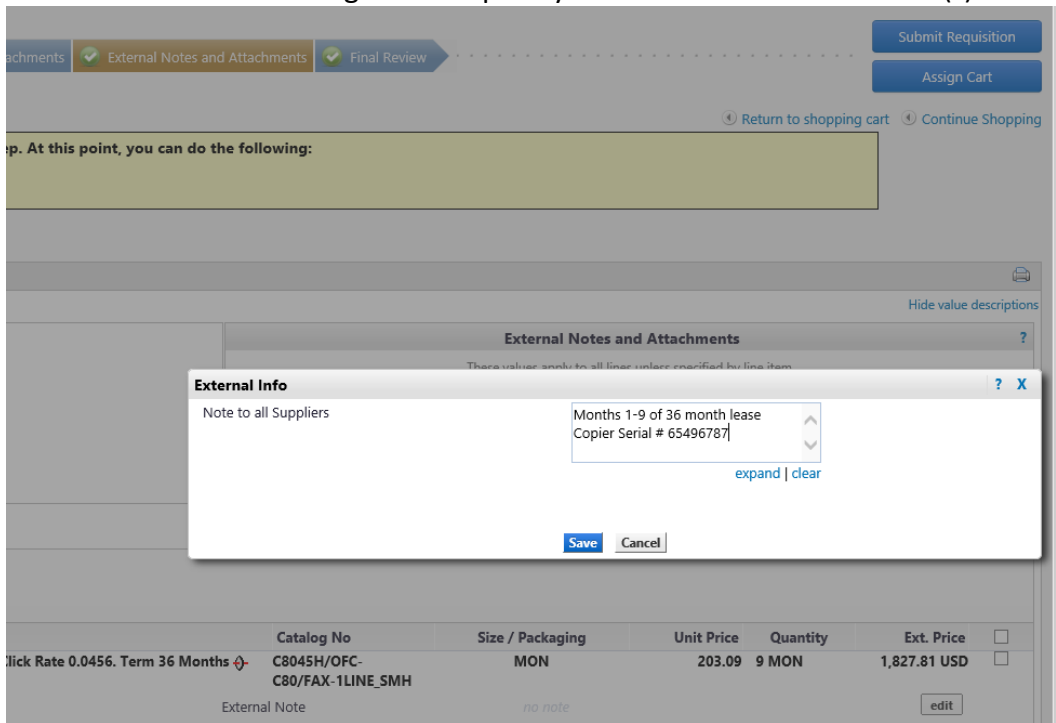
The item(s) in this group was retrieved from the supplier's website. [What does this mean?](#)
You can no longer access this item(s) on the supplier's website. [What does this mean?](#)

Line(s): 1

Product Description	Unit Price	Quantity	Total
AltaLink® C8045H (C8045H/OFC-C80/FAX-1LINE) BW Click Rate 0.0051, Color Click Rate 0.0456. Term 36 Months	203.09 USD	9	1,827.81 USD
Part Number C8045H/OFC-C80/FAX-1LINE_SMH Manufacturer Xerox	MON	<input type="button" value="Update"/>	Shipping 0.00 USD Handling 0.00 USD

Supplier subtotal 1,827.81 USD

12. 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 covers. 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).



13. 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.
14. 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.