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.
3. 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 bw 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 bw and color MFD (copy/print/scan) system that c... view more

Go to Equipment Catalog

4. 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.
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.

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.

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

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.
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.

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.
12. 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.

13. 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).
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.