

1. From the iProcurement shop page, select Non-Catalog Request

a. **Item Description must be entered as follows** (All text in **purple** will need to be updated to reflect the machine you have selected and the terms/dates, all other verbiage **must** remain the same)

"Canon ImageRUNNER IRC5535 and all accessories. Total Term=60 months 11/01/2019-10/31/2024 Commitment=9,000 B/W=0.0487 CLR=0.0420 Omnia pricing which is fixed for term and includes toner. Year 1: 11/01/2019 – 10/31/2020"

Note: Commitment is calculated on a quarterly basis, so for this example, IRc5535 has a commitment of 3,000 B/W 3,000*12=36,000 36,000/4=9,000.

- b. Category: Copier.Lease
- c. Quantity: 12
- d. Unit of Measure: Months
- e. Unit Price: Monthly Cost as indicated on the CPC Program sheet
- f. Supplier Name: Canon Financial Services
- g. Supplier Site: A-CHICAGO

2. Select Add to Cart

Requisitions			
Shopping Lists Non-Catalog R	equest		
atalog Request			
cates required field			Clear All Add to Cart
Item Type	Goods billed by quantity		New Supplier
A * Item Description	Canon ImageRUNNER IRC5535	F Supplier Name	Canon Financial Ser' 🔍
	Term=60 months 11/01/2019-	G Site	A-CHICAGO 🔄 🔍
B * Category	Copier.Lease	Contact Name	
C * Quantity	12	Phone	
D * Unit of Measure	Months 🚽 🔍	Supplier Item	
E * Unit Price	146.1		
* Currency	USD V		
			Clear All Add to Cart
/acy Statement		Shop Requisitions Shopping Cart Home Logout Preferences	Help 2

- 3. Now you will need to add an additional line for each year
 - a. Item Description: Year 2: mm/dd/yyyy mm/dd/yyyy
 - b. Category: Copier.Lease
 - c. Quantity: 12
 - d. Unit of Measure: Months
 - e. Unit Price: 0
 - f. Supplier Name: Canon Financial Services
 - g. Supplier Site: A-CHICAGO
- 4. Click Add to Cart
- 5. After you have added Year 5, then you will click View Cart and Checkout



6. Your cart should be formatted as pictured below, if it is not, then please correct it before proceeding

Sho	pping Cart									
									<u>S</u> ave Ch	eckout
Lin	e Item Description	Special Info	Unit	Quantity	Price	Amount (USD)	Supplier	Supplier Site	Contract/Quote #	Delete
1	Canon ImageRUNNER IRC5535 and all accessories. Total Term=60 months 11/01/2019-10/31/2024 Commitment=9,000 B/W=0.03110 CLR=0.0420 Omnia pricing which is fixed for term and includes toner.: Year 1: 11/01/2019-10/31/2020		Months	12	146.1 USD	1753.20	CANON FINANCIAL SERVICES	A-CHICAGO		1
2	Year 2: 11/01/2020-10/31/2021		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		Î
3	Year 3: 11/01/2021-10/31/2022		Months	12	0 USD	0.00	Canon Financial Services	A-CHICAGO		1
4	Year 4: 11/01/2022-10/31/2023		Months	12	0 USD	0.00	Canon Financial Services	A-CHICAGO		1
5	Year 5: 11/01/2023-10/31/2024		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		1
	Total 1753.20									
Ret	im to Shopping								<u>S</u> ave Ch	eckout
F	Shop Requisitions Shopping Cart rivacy Statement	Home Log	out Prefe	rences Help				Copyriç	ht (c) 2006, Oracle. All ri	ghts reserved.

- 7. If correct, then select **Checkout**
- 8. On the Checkout: Requisition Information page you will need to enter the following
 - a. Order method: Print
 - b. Deliver To: The best POC for this order.
 - c. Building Room: ENTER THE PHYSICAL ADDRESS WHERE THE MACHINE WILL BE INSTALLED. Including the Building code & Room #
 - d. Requester's Phone #: ENTER THE FULL PHONE NUMBER
 - e. Requester's Email
 - f. Department Name

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* Requisition Description	Canon ImageRUNNER IRC5535 and all accessories. To	J
* Order Method	Print 🔄 🔍	
	Print	
* Deliver To	William Never - Purchasing	
* Building Room	801 5th Ave S 801FIN 200G	
* Requester's Phone #	205-934-4515	
* Requester's Email	williman.never@uab.edu	
* Department Name	University Purchasing ×	
Expiration Date		
* Do scanned documents exist?	N 🔄 🔍	
	No	

- 9. Billing
 - a. Enter the billing information as you would for any other requisition.
 - Note: The object code/expenditure type should be coded to 8609994 PRINT COPY SERVICES
- **10.** Once complete. Select **Next** until you've reached the **Checkout: Attachments and Notes** page
 - a. Click Add Attachment
 - b. From the Category drop-down, Select To Supplier
 - c. Select **Text** and then copy and paste the message below into the provided text box
 - "Notwithstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms and conditions in this purchase order which conflict with or vary from the terms contained in Contract FI-R-0251-18, dated 10/1/2018, between Canon Solutions America, Inc. and the County of DuPage and UC 210136, shall be deemed null and void."

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Descriptio	n	~	
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Catego	ry To Supplier		
s restricted.	Please use Optidoc for uploading support docum	ents. *****	ĸ
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ype O File O URL		Browse	
ype () File () URL () Text	Not withstanding any provision of this purchase	Browse	
ype O File O URL O Text	Not withstanding any provision of this purchase order to the	Browse	
Type O File O URL Text	Not withstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for	Browse	
Type ○ File ○ URL ● Text	Not withstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and	Browse	
ype ○ File ○ URL ● Text	Not withstanding any provision of this purchase order to the contrary, the use of this purchase order shall be for the Customer's administrative convenience only, and any terms	Browse	

- d. Click Apply
- **11.** Click **Next** and review the requisition. If everything is correct, then click **Submit** to submit your requisition for approval.