

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

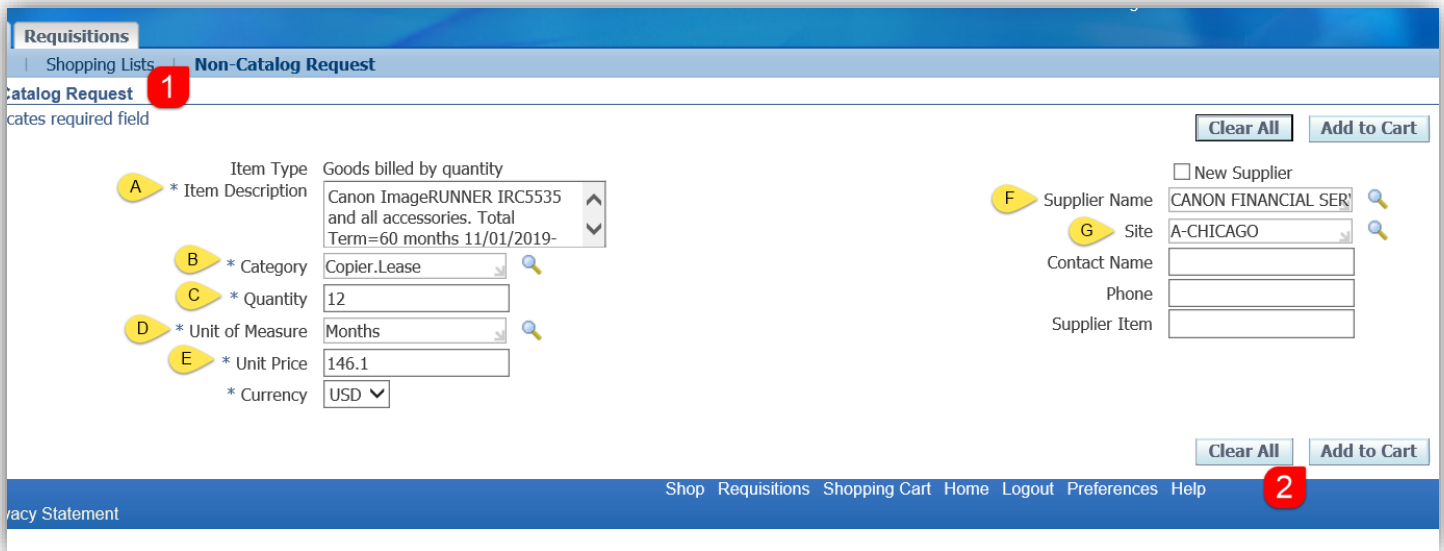
- a. **Item Description must be entered as follows** (All text in **purple** will need to be updated to reflect the machine you have selected and the terms/dates, all other verbiage **must** remain the same)

“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**

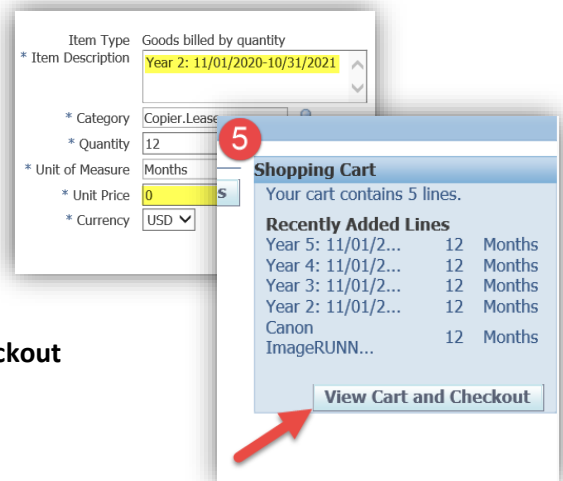


3. Now you will need to add an additional line for each year

- 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

Shopping Cart										
Line	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		
2	Year 2: 11/01/2020-10/31/2021		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		
3	Year 3: 11/01/2021-10/31/2022		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		
4	Year 4: 11/01/2022-10/31/2023		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		
5	Year 5: 11/01/2023-10/31/2024		Months	12	0 USD	0.00	CANON FINANCIAL SERVICES	A-CHICAGO		
<b>Total</b>						<b>1753.20</b>				

Return to Shopping

Shop Requisitions Shopping Cart Home Logout Preferences Help

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7. If correct, then select **Checkout**

8. On the Checkout: Requisition Information page you will need to enter the following

- Order method: **Print**
- Deliver To: **The best POC for this order.**
- Building Room: **ENTER THE PHYSICAL ADDRESS WHERE THE MACHINE WILL BE INSTALLED. Including the Building code & Room #**
- Requester's Phone #: **ENTER THE FULL PHONE NUMBER**
- Requester's Email
- Department Name

9. Billing

- 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

- Click **Add Attachment**
- From the Category drop-down, Select **To Supplier**
- 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."
- Click **Apply**

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