



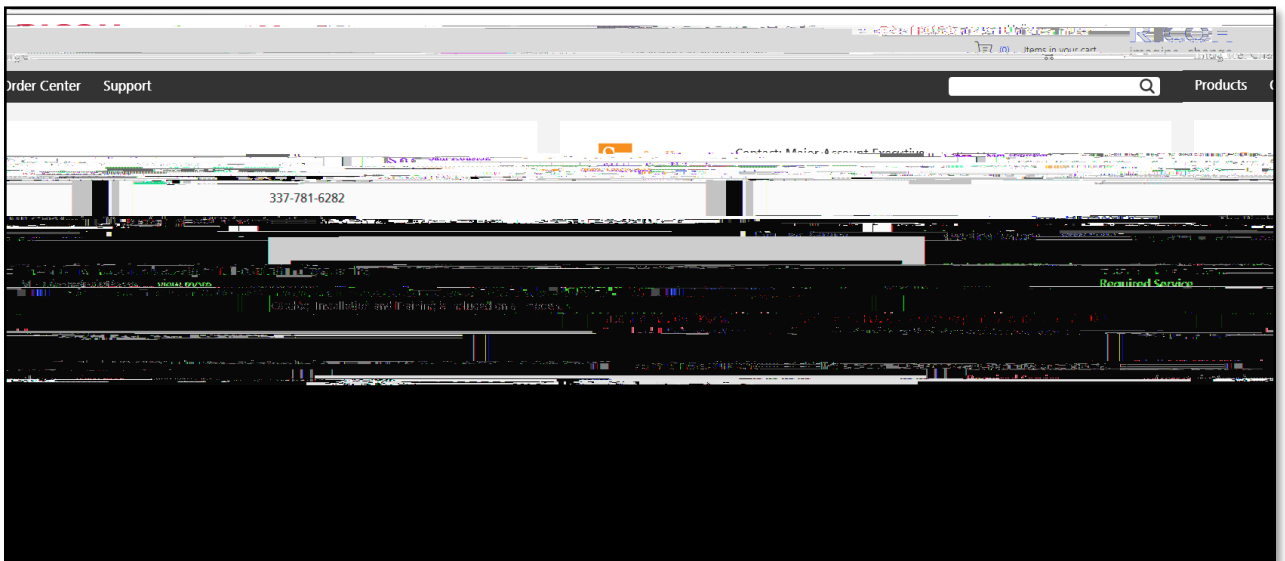
Placing Ricoh Punch Out Orders in BearKatBuy

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.

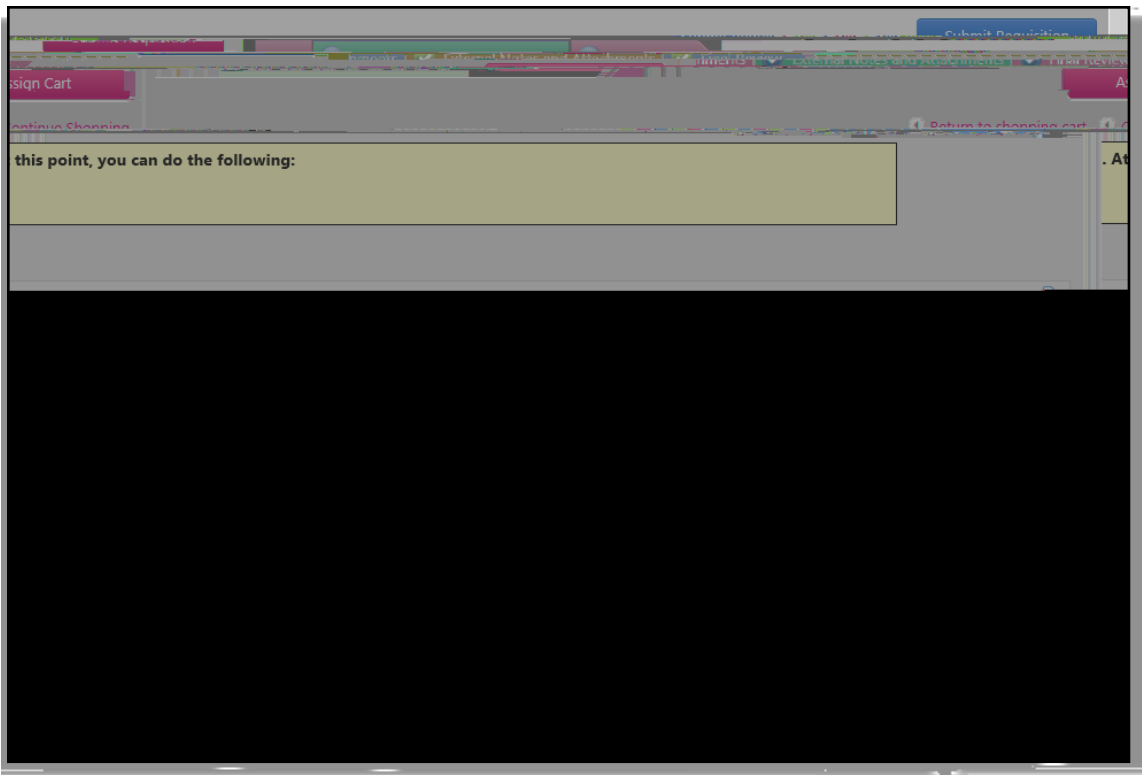


3. From here to view the equipment simply, click on the copier you would like to view under the Browse the Equipment Catalog heading on the left side of the screen.

4. This will bring you to a screen that shows the copier to be viewed along with the required

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.

12.



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.