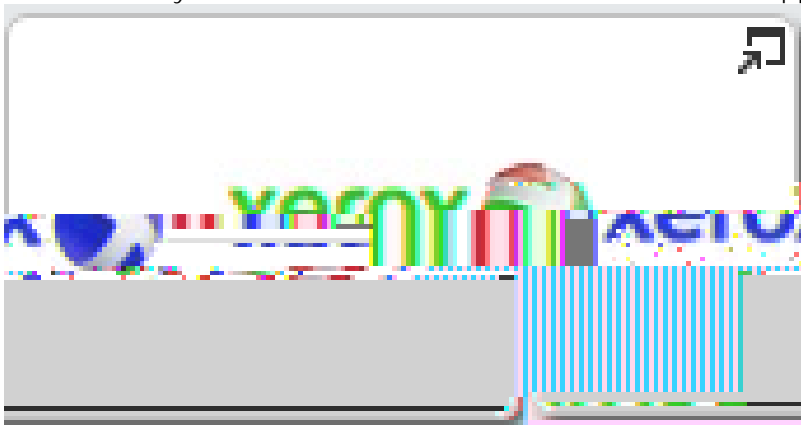




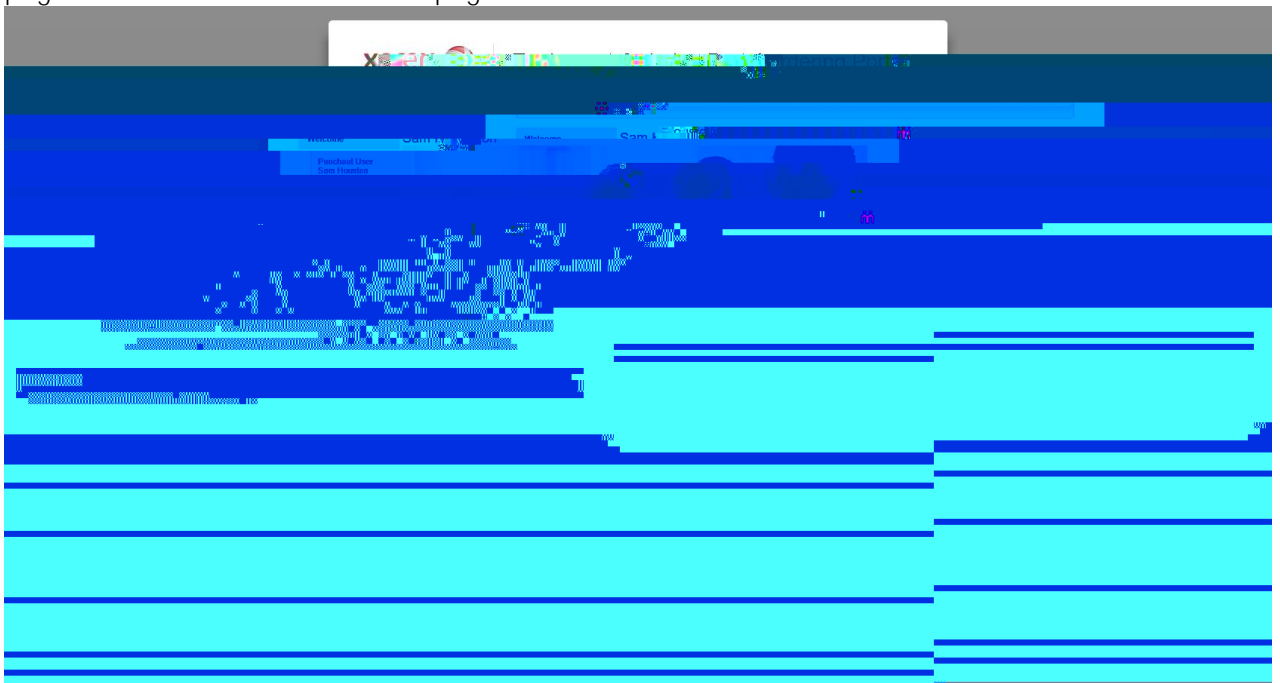
Placing Xerox Punch Out Orders in BearKatBuy

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.

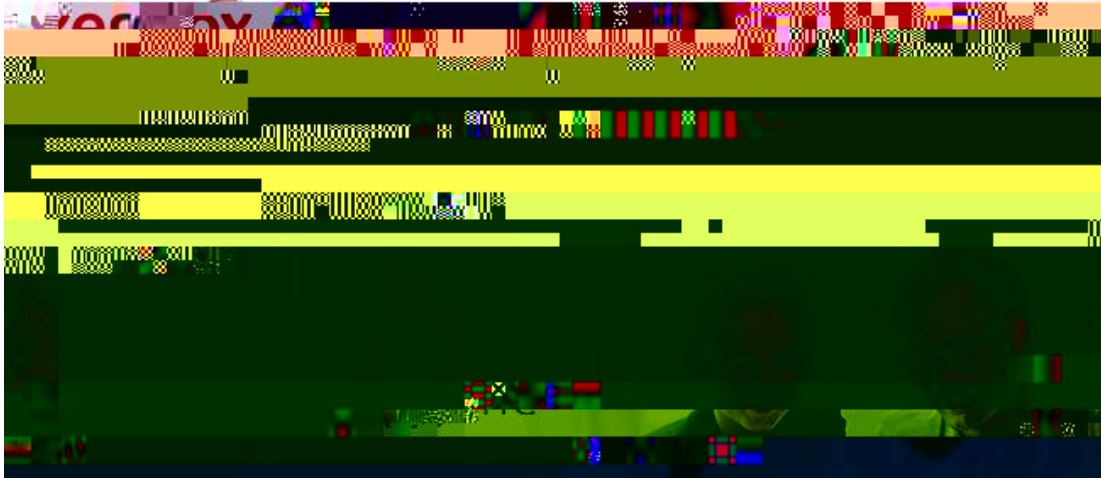
1. In BearKatBuy click on the Xerox tab under the Punchout Suppliers section.



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**

- 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.



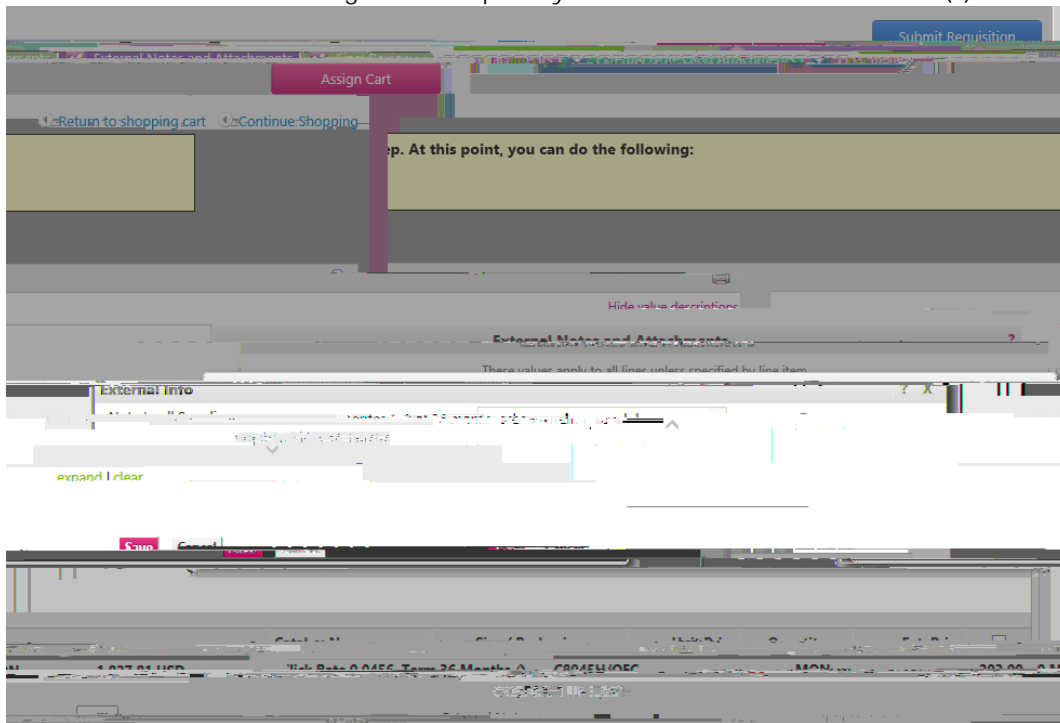
- Once you have selected which copier you would like to lease you will click on the monthly price amount to go to the Add to Cart Page.

1 Month Lease

\$ 203.09

10. 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.

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.