

Copier Lease Ordering Guide (New eVA)

Step 1: Contact a vendor(s) to learn more about the copiers and copier plans that are available. Below is the current contact information for all of the vendors on campus.

Virginia Business Systems (VBS)

Rick Lingon
804-545-6541
rlingon@vabs.net

Xerox Corporation

David Kellogg
540-998-2441
David.kellogg@xerox.com

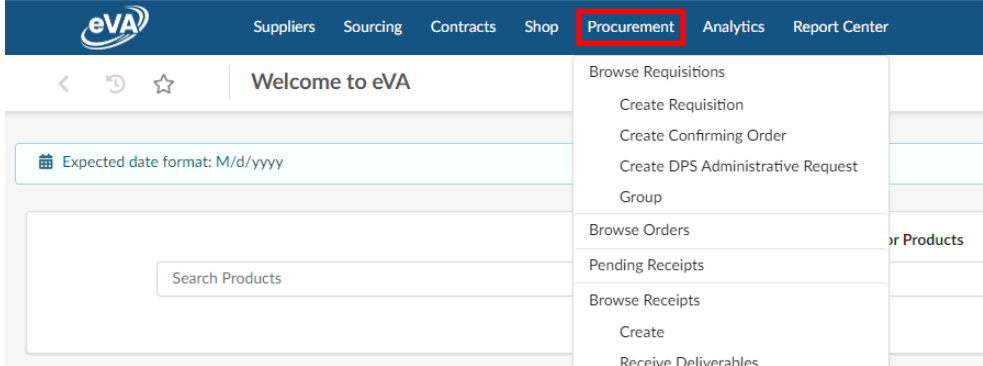
Ricoh USA

Thomas Ende
(443) 328-5824
thomas.ende@ricoh-usa.com

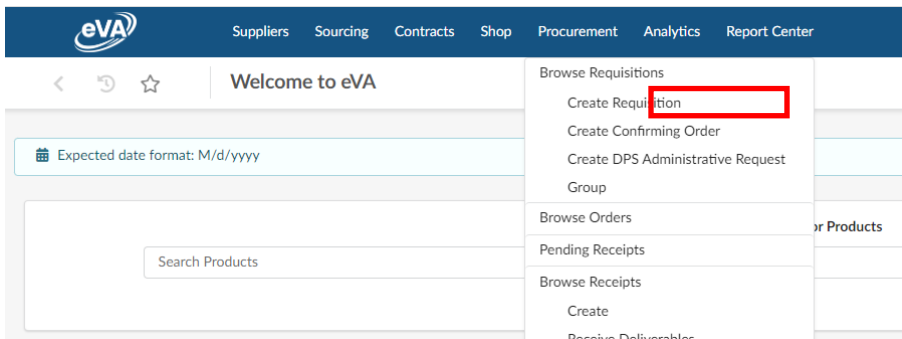
Step 2: The copier vendor(s) will provide you with a proposal(s) for the requested copier(s) and plan(s). Review the information and determine which proposal works best for your department.

Step 3: Once you have selected a proposal and are ready to place your order, login to eVA.

Step 4: Hover over “Procurement” at the top left of the page.



Step 5: Click “Create Requisition” from the drop-down menu.



Step 6: Complete initial order details on the “Create Requisition” page. Special Notes for copiers include:

- A. **Title:** Include Vendor Name, your Department Name, and the words “Copier Lease” in the title.
Title Example: Virginia Business Systems – 36 Month Copier Lease – Procurement Services.
- B. **PO Category:** Select “R01”
- C. **Procurement Transaction Type:** Select the “Equipment – Non-Technology.”
- D. The Reference number, Header Field 1, and Header Field 2 do not need to be completed.
- E. Click the “Next” Button once the necessary fields are completed.

The screenshot shows the 'Create Requisition' page. At the top, there are navigation icons (back, refresh, star) and the page title 'Create Requisition'. Below this is a light blue banner with the text 'Fields marked by an asterisk * are mandatory'. The main form area is titled 'Header' and contains the following fields:

- Name***: Virginia Business Systems-36 Month Copier Lease -Department Name
- Organization***: A216-JMU Purchasing
- Type**: Purchase
- PO Category***: R01 - Routine
- Requester***: Fleming Adam
- Reference Number**: (empty)
- Procurement Transaction Type***: Equipment - Non-Technology
- Header Field 1**: (empty)
- Header Field 2**: (empty)
- Status**: Draft

At the bottom of the form, there are two checkboxes: 'Create Blanket Purchase Order' and 'Bypass Integration?'. A blue button labeled 'Workflow Preview & Ad hoc' is located to the right of the 'Status' field.

Step 7: In the “Comment” section to the right cite the contract you are using. Once the contract is cited in the comment section click save at the top. See below the contract numbers.

Virginia Business Systems- VA-191121-VBS
Ricoh- VA-191121-RICO
Xerox- VA-191121-XERX

This screenshot shows the same 'Create Requisition' form as in Step 6, but with the 'Comment' section on the right side expanded. The 'Comment' section has a text input field and a 'Comment' label with an information icon. A large red arrow points upwards towards the comment input field. The rest of the form fields and the 'Workflow Preview & Ad hoc' button are visible on the left side of the screen.

Step 8: On the following screen your “Ship to” address should already be correct. If your “Ship To” address is not correct, you can change it by selecting the drop-down menu and selecting or searching for your address. The “Bill To” address will remain the same.

Ship to	Bill To
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Ship to* <div style="border: 1px solid #ccc; padding: 2px;"> JMU - Procurement Services 752 Ott Street Harrisonburg </div> </div> <p style="text-align: right;"> JMU - Procurement Services 752 Ott Street Wine Price, 1st FL RM 1023, MSC 5720 Harrisonburg Virginia 22807 UNITED STATES (540) 568-3145 </p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Bill To* <div style="border: 1px solid #ccc; padding: 2px;"> JMU - Accounts Payable MSC 5712 1031 South Main Street Mass Hall Harrisonburg </div> </div> <p style="text-align: right;"> JMU - Accounts Payable MSC 5712 1031 South Main Street Mass Hall Tax Exempt #: 208069909-8 Harrisonburg Virginia 22807 UNITED STATES 540-568-7397 acctspayable@jmu.edu </p>

Step 9: Scroll down the “Items & Services” section. Click add item.

Item Details 🗖️ 🗑️ ✕

Save
Save & Close
Close

<p>Item Description</p> <p>Product Type* Product</p> <p>Order Item Tag Item Type</p> <p>Short Description</p> <p>Detailed Description* Refer to Attachment A for details about what should be included in this description.</p> <p>Order Qty* 36.00000 Ea.</p> <p>Commodity*</p> <p>Delivery Date</p>	<p>Estimate Costs</p> <p>Unit Price 212.60 USD</p> <p>Deliver To</p> <p>Deliver To Adam Fleming</p>
<p>Suggested Supplier</p> <p>Supplier Virginia Business Systems - Richmond</p> <p>Fulfillment Supplier ⓘ Virginia Business Systems - Richmond</p>	<p>Ship to</p> <p>Ship to JMU - Procurement (Wine Price) MSC 5720 Harrisonburg</p> <p>JMU - Procurement (Wine Price) MSC 5720</p>

In the “Item Description” fill out the following fields:

- A. **Detailed Description:** This is where the proposal from the vendor will be referenced. It is important to note the make and model of the machine, the maintenance/copies per month plan, and what is included in the services. (See above picture for an example)
- B. **Order Qty:** This will be for as many months as the lease is for (e.g. 36, 48, or 60).
- C. **Commodity Code:** Select the 60072 Multi-Function Office Machines” Commodity Code.
- D. **Supplier:** Look up the Supplier name. See examples below what the suppliers will be listed as.
 Virginia Business Systems- Edwards Business Machines Inc (E4421)
 Ricoh- Ricoh USA Inc
 Xerox- Xerox Corporation
- E. **Fulfillment Supplier:** This line will automatically populate once you select your supplier.
- F. **Unit Price:** The monthly cost for the copier lease will go here.
- G. **Deliver To:** Put your name here. Click Save & Close.

Step 10: To add an attachment click “New Document”. On the next screen click “Supplier Document”. Title your attachment in the “Documentation” field. In the “Information” tab, attach the quote provided to you for the copier lease here. Click Save and Close. See below screenshot.

Step 11: After entering the item and attachment click the pencil to edit the item you just entered. Scroll down to “Allocations” and edit the following fields.

- A. Fiscal Year: Select current Fiscal Year.
- B. Department: Select your Department.
- C. Account: Select Account Code “153400- Equip Rentals”
- D. Click Save & Close.

%	Amount	Allocations Quantity	Fiscal Year*	Cost center	Department	Acc. Cross Reference	Account*	Organization*
100.00 %	7,632.0...	36.00000	2023 - eVA-Wide Legal		100222- Procurement		153400- Equip Rentals	A216- JMU Purchasing

Step 12: Submit the order by clicking the “Submit for Approval” button at the top of the Requisition page.

The screenshot shows a web-based procurement system interface. At the top, there is a navigation bar with several buttons: 'Save', 'Close', 'Save & Close', 'Submit for Approval' (highlighted with a red box), '<< Back to Catalog', 'Reset Allocations', 'Create Solicitation', and 'Other Actions'. Below the navigation bar, there is a header section with the following fields:

- Name***: Virginia Business Systems-36 Month Copier Lease -Department Name
- Organization***: A216-JMU Purchasing
- Type**: Purchase
- PO Category***: R01 - Routine
- Requester***: Fleming, Adam
- Reference Number**: (empty)
- Procurement Transaction Type***: Equipment - Non-Technology
- Header Field 1**: (empty)
- Header Field 2**: (empty)
- Status**: Draft

On the right side of the form, there is a 'Ship to' section with the following address:

JMU - Procurement (Wine Price)
MSC 5720
Wine Price Building, 1st Floor - 752 Ott. St.
Harrisonburg, Virginia 22807
UNITED STATES

At the bottom of the form, there are two checkboxes: 'Create Blanket Purchase Order' and 'Bypass Integration?'. A 'Workflow Preview & Ad hoc' button is also visible.

Step 13: Once the order has been approved and processed, create a formal pickup letter for the copier to be removed when the new copier is delivered (if applicable). See Attachment B for the pickup letter template. **Please note that if you are changing vendors, you will have to coordinate with each vendor about the new copier delivery and for the old copier pickup.*

Step 14: Email a copy of the purchase order, pickup letter (if applicable), and other needed documents such as a Credit Card Authorization Form or Hard Drive Form to the Vendor Representative (Rep details under Step 1) and to the JMU Procurement Services Office (askeva@jmu.edu).

*****FOR ANY QUESTIONS ABOUT THIS PROCESS, PLEASE CONTACT
ADAM FLEMING IN PROCUREMENT SERVICES AT FLEMINAS@JMU.EDU OR 8-4280*****

ATTACHMENT A

Non-Catalog Orders – Full Description Examples for Leased Copiers

Important Items to Include

- *Lease terms:* 12 – 60 month options are available.
- *Make and Model of Copier:* For both new orders and renewals.
- *Copier Serial Number and Copier ID Number:* Both numbers are needed for units being picked up and for any copier lease renewals.
- *Maintenance Plan:* Note the number of copies included per month or if it is a pay per copy plan.
- *Copy Overages:* Note the overage price for any B&W copies and Color copies (if applicable).
- *Service Plan:* Note the service plan as referred to on proposal. This includes all services, supplies, and maintenance. This is standard for all of the utilized copier contracts. If language is not included on the proposal, the wording from the example below may be used.
- *Proposal:* Refer to the vendor representative and the proposal provided.

New Copier Lease Order w/ Copier Pickup Example

Furnish, deliver, install, and provide training for a new _____ (*Copier Make & Model*). _____ (*Term*) month lease includes _____ (*Maintenance Plan/Copies included per month*). Overages are \$0.--- per B&W copy and \$0.--- per Color copy. Service includes all equipment service/maintenance, and supply costs (except paper). This order includes the pickup of expired unit, Serial # _____, Copier ID# _____. The proposal provided by _____ (*Vendor Representative Name*) of _____ (*Vendor Name*) is attached.

Completed Example:

Furnish, deliver, install, and provide training for a new Ricoh Aficio MP 9002SP Black/White Multifunctional device. 36 Month Lease includes 55,000 B&W copies per month, overages are \$0.004. Service includes all parts, labor, toner, and staples. This order includes the pickup of expired unit, Serial #AOXX110157XX, Copier ID #X5555. The proposal provided by Jesse Warf of Ricoh is attached.

Copier Lease Renewal Order Example

12 Month Lease Renewal for _____ (*Copier Make & Model*), Serial # _____, Copier ID # _____. The renewal will begin on _____ (*start date*) and extend until _____ (*end date*). Monthly price of \$---.-- includes _____ (*# of copies*) copies per month. Overages are billed at \$0.--- per copy. Renewal proposal from _____ (*Vendor Representative Name*) of _____ (*Vendor Name*) is attached.

Completed Example:

12 Month Lease Renewal for Konica Minolta Bizhub 601, Serial #AOXX110157XX, Copier ID#X5555. The renewal will begin on April 1, 2016 and extend until March 30, 2017. Monthly price of \$175.50 includes 10,000 B&W copies per month. Overages are billed at \$0.009 per copy. Renewal proposal from Rick Lingon of Virginia Business Systems is attached

ATTACHMENT B

Formal Copier Pickup Letter

To use, click on a vendor template from the box below. Update all of the highlighted sections with the applicable information, please note that the template may need further editing if you are switching vendors. This must be submitted to the appropriate vendor for your expired copier to be picked up.



DATE

VENDOR REPRESENTATIVE NAME
VENDOR NAME
VENDOR STREET ADDRESS
VENDOR CITY, STATE & ZIP

Edit templates where highlighted and as needed to meet your needs *(you may need to specify a pickup date if not getting a new unit from the same vendor)*:

- [VBS Template](#)
- [Xerox Template](#)
- [Ricoh Template](#)

Dear **VENDOR REPRESENTATIVE NAME**:

Our records indicate a lease agreement between James Madison University and **VENDOR NAME** is expired for the following copier:

- Model #:** Enter Copier Make & Model
- Serial #:** Enter Copier Serial #
- Copier ID #:** Enter Copier ID #
- PCO/DO #:** Enter PCO/DO #
- Location:** Enter Copier Location – including street address and room number

The copier in question shall be picked up by **VENDOR NAME** when the new copier is delivered (**NEW DO#**). JMU agrees to pay for any remaining payments left on this lease agreement, provided they are accurate and received in a timely manner. Should you have any questions, please contact me immediately at 540-568-xxxx or **YOUR EMAIL**@jmu.edu.

Thank you in advance for your cooperation.

Sincerely,

YOUR NAME
YOUR DEPARTMENT
James Madison University

ATTACHMENT C

Copier Payments

All copier leases are charged to a departmental SPCC utilizing Automatic Payments. To authorize payment to your SPCC, please follow the instructions for your vendor as noted below. Please note that you do not need to create eVA orders to reconcile your monthly charges, you will just continue to use your original order number which has all of the monthly lease terms specified.

****Special Note:** DO NOT submit your full credit card number on any forms via mail, email, or fax. If requested, provide the last 4 digits of your SPCC number. Each vendor is aware of this requirement as noted. You may provide the full credit card number over the phone.*

Virginia Business Systems (VBS)

To set up automatic payments for Virginia Business Systems complete the [Credit Card Authorization Form for VBS](#) and email it to the VBS Account Executive, Rick Lingon (rlingon@vabs.net). **Please remember not to fill in your credit card number on this form.** Rick will provide the form to the leasing agency, Great America. The leasing agency will then email you to let you know you can call them to provide your SPCC information. Please note that emails received from Great America end in @accountservicing.com. After you receive the email from Great America, you will call them at 1-866-803-2661 and talk to Sandi Conklin, Tracy Curtis, or Robby Mochal to provide your SPCC number. If you have any questions, you may contact Rick at 804-545-6541 or rlingon@vabs.net. For new orders and renewals, Great America will not contact you until your new copier has been installed or until your renewal has begun. This process should enable you to receive mailed invoices prior to your SPCC being charged (you will also get an email receipt after your SPCC is charged).

Xerox Corporation

To set up automatic payments for Xerox Corporation, you will need to complete the Credit Card Authorization Form (will be given to you from Xerox) and fax it to 585-423-4120. **Please remember to only include the last 4 digits of your SPCC number on this form.** Once you fax the form, you will call the leasing company, Rochester Billing Operations Rochester at 1-800-772-6150, prompt 4 to provide your full credit card number. If you have any questions, you may contact David Kellogg at 540-998-2441 or David.kellogg@xerox.com. This process should enable you to have your monthly invoices/receipt emailed to you.

Ricoh USA

To set up automatic payments for Ricoh USA, you will need to complete the [Credit Card Authorization Form for Ricoh](#) and email it to macrcp@ricoh-usa.com. **Please remember to only include the last 4 digits of your SPCC number on this form.** Once this form is submitted, you will follow-up with a phone call to the M.A.R.C. Administration Ricoh team as noted on the form to provide your full credit card number. If you have any questions about this form, you may contact the Ricoh Account Executive, Thomas Ende at 443-328-5824 or Thomas.ende@ricoh-usa.com. Despite the automatic payments, monthly invoices/receipts will be mailed to your department after the charge to your SPCC.

ATTACHMENT D

Copier Leasing Frequently Asked Questions

Question: How do I know which vendors and copiers are available to use?

Answer: JMU uses the Virginia Technologies Agency (VITA) contract for all leased copiers at JMU. The contracted campus copier vendors and contact information is below.

Virginia Business Systems (VBS)

Rick Lingon
804-545-6541
rlingon@vabs.net

Xerox Corporation

David Kellogg
540-998-2441
David.kellogg@xerox.com

Ricoh USA

Thomas Ende
443-328-5824
Thomas.ende@ricoh-usa.com

Question: What lease length should I choose?

Answer: Copiers may be leased from 12 to 60 months. A standard copier lease is 36 months. Pricing varies based on the lease term selected.

Question: Are there any IT requirements I need to know?

Answer: Yes. Copiers containing an internal hard drive must have an encryption/overwrite security feature included on the machine to prevent confidential information from potentially leaving the university. Please ask your copier representative if the machine being ordered includes this feature and for cost information if you need to order it with your machine.

Question: What is included in my copier lease agreement?

Answer: All copier maintenance and supplies (except paper) are included in the lease agreement. *SPECIAL NOTE:* Our campus frequently receives calls from vendors about ordering toner. Please do not provide any information to a vendor about your copier or toner needs. Your copier vendor will already have this information and toner is included in the monthly cost of your lease.

Question: How do I cancel an existing lease agreement?

Answer: You may not be able to terminate an existing lease agreement. Contact Adam Fleming in Procurement at fleminas@jmu.edu or 8-4280 with the reason you want to cancel the existing agreement. Adam will work with you to determine if your copier lease is eligible for termination.

Question: How do I get my old/expired copier picked up?

Answer: Departments must issue a formal pickup letter to their copier vendor for the removal of an existing copier. Please refer to Step 14 and Attachment C for more details.

Question: How do I know when my copier lease expires?

Answer: Your copier lease begins on the day it is delivered/installed and the lease terms should be outlined on your purchase order (12 – 60 months). Procurement will also track leased copiers on campus. You may contact Adam Fleming at fleminas@jmu.edu or 8-4280 if you do not have your lease expiration information. Procurement will also send an expiration notice to each department several weeks before the copier lease expires.

Question: What should we do with our leased copier if our department moves locations?

Answer: Departments are expected to contact their leased copier vendor to arrange for the copier to be moved by the vendor. There is a fee for this service. The vendor will provide a quote for this service which then can be used to place a non-catalog eVA order.
SPECIAL NOTE: Departments are not to move their own leased copiers as it is not university-owned equipment. Departments will be held liable for any damages caused to the equipment if they are to move it themselves.

*****IMPORTANT DELIVERY NOTE*****

When receiving your copier, immediately verify the model number and serial number against your paperwork. Be sure to ask the delivery person where the serial number is located on the copier. Note this information for future reference.

ATTACHMENT E

Copier Payment Log

Below is a copier payment log template. If you would like to track your copier payments, you may copy and paste the information below into a Word document and edit it as needed or click [here](#) for the template document.

COPIER PAYMENT LOG

Department: _____

Vendor Name: _____ Lease Contract #: _____

Contract Period: _____ Purchase Order#: _____

Make & Model: _____ Copier Serial #: _____

Monthly Payment: _____ Overage Rate: _____

Payment #	Post Date	Payment Amount:	Overage Cost (if applicable):
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			