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TechBuy Guidelines for Entering Requisitions for New Copiers:

The following guidelines are intended to assist individuals entering requisitions for copier leases in TechBuy. The Strategic Acquisitions Department has made every effort to ensure that the guidelines are in compliance with the University’s Operating Policies and Procedures. However, in the event of a conflict between these guidelines and the OPs, the OPs shall prevail.

NOTE:

All multi-function devices must be approved by the IT department. The TechBuy contract models for Ricoh and Xerox copiers have been pre-approved, and only pre-approved models can be leased. It is advised that departments compare pricing and copier functions among contracted vendors in order to find the best value that meets the department’s requirements. The TTU contracted vendors include:

- Benchmark Business Solutions,
- All Star Business Concepts Tascosa Office Machines,
- Ricoh USA.

DEFINITIONS:

Lease – A lease cannot be canceled prior to the end of the term of the lease agreement, usually 36 or 48 months. No extensions are allowed on leases without a written exception. The department shall encumber funds upon execution of the lease agreement, and a new encumbrance requisition will be required each fiscal year. The vendors must provide a quote from the contracted vendor and should attach the quote to the requisition.

Account Code – All copiers should be coded **7G0013** – *RL Rental Copier & Related Charges.*

Benchmark Business Solutions

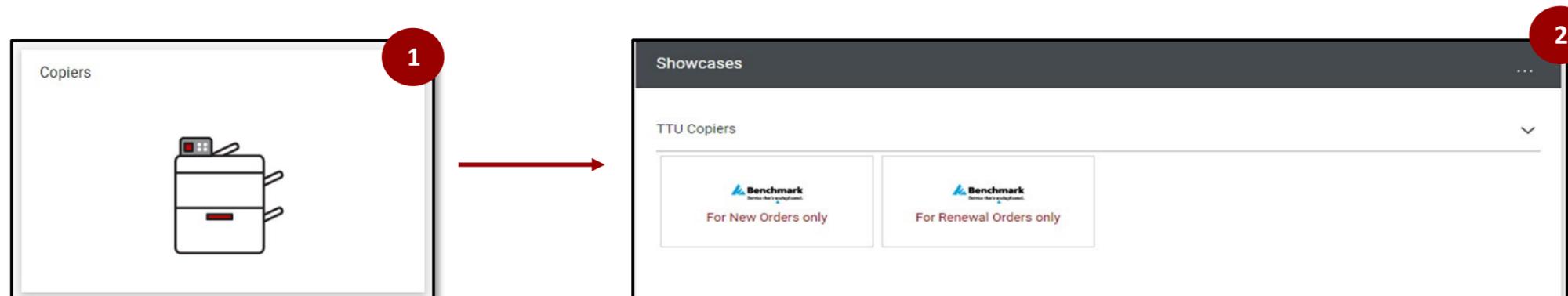
***Note: ALL copiers ordered through Benchmark Business Solutions must be created using the Hosted Catalog feature using information that can be found on the given quote.**

Contacts:

Renee Payne – (806) 776-3130 ext. 82135, rpayne@visualedgeit.com

Bobby Brown – (806) 776-3130 ext. 82125, bbrown@visualedgeit.com

1. From the TechBuy Shopping home page, click the “Copiers” tab to open the TTU Copiers page.
2. In the “Showcases” section, find the Benchmark logo and be sure to select, “FOR NEW ORDERS ONLY”.



Benchmark Business Solutions

- Input the part number for the first copier (including the lease terms) as it appears on the quote into the search bar and search for the part.

Notes: **Pricing for TechBuy** *Staples Included *Pricing fixed for term *2 Clicks apply for 11x17 prints

Part Number	Price
C8145/H2-36 Month Lease	\$190.58
C81xx Office Finisher-36 Month Lease	\$20.91
C81xx 2/3 Hole Punch For Office Finisher-36 Month Lease	\$8.86
-	
-	

Part Number	Price Per Copy
C81xx CPC Color	\$0.0056
C81xx CPC B&W	\$0.0456

Search bar: C8145/H2-36 Month Lease

- From the Search Results, add the number of months to be encumbered for the **CURRENT** fiscal year and select “Add To Cart”. For Example, if there are 7 months left in the fiscal year, you will enter 7. *Do not enter the amount for the full term of the lease.*

- In the search bar at the top of the screen, repeat steps 3 and 4 for each additional copier and/or color and black and white copy charges on the provided quote.

Search Results: 1

36 month C8145/H2
from Benchmark Business Solutions Inc

Part Number
C8145/H2-36 month lease

190.58 USD

7 Add To Cart

Search Results: 1

36 month B/C81xx Office Finisher
from Benchmark Business Solutions Inc

Part Number
C81xx OfficeFinisher-36 month lease

20.91 USD

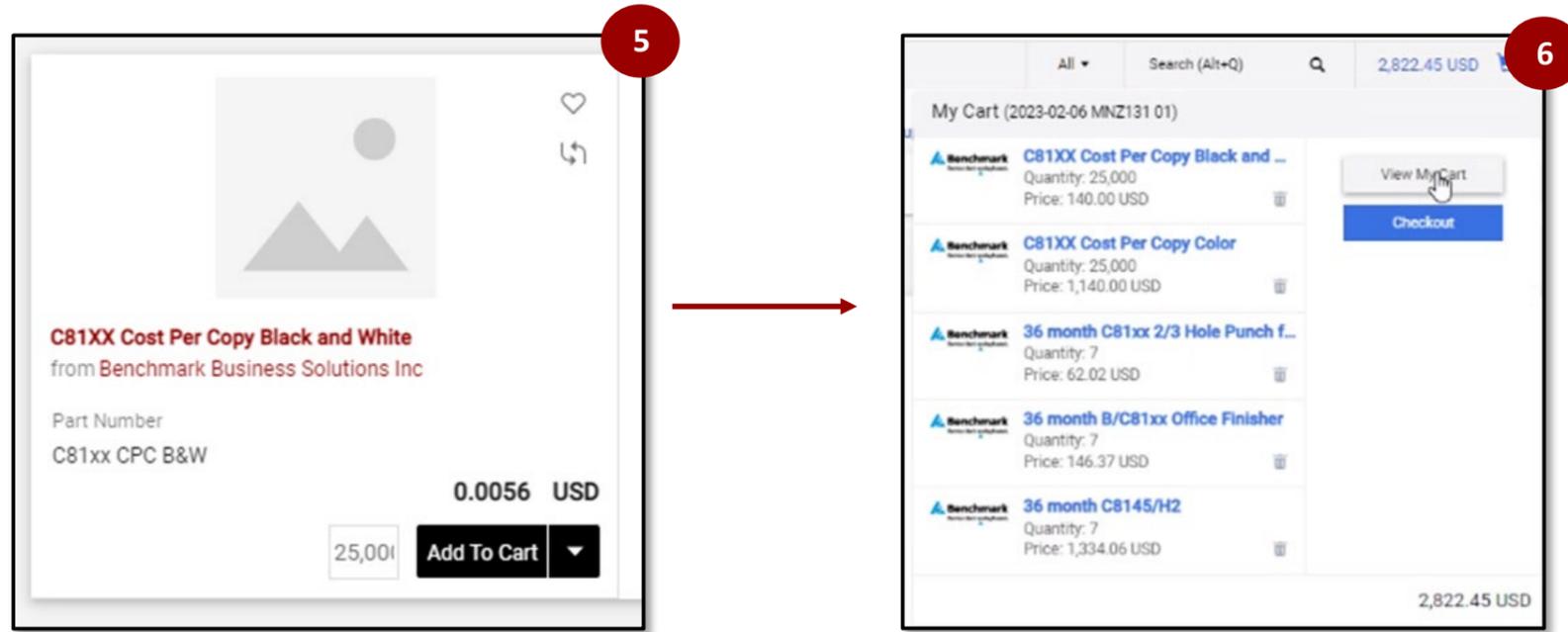
7 Add To Cart

***NOTE:** When you are entering the quantity of color/B&W copies to be included, enter the estimated amount needed for the entire fiscal year based on the department’s previous year number and any future needs. For example, if you estimate the department used 20,000 B&W copies in the previous year but will need 25,000 B&W for the upcoming fiscal year, the preparer will enter 25,000 in the box. Because this is an estimate, if the department requires additional copies, a change request is required.

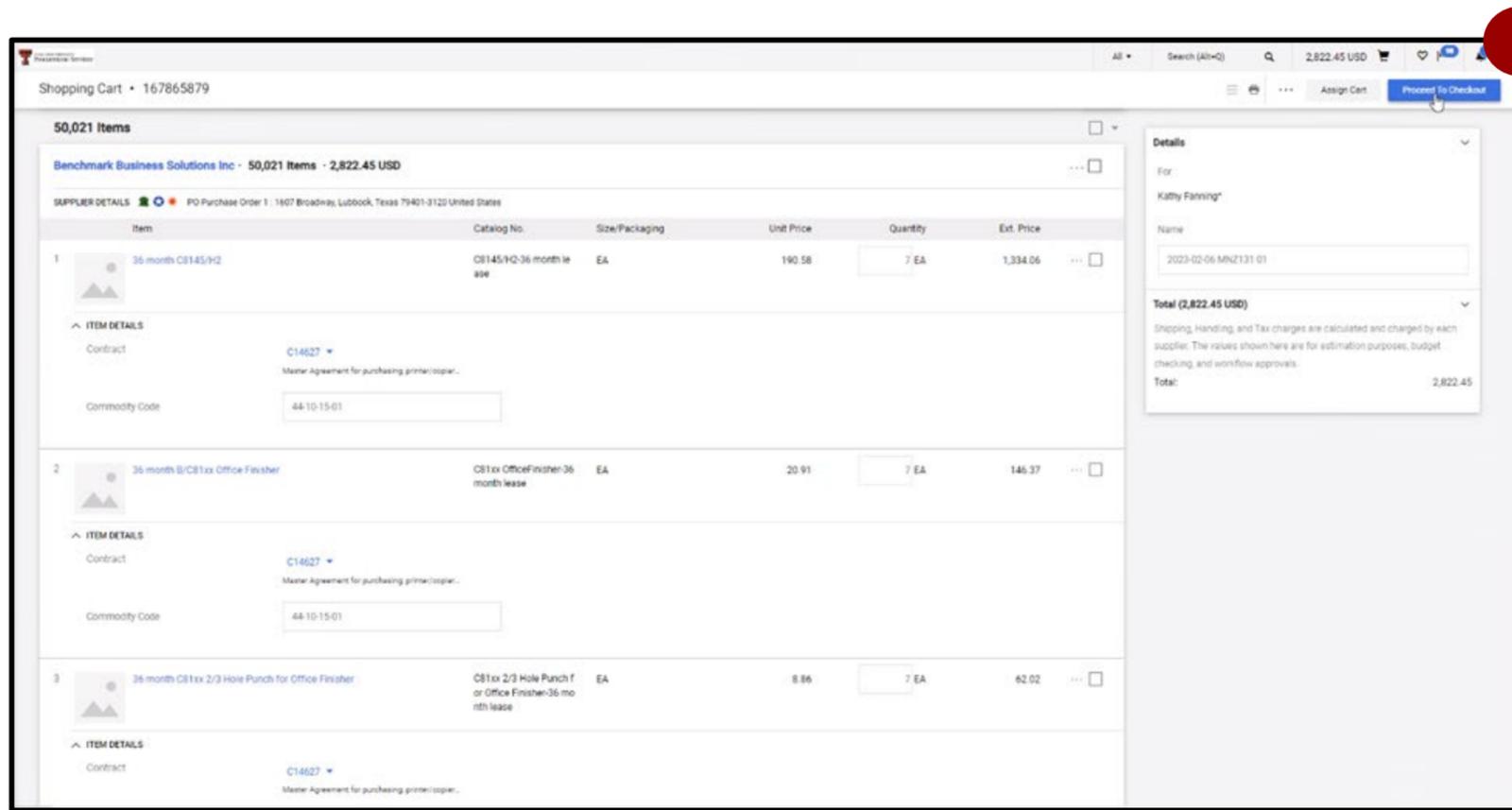
IT IS IMPORTANT TO ADJUST THE NUMBER ANNUALLY AND THE DEPARTMENT MUST ALWAYS USE, AT A MINIMUM, THE NUMBER OF COPIES MADE IN THE PREVIOUS YEAR.

Benchmark Business Solutions

6. Select “View My Cart” and ensure that all of the information is correct.



7. Select “Proceed to Checkout”



8. Input the required information and follow standard processing procedures for creating a requisition. Use the current date for the accounting date and submit the requisition.

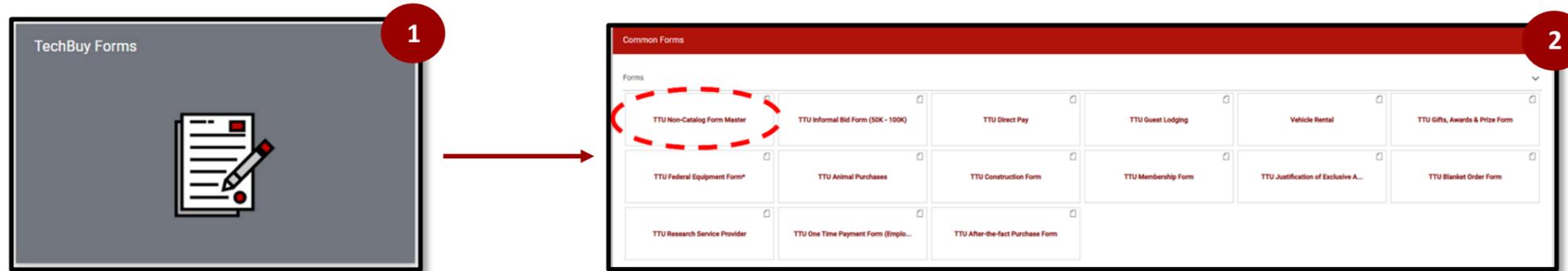
All Star Business Concepts and Tascosa Office Machines

***Note: ALL copiers ordered through All Star Business Concepts Tascosa Office Machines must be created using a TTU Non-Catalog Form using information that can be found on the given quote.**

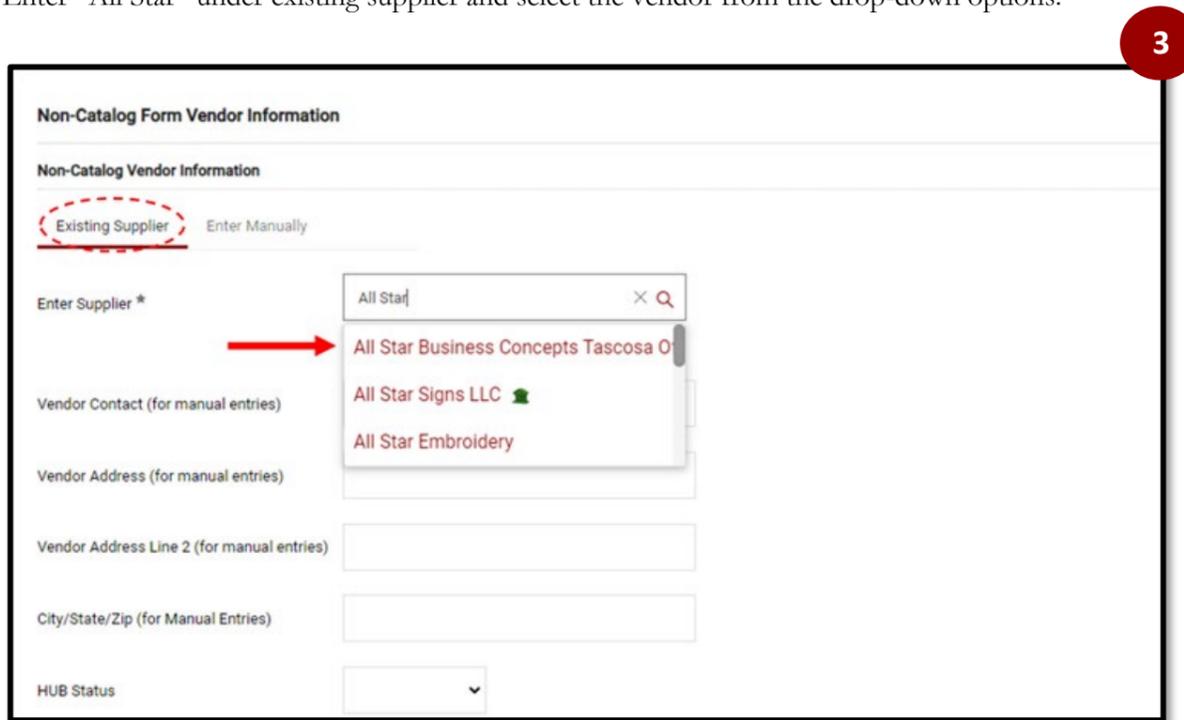
Contact:

Ruston Popejoy – (806) 252-5720, rupopejoy@ytom.com

1. From the TechBuy Shopping home page, click the “TechBuy Forms” tab.
2. In the “Common Forms” section, find and select the form labeled “TTU Non-Catalog Form Master”.



3. Enter “All Star” under existing supplier and select the vendor from the drop-down options.



4. Complete the General Information section using the information from the given quote and select “Add To Cart”.
 - Purchase Category – “Copiers”
 - Packaging – Always “1”
 - Quantity – Input the number of months to be encumbered for the CURRENT fiscal year. For example, if there are 6 months left in the fiscal year, you will enter 6. **Do not enter the amount for the full term of the lease.**
 - Unit Price – Found on quote based on lease term.
 - Product Description – Found on quote. Add all “Copier Configuration” information listed.

All Star Business Concepts and Tascosa Office Machines

5. Repeat steps 1-3 to add a new line item for the black and white/color copy charges.

The image displays two screenshots of the AllStar system interface, illustrating the process of configuring a copier line item and adding a new line item for copy charges.

Screenshot 4 (Left): Shows the configuration for a copier line item. The "Copier Configuration" section includes:

- ImageRUNNER ADVANCE DX 8700/ 8750/ 8760
- ImageRUNNER ADVANCE 8760 Speed License
- Staple Finisher-A1
- Paper Deck Unit-E1
- Utility Tray-B1

 The "Retail" price is \$48,199.00. The "Quantity" is 6, and the "Unit Price" is 435.48. The "Product Description" field contains: "Image Runner ADVANCE DX 8700/8750/8760 Image Runner ADVANCE 8760 SPEED LICENSE: STAPLE FINISHER-A1 PAPER DECK UNIT E1 UTILITY TRAY B1".

Screenshot 5 (Right): Shows the configuration after adding a new line item for copy charges. The "Quantity" is 25,000, and the "Unit Price" is \$0.0040. The "Product Description" field contains: "All Copies will be billed at \$0.0040 per black and copy. Includes all toner, drums, parts and labor."

Once complete, select "Add To Cart".

*NOTE: If color copies are included, repeat step 5 to add a third line item.

6. Select "Proceed to Check Out". Input the required information and follow standard processing procedures for creating a requisition. Use the current date for the accounting date.

7. Attach the given quote to the internal attachments. Add a note in the internal notes that states, "NEW MACHINE".

8. Submit Requisition.

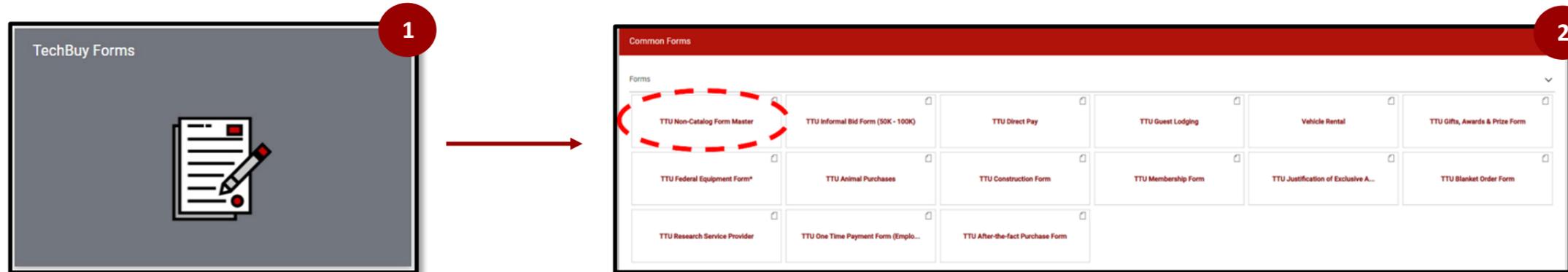
Ricoh USA Inc. – 168320035

***Note: ALL copiers ordered through Ricoh USA Inc. must be created using a TTU Non-Catalog Form using information that can be found on the given quote.**

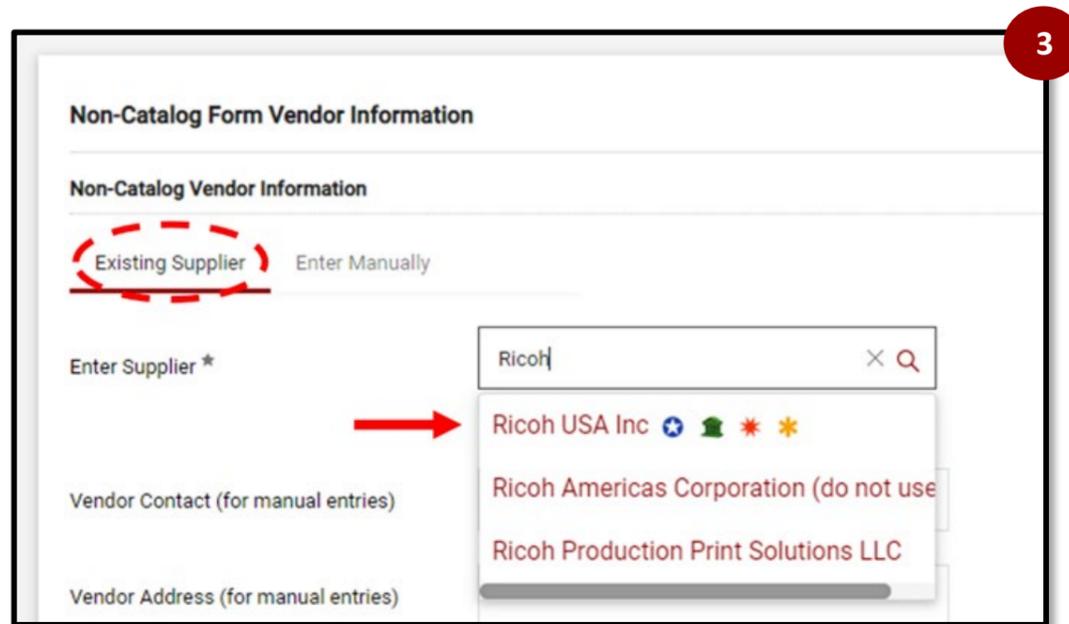
Contact:

Bryan Vallance – (806) 353-8611, bryan.vallance@ricoh-usa.com

1. From the TechBuy Shopping home page, click the “TechBuy Forms” tab.
2. In the “Common Forms” section, find and select the form labeled “TTU Non-Catalog Form Master”.



3. Enter “Ricoh” under existing supplier and select the vendor from the drop-down options.



4. Complete the General Information section using the information from the given quote and select “Add to Cart”.
 - Purchase Category – “Copiers”
 - Packaging – Always “1”
 - Quantity - Input the number of months to be encumbered for the CURRENT fiscal year. For example, if there are 12 months left in the fiscal year, you will enter 12. **Do not enter the amount for the full term of the lease.**

Ricoh USA Inc. – 168320035

5. Repeat steps 1-3 to add a new line item for the black & white/color copy charges.

*NOTE(s):

- It is acceptable for black & white/color copies to be together in one line item.
- Ricoh charges a fixed monthly rate for copies, not individually. When selecting “Quantity”, input the number of months to be encumbered for the CURRENT fiscal year. For example, if there are 12 months left in the fiscal year, you will enter 12. **Do not enter the amount for the full term of the lease.**

Once complete, select “Add to Cart”.

4

Summary of Current Statistics and Cost

Location	Machine	Current Payment	AMV	Click Rate	Click Payments	TOTAL
TTU Department	MP3055	\$76.18				\$76.18
C8195804		\$ -				\$ -
Imaging	BW Imaging			\$ 23.40	\$ 23.40	\$ 23.40
				\$ -	\$ -	\$ -
MONTHLY TOTALS						\$ 99.58

Ricoh's Proposed Statistics and Cost
-Gold Level Service: toner, parts, labor, staples
48 Month TEX DIR CPO4435 Contract
RICOH - LLL
imagine. change.

Non Catalog Order DIR Contract

Location	Machine	Proposed Payment	Monthly Allowance	click Rate	Click Payment	TOTAL
TTU Department	IM2500 - finisher, bridge, punch, PB3300, power filter & install	\$ 108.26				\$ 108.26
Imaging	BW Imaging No overages				\$ 29.00	\$ 29.00
MONTHLY TOTALS						\$ 137.26

Non-Catalog Form General Information

Purchase Category * Copiers

Contract

Packaging * 1 EA - Each

Quantity * 12

Unit Price 108.26

Catalog No. no value

Previous Fiscal Year Purchase Order Number no value

Product Description (the first 50 characters will appear on the check stub) IM2500 - Finisher, bridge, punch, PB3300, power filter & install

Additional specifications for Goods or Services* no value

Rebate \$500

*Please include this information in the "notes to vendor" section on the PO:
No overages on @WALL YOU CAN EAT
Service base fee: \$9.00
48 month lease and service term w Gold Service level - parts, labor, toner & staples included.
Pickup and return MP3055 C809520169 / C8195804

5

Summary of Current Statistics and Cost

Location	Machine	Current Payment	AMV	Click Rate	Click Payments	TOTAL
TTU Department	MP3055	\$76.18				\$76.18
C8195804		\$ -				\$ -
Imaging	BW Imaging			\$ 23.40	\$ 23.40	\$ 23.40
				\$ -	\$ -	\$ -
MONTHLY TOTALS						\$ 99.58

Ricoh's Proposed Statistics and Cost
-Gold Level Service: toner, parts, labor, staples
48 Month TEX DIR CPO4435 Contract
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imagine. change.

Non Catalog Order DIR Contract

Location	Machine	Proposed Payment	Monthly Allowance	click Rate	Click Payment	TOTAL
TTU Department	IM2500 - finisher, bridge, punch, PB3300, power filter & install	\$ 108.26				\$ 108.26
Imaging	BW Imaging No overages				\$ 29.00	\$ 29.00
MONTHLY TOTALS						\$ 137.26

Non-Catalog Form General Information

Purchase Category * Copiers

Contract

Packaging * 1 EA - Each

Quantity * 12

Unit Price 29.00

Catalog No.

Previous Fiscal Year Purchase Order Number

Product Description (the first 50 characters will appear on the check stub) BW Imaging No overages

Rebate \$500

*Please include this information in the "notes to vendor" section on the PO:
No overages on @WALL YOU CAN EAT
Service base fee: \$9.00
48 month lease and service term w Gold Service level - parts, labor, toner & staples included.
Pickup and return MP3055 C809520169 / C8195804

6. Select “Proceed to Check Out”. Input the required information and follow standard processing procedures for creating a requisition. Use the current date for the accounting date.

7. Attach the given quote to the internal attachments. Add an internal note stating the information found in the yellow box of the quote.

7

Ricoh's Proposed Statistics and Cost
-Gold Level Service: toner, parts, labor, staples
48 Month TEX DIR CPO4435 Contract
RICOH - LLL
imagine. change.

Non Catalog Order DIR Contract

Location	Machine	Proposed Payment	Monthly Allowance	click Rate	Click Payment	TOTAL
TTU Department	IM2500 - finisher, bridge, punch, PB3300, power filter & install	\$ 108.26				\$ 108.26
Imaging	BW Imaging No overages				\$ 29.00	\$ 29.00
MONTHLY TOTALS						\$ 137.26

Internal Notes and Attachments

Internal Note

No overages on @WALL YOU CAN EAT
Service base fee: \$9.00
48 month lease and service term w Gold Service level - parts, labor, toner & staples included. Pickup and return MP3055 C809520169/C8195804
Show less

Internal Attachments

	Date	Add
TTU Pricing - AltaLink C8145	10/20/2022	...

Rebate \$500

*Please include this information in the "notes to vendor" section on the PO:
No overages on @WALL YOU CAN EAT
Service base fee: \$9.00
48 month lease and service term w Gold Service level - parts, labor, toner & staples included.
Pickup and return MP3055 C809520169 / C8195804

8. Submit Requisition.