



Copier Maintenance Requisitions

1. From the Shopping Dashboard of Cardinal Purch, choose the **Cost Contract** form in the Special Forms section.

The screenshot shows the 'Shopping Dashboard' interface. On the left, there is an 'Organization Message' for Lamar University. The main area is titled 'Showcases' and contains three sections: 'HUB Vendors', 'Punch-Out Suppliers', and 'Special Forms'. The 'Special Forms' section is expanded, showing three options: 'Non-Catalog Form', 'Cost Contract Form', and 'Change Order Request Form'. A red arrow points to the 'Cost Contract Form' option.

2. Insert the **Supplier Name** and select.

The screenshot shows the 'Cost Contract Form' interface. The 'Supplier Information' section is active, featuring a search field for the supplier name. A red arrow points to this search field. Below the search field, there are instructions and a 'New Supplier Information' section with a text area for entering the supplier name and address. The text area has a '500 characters remaining' indicator and 'expand | clear' links. Below this, there are fields for 'Supplier Contact Name', 'Supplier Contact Email', and 'Supplier Contact Phone'. There is also a section for 'Please provide Fax#' with a 'Supplier Fax Number Required' field. At the bottom, there is a section for 'Please provide information for the Buyer' with a text area and a '400 characters remaining' indicator.

3. Complete the Product/Services Description

A. Include the following information for the Contract Base Rate Line:

- Make/Model
- Equipment ID Number
- Serial Number
- Note if the charges are Annually, Quarterly or Monthly
 - Note the cost

B. Include the following information for Estimated Overages on a separate line:

- Cost for B/W copies
- Cost for Color copies

Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1 <input checked="" type="checkbox"/> Copy Machine Service Contract BASE (\$70 per quarter) Music Building, Room 106 Ricoh MPC4504ex - Serial Number C737M641351 - Equipment ID # 03558 more info...			280.00	1	280.00 USD	<input type="checkbox"/>
			Internal Note	no note		
			Internal Attachments			
			External Note	no note		
			Attachments for supplier			
2 <input checked="" type="checkbox"/> Copy Machine Service Contract OVERAGES (\$0.008 per B/W copy over 3000 per quarter; \$0.085 per color copy) Music Building, Room 106 Ricoh MPC4504ex - Serial Number C737M641351 - Equipment ID # 03558 Total Amount NOT Guaranteed more info... <small>Accounting Codes values have been overridden for this line view/edit</small>			1,100.00	1	1,100.00 USD	<input type="checkbox"/>
			Internal Note	no note		
			Internal Attachments			
			External Note	no note		
			Attachments for supplier			
Supplier subtotal					1,380.00	USD
Subtotal					1,380.00	
Total					1,380.00	USD

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.