How to - Complete a Docusign New Konica Minolta Order Form (Swap)

This Docusign New Konica Minolta Order Form (Swap) needs to be completed for each expired leased Konica Minolta Copier that needs to be replaced as part of the FY24 Konica Minolta Equipment Swap. The Procurement Office will prefill out the Docusign New Konica Minolta Order Form (Swap) with the corresponding information associated to the replacement copier that needs to be ordered and the current copier that needs to be returned to Konica Minolta. Note that the department will keep the current copier until the new copier is delivered and installed. The instructions below must be completed by the Departmental Point of Contact and then signed by the Cost Center Manager for the assigned Default Operational Cost Center once the prefilled Docusign New Konica Minolta Order Form (Swap) is received. The Departmental Point of Contact is the person who Procurement has listed as the point of contact for the specific copier. Should you receive this Docusign New Konica Minolta Order Form (Swap) by mistake and/or you are no longer the Departmental Point of Contact, please reach out to Ayla Ortiz (ayla.ortiz@utrgv.edu) or Nadia Loaiza (nadia.loaiza01@utrgv.edu).

1. The Departmental Point of Contact will receive an email from Docusign that looks like the one below. The Departmental Point of Contact will need to click "Review Documents".

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Complete with DocuSign: Nev	v Konica Minolta Copier Order Form
DocuSign NA3 System <dse< th=""><th>NA3@docusign.net></th></dse<>	NA3@docusign.net>
(1) If there are problems with how this message Click here to download pictures. To help pr	is displayed, click here to view it in a web browser. sted your privacy, Outlook prevented automatic download of some pictures in this message.
External Mail	
This email originated outside of This University of Ta Please exercise caution when clicking on links or op	sas Ric Grande Valley ening attachments.
	Ayla Ortiz sent you a document to review and sign. REVIEW DOCUMENTS Ayla Ortiz ayla ortiz@utrgv.edu These documents are required in order to obtain a new Konica Minolta copier and officially enter into the 5 year lease agreement tied to this new unit. Please review and officially enter into the 5 year lease agreement tied to this new unit. Please review and officially enter into the 5 year lease agreement tied to this new unit. Please review and officially enter into the 5 year lease agreement tied to this new unit. Please review and officially enter into the 5 year lease agreement tied to this new unit. Please review and otherk for accuracy of the new copier details (address, building room/number, etc.). Upon completion of document, it will be routed to Konica Minolta for order processing.
	For questions, please email avla.ortiz@utrgv.edu and nadia.loaiza01@utrgv.edu

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2. A separate browser window Docusign. The Departmental Point of Contact will enter his/her UTRGV email address and click "Use Company Login) which will prompt the prefilled out Docusign document to open. The Departmental Point of Contact will click *Continue* twice.

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	Use company login	
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CUSTOMER BILL - TO INFORMATION	(Separate schedules #	runt be completed for each bl	lling location.)			
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Edinburg	TX	78539	BLUNG CONTACT NAME Accounts Payable			
BILLITO PHONE NUMBER* 956-665-2700	FAX NUMBER		FEDERAL YAX1D, NUMBER 46-5292740			
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STREET ADDRESS/P.O. BOX	TX	78539	Avia Ortiz			
	STATE	210	CONTACT NAME			
Edinburg		FAX NUMBER				
956-665-2161		Contraction (Contraction)				
MAKE/MODEL NO./ACCESSORIES			SERIAL NO.			
C450i						

- 3. The Departmental Point of Contact will need to review the following Documents for accuracy first. (Do <u>not</u> initial yet.):
 - Equipment Schedule to Master Premier Lease for the University of Texas System (pg. 1) Document identifies the information associated to the new copier that will be ordered (i.e. Department's name, Departmental Point of Contact name and phone number, delivery/installation address, model of new copier, and monthly lease rate of new copier).
 - Rider 100-1 (pg. 2) Document identifies information associated to the new copier that will be ordered (i.e. Building/Room Number where the copier will be delivered/installed, lease term of 60 months, model of new copier, B&W/Color copy rates, default operational cost center, and monthly lease rate).
 - Equipment Removal Authorization (pg. 3) Document identifies information associated to the current copier that must be returned to Konica Minolta (i.e. Model of current copier, serial number, and physical location of copier).

How to - Complete a Docusign New Konica Minolta Order Form (Swap)

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STREET ADDRESS / P.O. BOX 1201 W University Drive			BLDG/ROOM/SUITE EUNFS	
Edinburg	TX STATE	78539	BILING CONTACT NAME Accounts Payable	
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EQUIPMENT REMOVAL AUTHORIZATION



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4. Once the Departmental Point of Contact has verified that all the information is correct, he/she will need to initial Rider 100-2 (pg. 2) on the designated field and click *Finish*.

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5. Once the Departmental Point of Contact completes Steps 1-4, the Cost Center Manager for the Default Operational Cost center indicated on the Rider 100-1 will receive an email from Docusign with the Subject name Konica Minolta Copier Order Form indicating there is a document pending their review and signature. The Cost Center Manager will need to click **Review Document** which will prompt them to the Docusign Konica Minolta Copier Order Form. The Cost Center Manager will click **Continue** and sign on the indicated field and click **Finish**.



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6. Congratulations! Your Docusign New Konica Minolta Order Form (Swap) has been completed by your department. It will now be routed to the Procurement Office for signature and then sent to Konica Minolta for processing.