Working with your Konica Minolta, CU Marketplace Purchase Order.

Each Konica Minolta Purchase order has been set up to facilitate billing for the entire contract life of the machine.

If you had an existing machine that was converted, the Marketplace Purchase Order(s) will reflect the remaining number of months on the rental contract.

The example below shows the purchase order line item details for a machine that had 36 months remaining on its rental contract at the time the PO was created. If this is a new rental and PO the quantity will be 36 or 60 months.

Line Item Status

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	R
1	✓ BizHub C364e Usage - Estimated # of copies (black & white) to be used over the encumbrance period of the PO. more info...	Line	EA	0.0083	45,000 EA	373.50 USD	
2	✓ BizHub C364e Usage - Estimated # of copies (color) to be used over the encumbrance period of the PO. more info...	Line	EA	0.0591	45,000 EA	2,659.50 USD	
3	✓ 36-Add - PC-110 Paper Feed Cabinet more info...	A2XMWY1	EA	7.61	36 EA	273.96 USD	
4	✓ FK-511 Fax Kit (Up to two Fax Kits supported) more info...	A4MF011	EA	11.58	36 EA	416.88 USD	
5	✓ 7640014723-36-Add - Innovolt Power Manager 120V/15amp more info...		EA	4.27	36 EA	153.72 USD	
6	✓ bizhub C364e - 36 ppm Color and B&W, - A3CEWY1-Decline, - A2XM013-36-Decline, - A2XMWY2-60-Decline, - A3ETW11-Decline, - A3ERWY1-Decline, - A2YUWY1-36-Decline, - A3EUW11-36-Decline, - A0PD01H-Decline, - A0PD016-Decline, - A0PD017-Decline, - A0 more info...	A5C1011/A3CFWY1 /7640017610 /A3EPWY1-36	MON	133.18	36 MON	4,794.48 USD	

What Does Each Line Mean?

The example below represents a color copier with 3 accessories. The number of lines on your purchase order may be different depending on the type of machine and the # of accessories included.

- **Line #1 & 2:** These lines represent the estimated number of copies to be used over the entire rental period of the machine. **Please note, black and white copiers will only have one copy line.**

Line Item Status

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Receiving
1	✓ BizHub C364e Usage - Estimated # of copies (black & white) to be used over the encumbrance period of the PO. more info...	Line	EA	0.0083	45,000 EA	373.50 USD	none
2	✓ BizHub C364e Usage - Estimated # of copies (color) to be used over the encumbrance period of the PO. more info...	Line	EA	0.0591	45,000 EA	2,659.50 USD	none

- The example above shows line #1, estimated black and white copy usage of 45,000 and line #2, estimated color copy usage of 45,000, to be used over the remaining 36 months of the rental agreement.

(These are estimates of usage and may need to be adjusted over the life of the contract. Remember: Konica POs are not encumbered in PeopleSoft and therefore your financial reports will not have encumbrances)

- **Line # 3, 4, & 5:** These lines represent the machines accessories. Each accessory has a monthly charge, therefore the quantity on each line represents the months remaining on the rental contract at the time the PO was set up (# of accessories will vary by machine, some machines have no accessories).

3	✓ 36-Add - PC-110 Paper Feed Cabinet more info...	A2XMWY1	EA	7.61	36 EA	273.96 USD	none
4	✓ FK-511 Fax Kit (Up to two Fax Kits supported) more info...	A4MF011	EA	11.58	36 EA	416.88 USD	none
5	✓ 7640014723-36-Add - Innovolt Power Manager 120V/15amp more info...		EA	4.27	36 EA	153.72 USD	none

The Figure's in the red box represent the total cost of each accessory for the entire rental period. Each month a quantity of 1 will be billed to the POs speedtype(s).

- **Line #6:** This line represents the Base Monthly Rental Charge for the machine.

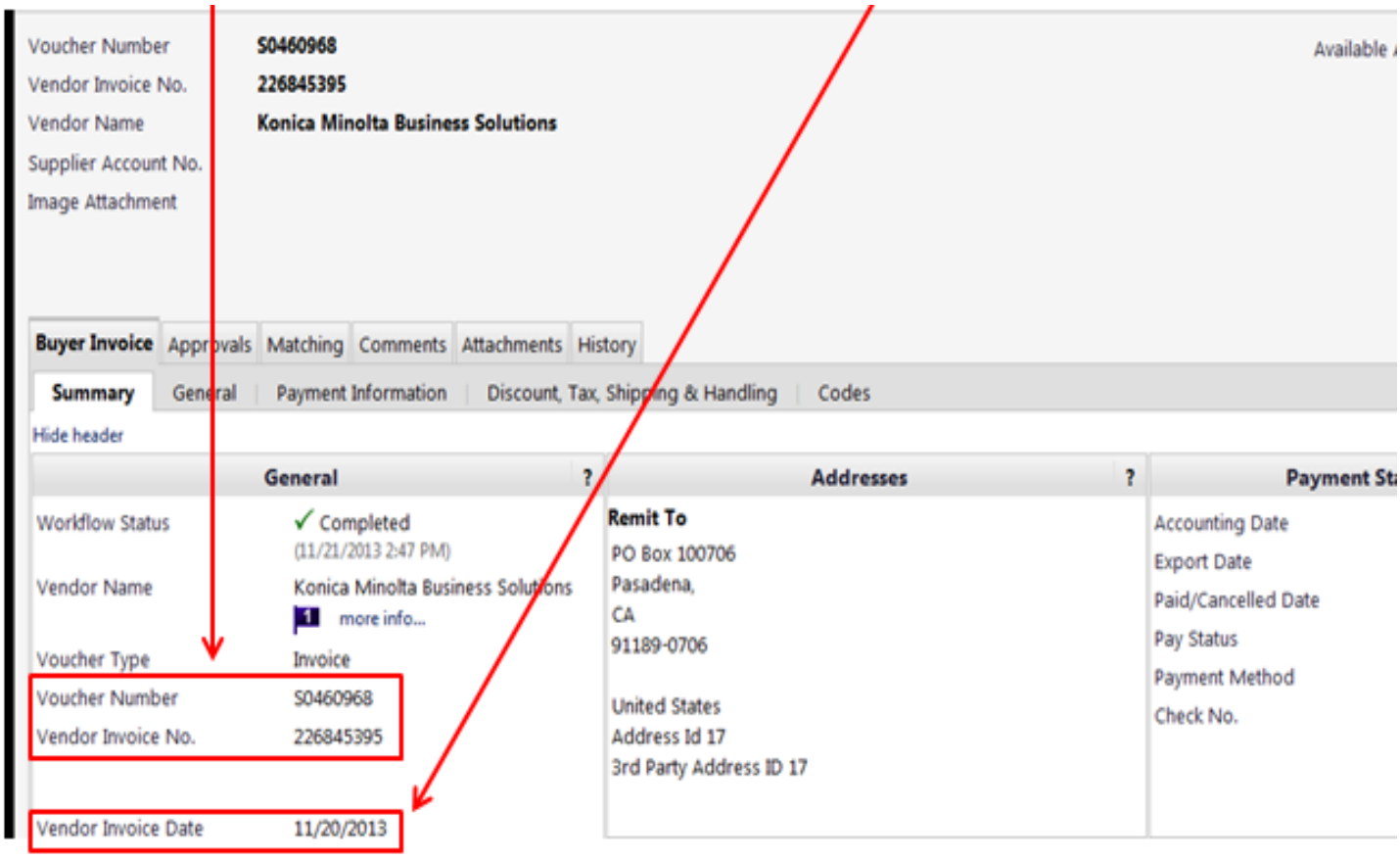
6	✓ bizhub C364e - 36 ppm Color and B&W, - A3CEWY1-Decline, - A2XM013-36-Decline, - A2XMWY2-60-Decline, - A3ETW11-Decline, - A3ERWY1-Decline, - A2YUWY1-36-Decline, - A3EUW11-36-Decline, - A0PD01H-Decline, - A0PD016-Decline, - A0PD017-Decline, - A0 more info...	A5C1011/A3CFWY1 /7640017610 /A3EPWY1-36	MON	133.18	36 MON	4,794.48 USD	none

Konica Minolta Electronic Invoices

Konica Minolta invoices for these POs will be posted electronically to the PO and paper copies will no longer be printed/ presented. However, you will continue to receive two invoices each month and the electronic invoices will contain all the same information as the paper copies. Below is an example of each invoice, the base charge invoice (static price every month) and the copy usage invoice.

Top Summary view of a Konica electronic invoice (This will be the same on both types of invoices):

-CU Marketplace and Supplier invoice #'s- -Invoice Date-



Invoice line item detail (Base charge and Accessories): .

-Unit Price and Quantity Billed:

-Date: 20130507 to 20130606 = 2013/05/07 to 2013/06/06

-Monthly Machine Rental Charge:

-Monthly Accessory Charge:

1000175607

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2 ✓	2 PC-409 LARGE CAPACITY CABINET (2500) A1UE011007139 RENTAL 20130507 to 20130606 more info...		EA	10.86 USD	1 EA	10.86 USD

Financial Report Comments	no value
Commodity Code	11 Office / Classroom Supplies & Equipment
PO Number	1000175607
PO Creator Name	Bonita Hixson
PO Department	30206-AVCASA-SS Student Orientation (30206-AVCASA-SS Student Orientation)
Campus Box	005 A System

Substitute Item	✓ See details
Tolerance Status	Exact
Line Match Status	Matched
Workflow Status	Approved

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	11	11	9
Ext. Price:	119.46 USD	--	97.74 USD

Related Documents

Invoices: 10 / Credits: 0 / Receipts: 1 show list

Serial Number A1UE011007139

Discount, tax, shipping & handling

	From header	Line-level
Discount	0.00 USD	0.00 USD
Tax 1	Non-taxable	0.00 USD
Tax 2	Non-taxable	0.00 USD
Shipping	0.00 USD	0.00 USD
Handling	0.00 USD	0.00 USD

3 ✓	3 BIZHUB 363 A1UE011007139 RENTAL 20130507 to 20130606 more info...		EA	91.51 USD	1 EA	91.51 USD

Financial Report Comments	no value
Commodity Code	11 Office / Classroom Supplies & Equipment
PO Number	1000175607
PO Creator Name	Bonita Hixson
PO Department	30206-AVCASA-SS Student Orientation (30206-AVCASA-SS Student Orientation)
Campus Box	005 A System

Substitute Item	✓ See details
Tolerance Status	Exact
Line Match Status	Matched
Workflow Status	Approved

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	11	11	9
Ext. Price:	1,006.61 USD	--	823.59 USD

Related Documents

Invoices: 10 / Credits: 0 / Receipts: 1 show list

Serial Number A1UE011007139

-Summary of PO Totals, Receiving Totals, & Net Invoiced Totals:

-Machine's Serial #:

Invoice line item detail (Copy Charges Only):

This example represents a color copier. Black and white machines will only have a single copy line

-Cost Per Copy & Number of Copies Billed for This Period:

-Date: 20130412 to 20130511 = 2013/04/12 to 2013/05/11:

-Black and White Copy Usage Charges:

-Color Copy Usage Charges:

Line Item Details

Hide line details

1000128519

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1 ✓	1 BIZHUB C364 PRINTER/COPIER A161011003280 BLACK 20130412 to 20130511 more info...	Line	EA	0.0083 USD	6,018 EA	49.95 USD
2 ✓	2 BIZHUB C364 PRINTER/COPIER A161011003280 COLOR 20130412 to 20130511 more info...	Line	EA	0.0591 USD	4,018 EA	237.46 USD

Line 1:

Supplier Part Auxiliary ID more info... — EA~0.0083~BizHub C364 Usage - Estimated # of copies (black & white) to be used over the encumbrance ... more...

Financial Report Comments: no value

Commodity Code: 11 Office / Classroom Supplies & Equipment

PO Number: 1000128519

PO Creator Name: Nicole Ganley

PO Department: 60120-ADM VCR CCTSI Gen Ops (60120-ADM VCR CCTSI Gen Ops)

Campus Box: B141H Denver

Substitute Item: ✓ See details

Tolerance Status: Exact

Line Match Status: Matched

Workflow Status: Approved

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	288,000	288,000	87,453
Ext. Price:	2,390.40 USD	--	725.86 USD

Related Documents

Invoices: 14 / Credits: 0 / Receipts: 6 show list

Serial Number: A161011003280

Discount, tax, shipping & handling

	From header	Line-level
Discount	0.00 USD	0.00 USD
Tax 1	Non-taxable	0.00 USD
Tax 2	Non-taxable	0.00 USD
Shipping	0.00 USD	0.00 USD
Handling	0.00 USD	0.00 USD

Line 2:

Supplier Part Auxiliary ID more info... — EA~0.0591~BizHub C364 Usage - Estimated # of copies (color) to be used over the encumbrance period o... more...

Financial Report Comments: no value

Commodity Code: 11 Office / Classroom Supplies & Equipment

PO Number: 1000128519

PO Creator Name: Nicole Ganley

PO Department: 60120-ADM VCR CCTSI Gen Ops (60120-ADM VCR CCTSI Gen Ops)

Campus Box: B141H Denver

Substitute Item: ✓ See details

Tolerance Status: Exact

Line Match Status: Matched

Workflow Status: Approved

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	50,000	30,752	30,752
Ext. Price:	2,955.00 USD	--	1,817.44 USD

Related Documents

Invoices: 14 / Credits: 0 / Receipts: 6 show list

Serial Number: A161011003280

-Summary of PO Totals, Receiving Totals, & Net Invoiced Totals:

-Machine's Serial #:

Note: The voucher line description will display on the Cognos Financial Detailed Reports

When and How to enter receiving for you Konica Minolta PO:

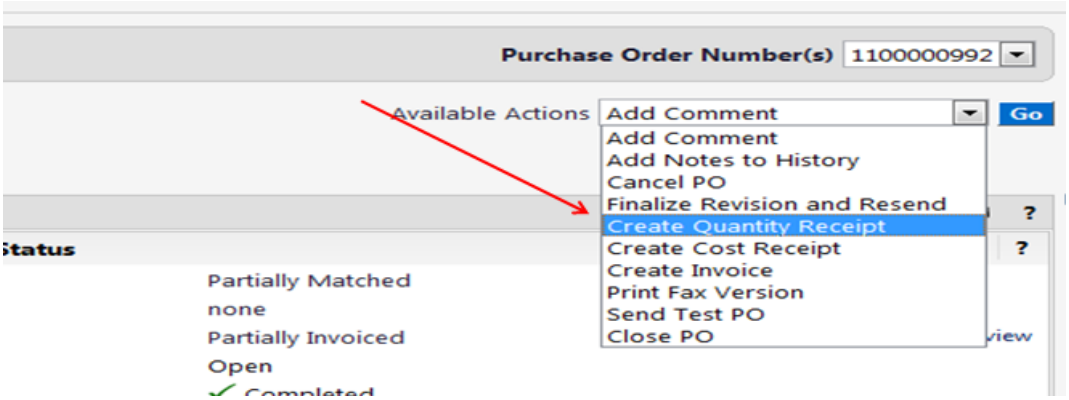
If the net total of the **Purchase Order** is greater than $5,000, you will have to perform receiving for each invoice to authorize payment regardless of the individual invoice amount. This receipt process is the authorization or the "OK to Pay" for the invoice.

If your Purchase Order is equal to or less than $5,000, invoices are set to pay out "net 10" (10 days from invoice date). If you have an issue with the invoice and need to hold payment, contact the Payable Services Specialist listed on the invoice.

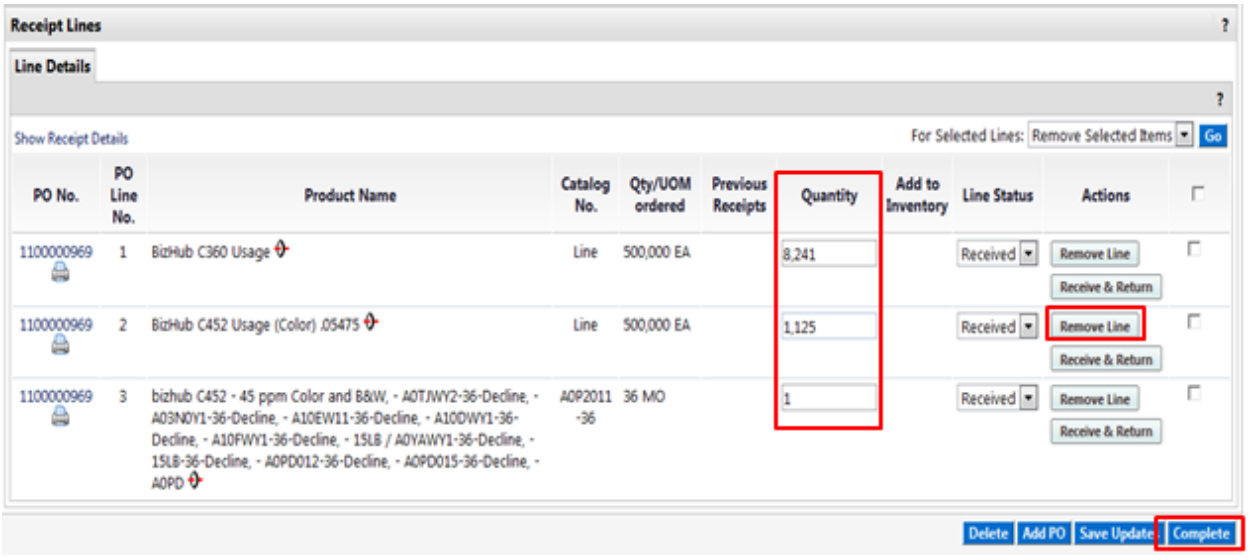
Entering receiving:

Before entering receiving, navigate to the electronic invoice in the Marketplace and verify the amounts billed. If the amounts billed are correct take note of the quantities and do the following:

- Navigate to the Purchase order
- Select "create quantity receipt" from the "Available Actions" dropdown menu in the upper right hand of the window and select "GO":



- On the receipt page enter the quantities you verified from the invoice on each corresponding "receipt" line.
  - If a line doesn't require receiving, as it is not part of the invoice you're working on, remove it by clicking the "Remove Line" button.



- Click the Complete button in the lower right hand corner. A confirmation page will appear with both the PO and Receipt number.