

## Ricoh Multi-Function Device (MFD)

### Lease Process with ONTARIO and Clemson University

1. End user contacts [printsmart@lists.clemson.edu](mailto:printsmart@lists.clemson.edu) with MFD request
2. Ricoh meets with end user, does an analysis based on current and future business needs.
3. Ricoh creates a proposal (PPT/PDF); the proposal might include two different models or configurations for the department to choose between. Every proposal template also contains three slides outlining the requirement to itemize each of the 5 years of lease payments and referencing the ONTARIO contract # in the BuyWays PO.
4. Once the department confirms which model and configuration they want, an ONTARIO Exhibit H form and lease worksheet are completed and sent to ONTARIO.
5. ONTARIO provides a Contract # for reference on the BuyWays PO. Ricoh sends that Contract # to the department for reference in BuyWays.
6. Business Officer for the department goes into buyWays, fills out the MFD lease form (#4) and creates the PO which is reviewed and approved by the PBS contract analyst. Once approved, the PO is emailed to [gnicho2@clemson.edu](mailto:gnicho2@clemson.edu), Print Smart Manager.
7. Ricoh sends the CU PO, Exhibit H, and Lease Payment Worksheet to ONTARIO.
8. ONTARIO creates the lease packet and sends to the PBS contract analyst for signature.
9. The PBS contract analyst signs and sends back to ONTARIO and adds the lease as an attachment to the Clemson PO.
10. ONTARIO creates their PO and sends to Ricoh. Ricoh creates the Credit Application within the Ricoh system, obtains the credit approval, and sends order package to Ricoh's Order Management.
11. Ricoh's Order Management completes the ordering of the print device and once the device is delivered, Ricoh sends the invoice to ONTARIO.
12. ONTARIO creates their invoice and submits to Clemson for payment.