Entering Requisitions for Copiers in TopShop

1. In marketplace type in the supplier that you wish to use.
2. Create a non-catalog item

![Image of TopShop interface]

Copier Maintenance or Copier Rental/Lease will go in the Item Name box
a. Copier Maintenance is anything other the monthly or quarterly rental.

![Image of Non-Catalog Item creation]

3. Creating Non-Catalog Item
   a. Name (Copier Maintenance/Rental/Lease)
   b. Unit Price will be monthly rental or the unit price per copy
   c. Description
      i. Copier Maintenance or Rental
      ii. Copier Make and Model
      iii. Serial #
      iv. Location Department
      v. WKU Contact and Phone #
      vi. PO covers 7/1-6/30 of current fiscal year
      vii. # of copies or rental @ unit price
   d. Product Code/Manufacturer ID will be the serial number
      i. Ricoh ONLY will put Equipment ID after serial in manufacturer ID
   e. Category for Copying equipment will be 440
**each services needs to have its own line, black and white copies, color copies, rental/lease all need to have their own lines.**
4. Once you have added all line items you will go to your “shopping cart”
   f. Change the quantity of each line and click “check out”

5. In the checkout screen you will change the “Ship To” code to the one your department uses. You will not need to change the “Bill To” information.

6. Enter your banner index #, commodity code, and account code
   a. 780030 for rental and 295010 for maintenance
   b. If you click the last magnifying glass it will give you the account code

7. Check Out
   a. After checking out your requisition number will be displayed
### Step 1

**Checkout**

- **Locations**: Central Receiving (000) / TopShop Accounts Payable
- **Ship To**: (000) Supply Services 2nd
- **Bill To**: TopShop Accounts Payable

Addressee: Brittany Green
Central Receiving (000) [000]
1900 College Heights Blvd.
Bowling Green, KY 42101-1000
United States

**Order Type**: Standard
**Payment Method**: On account

A supplier has not enabled credit card payment.

### Step 2

**The Lang Company**

<table>
<thead>
<tr>
<th>Product</th>
<th>Qty</th>
<th>Subtotal</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooper Rental Lease (Serial #: )</td>
<td>1</td>
<td>$140.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cooper Maintenance (Serial #: )</td>
<td>1</td>
<td>$0.01</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Subtotal**: $140.01
**Shipping**: $0.00
**Tax**: $0.00
**Total**: $140.01

**Delivery Notes**: 

**Order Justifying**: Receive Automatically

**Order Receiving**: 

**Add Attachments**
8. If you need to enter a retrofit order you will click on Order Type, check retrofit order, and enter the invoice that is related to the order you are working on. You DO NOT have to do anything with the other fields.
Entering Requisition for NEW machine
Similar to the others, except you will put “New Machine” in the Name and first line of the description. With a new machine you will not know the serial # until we receive your first invoice, so you will need to enter the contract # instead.