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July 2, 2008

**SUBJECT: Renew your Xerox Lease, Cost Per Copy and Maintenance  
Purchase Orders for Fiscal Year 2008-2009**

Directions how to access your renewal pricing information for the current fiscal year are attached and can be found at <http://purchasing.rutgers.edu/locked/copiers.html>. Please make your best effort to prepare, approve and submit your requisition by July 15, 2008.

If you are supplementing your existing purchase order, remember to type in the Note to Buyer Section "Supplement PO#?????".

Should you choose not to renew your maintenance agreement, contact your sales representative directly:

Camden Campus – Anne Cutler at [anne.cutler@xerox.com](mailto:anne.cutler@xerox.com)  
New Brunswick Campus – Mari Calvin at [mari.calvin@xerox.com](mailto:mari.calvin@xerox.com)  
Newark Campus – Craig Simon at [craig.simon@xerox.com](mailto:craig.simon@xerox.com)

It is important to note that cancellation of your service contract will result in the following:

- Service will be billed on an open market time and materials (T&M) basis. T&M charges are generally more expensive than the expense of a full year maintenance contract.
- Preventative maintenance will not be performed.
- Reinstatement of your service contract will necessitate an inspection call billed at T&M rates.

Failure to renew your purchase order can result in interruption of service, delayed billing and possible cancellation.

Should you require assistance, please contact the buyer responsible for your campus:

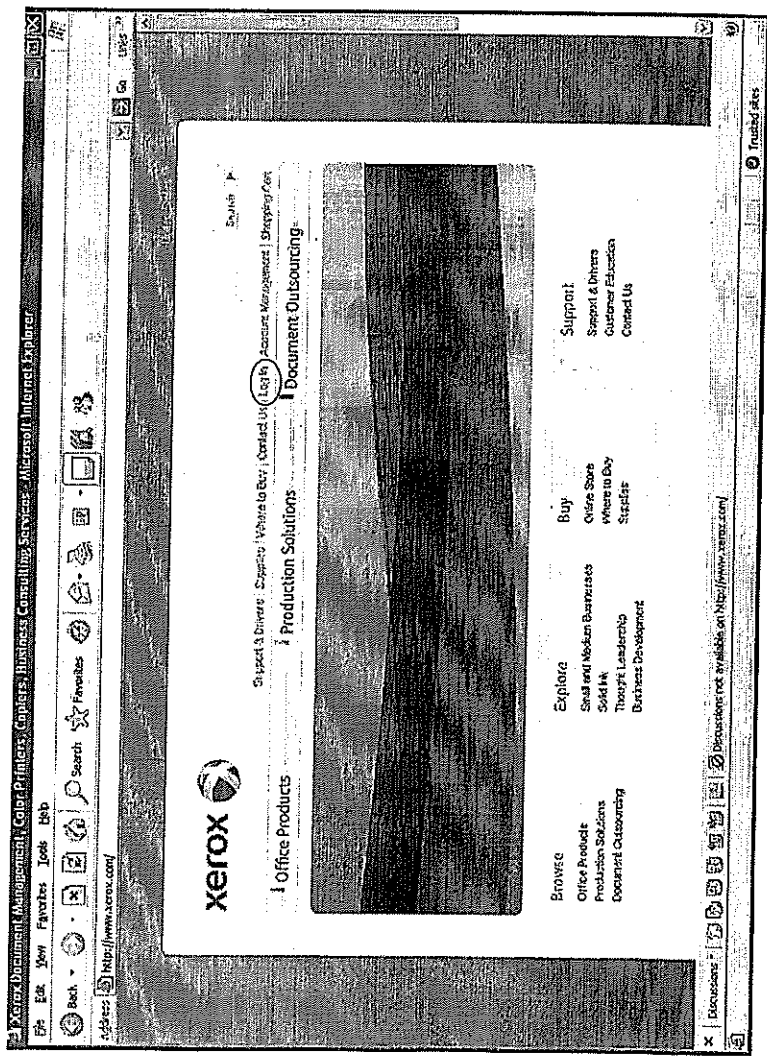
Camden/New Brunswick - Gail Schmidt at [gschmidt@rci.rutgers.edu](mailto:gschmidt@rci.rutgers.edu)  
Newark - Ida Angelone at [angelone@andromeda.rutgers.edu](mailto:angelone@andromeda.rutgers.edu)

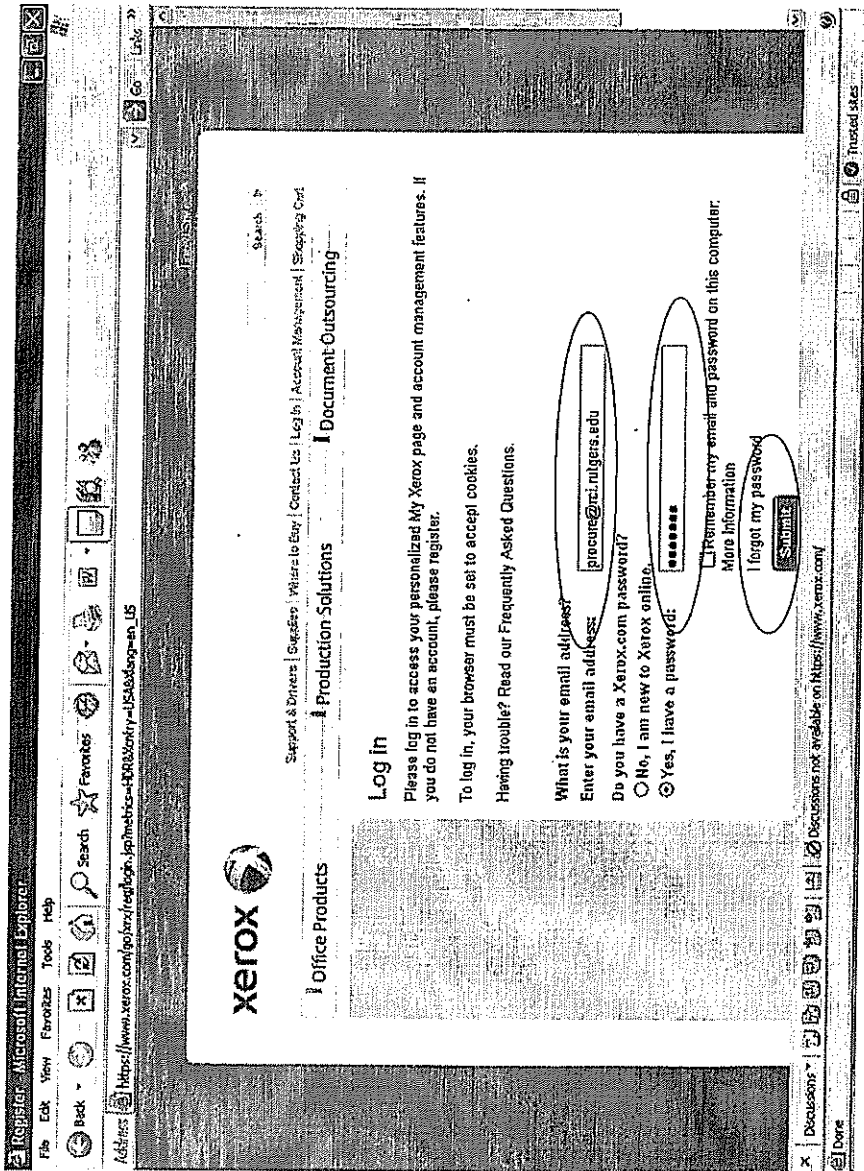
To access PO Renewal Pricing Information, input the following web address

[www.xerox.com](http://www.xerox.com)

Bring up the Xerox web site. In the upper right portion of the screen, you will select ....

Log In





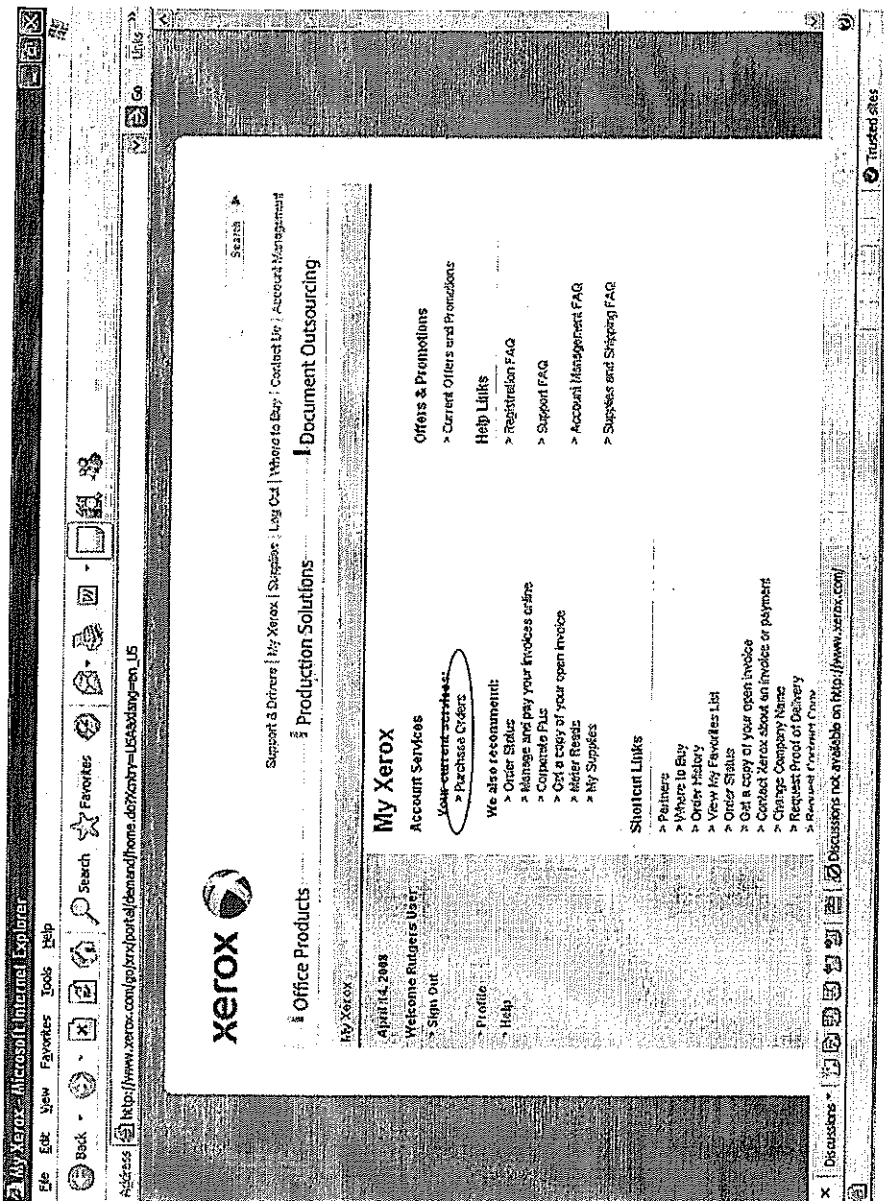
Input the fellow email address: for  
**procure@rci.rutgers.edu**

Input the Xerox.com password  
**rutgers**

**Submit**

My Xerox Landing Page. In order to obtain Purchase Order Renewal Pricing Information, users will select

>Purchase Orders



Users will search for their equipment inventory by

- selecting the serial number radio button
- input xerox serial number
- click Find Button

The screen will refresh to bring the serial number to the top of the list

-click on the specific serial number

Renewal Pricing Worksheet will display for printing

The screenshot shows a web browser window with the Xerox logo and navigation menu. The main content area is titled "Renew Purchase Orders" and contains instructions for refreshing the page and selecting equipment. Below this is a table of purchase orders with columns for PO Number, Serial Number, Renewal PO Number, New Effective Date, and New Expiration Date. The first row is highlighted, showing PO 191097 and Serial Number 04/30/2008. A "Find" button is visible next to the search input field.

Below the table is a "Serial Number Worksheet Detail" section. It includes a "Serial Number - NCS149047" and a "Worksheet created on April 14, 2008 06:37:47 PM EST". The detail section contains a table with columns for Description, Qty, Unit Issue, and Amount. The table lists various items such as "RADIO CODES", "CONTRACT PERIODS", "SERIAL #", "PRICE PLAN", "ACCUMULATED", "METER", "METER CRU", "METER CRU KIT", and "METER CRU KIT". The total amount for the items is \$2,054.24.