




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".


Complete with DocuSign: New Konica Minolta Copier Order Form Reply

 DocuSign NA3 System <dse_NA3@docusign.net>
To: Ayla Ortiz 


 If there are problems with how this message is displayed, click here to view it in a web browser.
[Click here to download pictures.](#) To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External Mail

This email originated outside of The University of Texas Rio Grande Valley.
Please exercise caution when clicking on links or opening attachments.

 The linked image cannot be displayed.

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 check 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 ayla.ortiz@utrgv.edu and nadia.loaiza01@utrgv.edu

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

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.

Log In

← ayla.ortiz@utrgv.edu

Use company login

Password *

Enter password

Log in

[Reset password](#)

Log In with Passkey

Use Security Key or Biometrics

Please Review & Act on These Documents



Ayla Ortiz
The University of Texas At Rio Grande Valley



Powered by DocuSign

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 check for accuracy of the new copier details (address, building
[View More](#)

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

BILLING PHONE NUMBER
956-665-2700

FAX NUMBER

FEDERAL FAX NO.
46-5292740

CUSTOMER INSTALLATION LOCATION (Separate schedules must be completed for each billing location.)

LESSOR LEGAL NAME
University of Texas Rio Grande Valley

DEPARTMENT NAME
Procurement Office

STREET ADDRESS (P.O. BOX)
2406 W University Dr.

STATE
TX

ZIP
78539

BUILDING/ROOM/SUITE
Ayla Ortiz

CITY
Edinburg

FAX NUMBER

PHONE CONTACT
956-665-2161

MAKE/MODEL NO./ACCESSORIES
C450i

SERIAL NO.

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

Changes to Shared Fields

Another recipient has made changes to shared fields on this document. These fields are highlighted for your notification and review.

CONTINUE

DocuSign Envelope ID: 42A8D390-B512-4434-98C3

KONICA MINOLTA

Equipment Premier Lease for the University of Texas System

CUSTOMER BILL - TO INFORMATION (Separate schedules must be completed for each billing location.)

LEGAL COMPANY NAME The University of Texas Rio Grande Valley	DEPARTMENT NAME Accounts Payable
STREET ADDRESS / P.O. BOX 1201 W University Drive	BLDG / ROOM / SUITE EUNFS
CITY Edinburg	STATE TX
ZIP 78539	BILLING CONTACT NAME Accounts Payable
BILL TO PHONE NUMBER* 956-665-2700	FAX NUMBER 46-5292740

CUSTOMER INSTALLATION LOCATION (Separate schedules must be completed for each billing location.)

LESSEE LEGAL NAME University of Texas Rio Grande Valley	DEPARTMENT NAME Procurement Office
STREET ADDRESS / P.O. BOX 2406 W University Dr.	BLDG / ROOM / SUITE Ayla Ortiz
CITY Edinburg	STATE TX
ZIP 78539	CONTACT NAME Ayla Ortiz
PHONE NUMBER 956-665-2161	FAX NUMBER

MAKE/MODEL NO./ACCESSORIES SERIAL NO.

C450

3. The Departmental Point of Contact will need to review the following Documents for accuracy first. (Do **not** 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).

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

DocuSign Envelope ID: 42A8D390-B512-4434-96C3-3B093D60340C



KONICA MINOLTA

For office use only (Check one): Branch Windsor Windsor Commercial

Equipment Schedule to Master
Premier Lease for The
University of Texas System

APPLICATION NO.

AGREEMENT NO.

SCHEDULE NO.

CUSTOMER BILL - TO INFORMATION (Separate schedules must be completed for each billing location.)

LEGAL COMPANY NAME The University of Texas Rio Grande Valley			DEPARTMENT NAME Accounts Payable
STREET ADDRESS / P.O. BOX 1201 W University Drive			BLDG / ROOM / SUITE EUNFS
CITY Edinburg	STATE TX	ZIP 78539	BILLING CONTACT NAME Accounts Payable
BILL-TO PHONE NUMBER* 956-665-2700	FAX NUMBER	FEDERAL TAX I.D. NUMBER 46-5292740	

CUSTOMER INSTALLATION LOCATION (Separate schedules must be completed for each billing location.)

LESSEE LEGAL NAME University of Texas Rio Grande Valley			DEPARTMENT NAME Procurement Office
STREET ADDRESS / P.O. BOX 2406 W University Dr.			BLDG / ROOM / SUITE
CITY Edinburg	STATE TX	ZIP 78539	CONTACT NAME Ayla Ortiz
PHONE NUMBER 956-665-2161			FAX NUMBER

MAKE/MODEL NO./ACCESSORIES


SERIAL NO.

C450i

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

RIDER 100-1


KONICA MINOLTA

Standard CPC Maintenance Contract for The University of Texas System - Institutional Participant

Bill To: (Legal name) The University of Texas Rio Grande Valley **Account Number:** _____

Ship To: Name: Ayla Ortiz **Account Number:** _____

Address Line 1: _____ **Address Line 1:** EUNFS RM#1.104

Address Line 2: _____ **Address Line 2:** _____

Street Address: 1201 W University Drive **Street Address:** 1201 W University Dr.

City: Edinburg **State:** TX **Zip:** 78539 **City:** Edinburg **State:** TX **Zip:** 78539

Tax Exemption: No Yes (Certificate required) **Tax Exemption Number:** 46-3292740

PO Required: No Yes (Copy required) **PO Number:** Credit Card **PO Expiration Date:** Nil

Standard CPC Maintenance Plan

Cost Per Copy: With Support **Effective Date:** _____

Billing for CPC contract: Monthly Quarterly Annually **Contract Term (Months):** 12 24 36 48 60

Product Covered Under Contract:

Item	Model Description	Serial Number	Type	Start Meter Read	CPC
1	C450i		C		\$0.034
			B/W		\$0.0047
2			C		
			B/W		
3			C		
			B/W		
4			C		
			B/W		
5			C		
			B/W		
6			C		
			B/W		

Comments: UTRGV Internal Office Copy

Cost Center Manager Name: _____ **Cost Center Manager Signature:** _____ **Date:** _____

Default Operational Cost Center: 555555555 **Monthly Lease Amount:** 121.10

EQUIPMENT REMOVAL AUTHORIZATION

Customer: University of Texas Rio Grande Valley

Pick Up Address: 2406 W University Dr. Edinburg, TX 78539 EUNFS RM#1.104

Equipment being removed from Customer's Location:

Make: Konica Minolta

Model: C458

Serial Number: A123456789123

Make: _____

Model: _____

Serial Number: _____

Make: _____

Model: _____

Serial Number: _____

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

- 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**.

The image shows a DocuSign interface for a document titled "New Equipment Order Form (Final).pdf". The document is currently on page 2 of 2. The interface includes a navigation bar with a "FINISH" button and "OTHER ACTIONS" dropdown. Below the navigation bar, there are sections for "LESSOR ACCEPTANCE" and "CUSTOMER ACCEPTANCE". The "CUSTOMER ACCEPTANCE" section shows a signature field with an "X" mark. A red arrow labeled "2" points to the "FINISH" button.

Below the DocuSign interface, there is a preview of the document's "RIDER 100-1" page. The document is titled "Standard CPC Maintenance Contract for The University of Texas System - Required - Initials Applied". The "Ship To" section is highlighted in orange and contains the following information:

Field	Value
Name	Ayla Ortiz
Address Line 1	EUNFS RM#1.1041
Address Line 2	
Street Address	1201 W University Dr.
City	Edinburg
State	TX
Zip	78539

The "Initials" field in the "Ship To" section is highlighted in yellow and has a red arrow labeled "1" pointing to it. The "Tax Exemption" section shows "Tax Exemption Number: 46-528270". The "PO Required" section shows "PO Number: Credit Card" and "PO Expires Date: n/a".

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

- 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**.

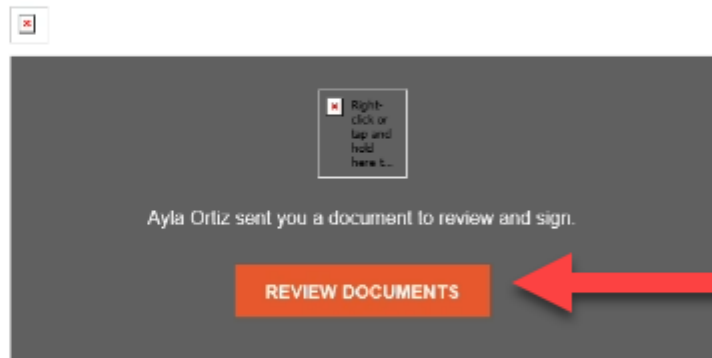
Complete with DocuSign: New Konica Minolta Copier Order Form

DN DocuSign NA3 System <dse_NA3@docusign.net>
To: Rocio Cardenas

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

External Mail

This email originated outside of The University of Texas Rio Grande Valley.
Please exercise caution when clicking on links or opening attachments.



Ayla Ortiz
ayla.ortiz@utrgv.edu

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

Please Review & Act on These Documents

 **Ayla Ortiz**
The University of Texas At Rio Grande Valley

UTRGV
The University of Texas
at Rio Grande Valley
Powered by **DocuSign**

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 check for accuracy of the new copier details (address, building) [View More](#)

Please review the documents below.

CONTINUE

OTHER ACTIONS ▾

City: Edinburg	State: TX	Zip: 78539	Bill To Location Name: Accounts Payable
Bill To Phone Number: 956-665-2700	Fax Number:	Federal Tax ID Number: 46-5292740	
CUSTOMER INSTALLATION LOCATION (Separate addresses must be submitted for each billing location)			
Lessor Name: UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY			
Department Name: Procurement Office 1			
Street Address: 2406 W University Dr. 1			
City: Edinburg	State: TX	Zip: 78539	Buyer / Order Team / Email: Ayla Ortiz
City: Edinburg	State: TX	Zip: 78539	Contact Name:
Phone Number: 956-665-21611	Fax Number:		
MAKE/MODEL NO./ACCESSORIES		SERIAL NO.	
C450i			

Please review the documents below.

FINISH

OTHER ACTIONS ▾

DocuSign Envelope ID: 42ABD390-B512-4434-98C3-3B063D69340C

RIDER 100-1



Standard CPC Maintenance Contract for The University of Texas System - Institutional Participant

Sold To (Legal Name): Name: The University of Texas Rio Grande Valley Account Number:	Sold To: Name: Ayla Ortiz Account Number:
Address Line 1:	Address Line 1: EUNFS RM#1.1041
Address Line 2:	Address Line 2:
Street Address: 1201 W University Drive	Street Address: 1201 W University Dr.
City: Edinburg State: TX Zip: 78539	City: Edinburg State: TX Zip: 78539

Tax Exemption: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Certificate required)	Tax Exemption Number: 46-5292740
PO Required: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Dep. req. req.)	PO Number: Credit Card PO Expiration Date: N/A

Standard CPC Maintenance Plan	
Cost Per Copy: <input checked="" type="checkbox"/> Web Services	Effective Date:
Billing for CPC contract: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Contract Term (Months): <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 36 <input type="checkbox"/> 48 <input checked="" type="checkbox"/> 60

Item	Model Description	Serial Number	Type	Start Meter Read	CPC
1	C450i		C		\$0.034
2			B/W		\$0.0047
3			C		
4			B/W		
5			C		
6			B/W		

Contractor: UNIVERSITY OF TEXAS AT RIO GRANDE VALLEY	Signature: Rocio Cardenas	Date: 11/9/2023	5555555555	121.10
Cost Center Manager Name:	Cost Center Manager Signature:	Date:	Default Operational Cost Center:	Monthly Lease Amount:



