

## **Instructions for State Agencies Utilizing the Microsoft Enterprise Master Agreement**

- 1. Review of Documents:** Any agency that has submitted an order to the designated Microsoft Reseller must review the documents provided by the reseller to ensure that the documents match the Microsoft Enterprise Agreement contained at <http://www.state.wv.us/admin/purchase/swc/MSMENTPRZ.htm>
- 2. New Documents:** Agencies are not permitted to sign or agree to utilize documents that are not included in the Microsoft Enterprise Agreement.
- 3. Modified Documents:** Agencies are not permitted to sign or agree to utilize documents that have been modified and do not match the Microsoft Enterprise Agreement.
- 4. Notify Purchasing:** Agencies should immediately notify the Purchasing Division if the agency is asked to sign any document that is different from or in addition to the Microsoft Enterprise Agreement.