

# Ordering Instructions

## Statewide Contract

ESRI21

**Ordering Requirements** – An Authorized entity may order or acquire products, product related services, professional services, third-party hardware, or maintenance subject to the terms and conditions of this agreement.

**Special Instructions**- See attached

**Approvals Required**-*N/A*

**Vendor Contact Information:** Manny Ballesteros, CSR  
Phone: (888)-377-4575, Menu Option 1, Ext. 2240  
Email: [mballesteros@esri.com](mailto:mballesteros@esri.com)

**Copy:** ESRI Customer Service Department  
WV Customer Service Representative  
Phone: (888)-377-4575, Menu Option 5

See the List of Buyer Assignments located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

**Type of Delivery Order** – An ADO should be created in wvOasis with the appropriate documentation included or attached.

- Name or identification of Licensee, place of delivery, and the end-user name and contact information.
- Purchase Order Number
- Primary site for maintenance if primary maintenance is *not* ordered.
- Quantity, description, and unit price.
- On face of the purchase order, the following printed statement: “Subject to Agreement No. 00284407.0 , Master Purchase Agreement No. 325267”.

Email completed order and documentation to [mballesteros@esri.com](mailto:mballesteros@esri.com) and copy [service@esri.com](mailto:service@esri.com)

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.

# ESRI<sup>21</sup> Geographic Information System Software, Data, Web Services, Documentation, Services and Hardware

## Ordering Instructions per Article 7

1. **Licensee Purchase Orders.** Licensee shall issue purchase orders to ESRI for products, services or hardware based on the pricing specified in this Agreement. Licensee should confirm hardware pricing and model availability with ESRI prior to placement of a purchase order. The terms and conditions of this Agreement shall govern all orders issued by Licensee. Any additional or different terms included with an order are void and of no legal effect even if ESRI processes the order without taking exception to such additional or different terms.
2. **Purchase Order Requirements.** The following information shall be included in each purchase order:
  - a. Name or identification of Licensee, place of delivery, and the end-user name and contact information
  - b. Purchase order number
  - c. Primary site for maintenance if primary maintenance is *not* ordered
  - d. Quantity, description, and unit price
  - e. On the face of the purchase order, print the following statement: "Subject to Agreement No. 00284407.0 (Includes Master Agreement No. 325267)."
3. **Additional Quotes.** Licensee may request a quote for any new or unlisted products, services, or hardware and issue a purchase order under this Agreement.
4. **Authorized Entity.** An Authorized Entity may order or acquire products, product-related services, professional services, third-party hardware, or maintenance subject to the terms and conditions of this Agreement. Authorized Entities will be required to incorporate by reference the terms of this Agreement into any purchase order or other related ordering document. ESRI shall not fill any purchase orders that do not adequately provide the information identified in Section 2.