

Ordering Instructions

Statewide Contract

IP23 - Computer Equipment and Accessories

Ordering Requirements – Agency should create an Agency Delivery Order (ADO) for all orders in wvOasis, or WV-39 for agencies without access to wvOASIS.

Special Instructions –

- 1) Office of Technology 3rd Party Approval is **NOT REQUIRED** on the IP23 contract.
- 2) When paying with a P-Card, it **MUST** be noted in the email and purchase order.

Approvals Required – N/A

Vendor Contact Information –

Sierra Garcia, Inside Account Manager
sierra.garcia@hp.com
505.600.4456

Steven Monjaras, Account Manager
Steven.m.monjaras@hp.com
614.203.5224

Elizabeth Leach, Contract Sale Manager
elizabeth.leach@hp.com
501.849.4740 Cell

How to submit the completed order to the Vendor – Agencies must send finalized delivery order to HP for order processing.

Send orders to: psorderprocessing@hp.com with below information:

Subject: IP23 - Agency Name - Total PO \$ Amount - Contact Name
Example Subject: IP23 - DOT - \$2,389 - John Smith

Body of Email – Please note if paying with a P-Card***.

***If paying with P-card, once the order is received, Fatima Jimenez directsledeast@hp.com will send a payment link to the agency. The P-card information is requested in the encrypted link at that time.

Do not put any credit card numbers in the email order.

Type of Delivery Order – Agency should create an ADO in wvOasis or WV-39 for agencies without access to wvOASIS

Invoicing Questions/Modifications – Email Fatima Jimenez directsledeast@hp.com the invoice and any additional information relevant to the question/request.