

# **Ordering Instructions**

## **Statewide Contract**

LAR20 – Microsoft Licensing Agreement

**Ordering Requirements** – Agencies may order any items in the contract as long as those items are not covered by any statewide contract issued by the Purchasing Division, and as long as those items are not excluded according to the contract. The LAR20 agreement is for the purchase of cloud-based and on-premise Microsoft products and services.

**Special Instructions** – See attached

**Approvals Required** – N/A

**Agency and/or Vendor Contact Information** –

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 (\$0.00 - \$250,000.00)/CDO (\$250,000.00 and up) should be created in OASIS with the appropriate documentation attached.

**How to submit the completed order to the Vendor** – See attached Ordering Instructions.

# Microsoft Enterprise Software Licenses Ordering Procedures – LAR20

1. Determine agency product / service needs. If agency is unsure of its needs, it can contact the West Virginia Office of Technology at [OTES@wv.gov](mailto:OTES@wv.gov)
2. Requesting Agency requests a quotation from SHI by emailing West Virginia Sales Team with Summer Bailey CC'd:
  - **West Virginia Sales Team**  
[WestVirginia@shi.com](mailto:WestVirginia@shi.com)  
Toll Free: 1-888-744-4084  
FAX: 732-652-0810
  - **Summer Bailey**  
Account Executive – West Virginia Public Sector SLED  
[summer\\_bailey@shi.com](mailto:summer_bailey@shi.com)  
Office: 304-541-4288
3. Quote and Monthly Pricing Catalog are returned to agency, copying [OTES@wv.gov](mailto:OTES@wv.gov)
4. Requesting Agency creates and submits the appropriate release order (ADO/CDO).
  - Submit ADO/CDO via e-mail [WestVirginia@shi.com](mailto:WestVirginia@shi.com) ; [summer\\_bailey@shi.com](mailto:summer_bailey@shi.com) and copy [OTES@wv.gov](mailto:OTES@wv.gov)
5. SHI Order Confirmation:
  - SHI confirms order, matching agency ADO/CDO to MS order
  - SHI issues order number for tracking purposes
  - SHI sends license confirmation to requesting Agency and copies [OTES@wv.gov](mailto:OTES@wv.gov) once MS receives and processes the licensing portion of the order
6. SHI Processing/Invoicing:
  - SHI processes the order: Processed means that the order has been completed, software has been accepted by Requesting Agency.
  - SHI sends invoice to Requesting Agency.
  - Requesting Agency verifies invoice and processes payment.