Ordering Instructions

Statewide Contract – LAR16 – Software Licensing

Ordering Requirements: Agencies may order any clearly identified LAR16 contract item provided those items are not covered on any other statewide contract issued by the Purchasing Division, and as long as those items are not excluded according to the contract. The State is not authorized to purchase cloud related software services or consulting services on this contract.

Microsoft Enterprise Software Licenses Ordering Procedures

1. Determine agency product / service needs, if agency is unsure of their needs they can contact the West Virginia Office of Technology at **OTMSOrders@wv.gov**

2. Requesting Agency requests a quotation from SHI (choose one option):
    - **West Virginia Sales Team**
      WestVirginiaGOV@shi.com
      Toll Free: 1-888-744-4084
      FAX: 732-652-0810

    - **Summer Bailey**
      Account Sales Manager – West Virginia Public Sector
      Summer_Bailey@shi.com
      Office: 304-541-4288

    - **Erik Schroeder**
      District Sales Manager – Mid-Atlantic Public Sector
      erik_schroeder@shi.com
      Office: 804-379-8157

3. Quote and Monthly Pricing Catalog are returned to agency, copying **OTMSOrders@wv.gov**

4. Requesting Agency creates and submits the appropriate release order (ADO/CDO). An (ADO $0.00 - $250,000.00) / (CDO ($250,000.01 and up) must be created in wvOasis.
    - Submit ADO/CDO via e-mail **WestVirginia@shi.com ; erik_schroeder@shi.com** and copy **OTMSOrders@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 **OTMSOrders@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.

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