

Ordering Instructions

Statewide Contract – MAILMCHN18B

Ordering Requirements – An agency may use the MAILMCHN18B Statewide Contract for any order as-needed.

Special Instructions– The above referenced contract is intended to provide Agencies with a purchase price for contract items as contained in the completed Pricing Pages attached to the contract.

Approvals Required – Office of Technology Approval is required for any mail machine purchase or lease. Please submit the Office of Technology Approval Attachment, found at the end of these Ordering Instructions, to Consulting Services via 3rd Party Approver in OASIS. If the Agency does not have OASIS access, please submit the Approval Attachment and a WV-39 to Consulting.Services@wv.gov

Agency and/or Vendor Contact Information:

Pitney Bowes, Inc.
Phone: 304-881-9298
Fax: 203-617-6852
Contact: Susan Lopinsky
Email: Susan.Lopinsky@pb.com

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 – ADO

How to submit the completed order to the Vendor – The agency must contact the vendor representative to initiate the procurement process. The vendor shall accept orders by regular mail, facsimile, e-mail, or any other written forms of communications.

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