

# Ordering Instructions

## Statewide Contract

IP16 (SWC\*23) Computer Equipment and Accessories

**Ordering Requirements** – Agency must complete a Delivery Order (ADO/CDO) or WV-39, if no access to OASIS, and submit completed, signed Delivery Order to Hewlett-Packard for fulfillment.

**Special Instructions** – Please see the accompanying step-by-step instructions for ordering.

**Approvals Required** – IP Board via 3<sup>rd</sup> Party Approver in wvOASIS. See attached instructions. If an Agency does not have access to wvOASIS, email the IP Board at [IP.Board@wv.gov](mailto:IP.Board@wv.gov)

### Agency and/or Vendor Contact Information:

Jerome Gabryszewski  
[Jerome.Gabryszewski@hp.com](mailto:Jerome.Gabryszewski@hp.com)  
1-505-415-7120

Kristen Reed  
[Kristen.Reed@hp.com](mailto:Kristen.Reed@hp.com)  
859-338-9296

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/CDO or WV-39 for agencies without access to wvOASIS

**How to submit the completed order to the Vendor** – Agencies must send finalized ADO/CDO and IP Board Approval Memo to Hewlett Packard order processing:  
[Orders-Processing-USA@hp.com](mailto:Orders-Processing-USA@hp.com)

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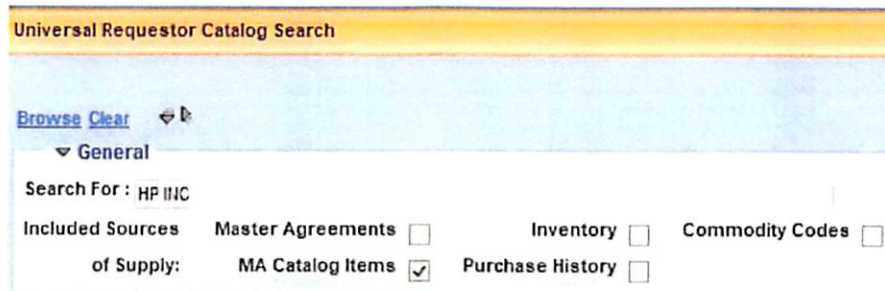
**NOTE: If Release Order exceeds \$250,000.00 Order Type will be a CDO**

Step 1:


Type "URCATS" in the *Jump-To* Box at the top of the page. Press enter or click "Go". The Universal Requestor Catalog Search page will appear.

Step 2:

Uncheck all of the boxes, except for *MA Catalog Items*. In the *Search For* Field, type "HP Inc" and hit Enter or click *Browse*. This will ensure that only items for the current IP16 are pulled. **Users should no longer enter the Commodity Code 43210000 in the *Search For* Field.**



Universal Requestor Catalog Search

[Browse](#) [Clear](#) 

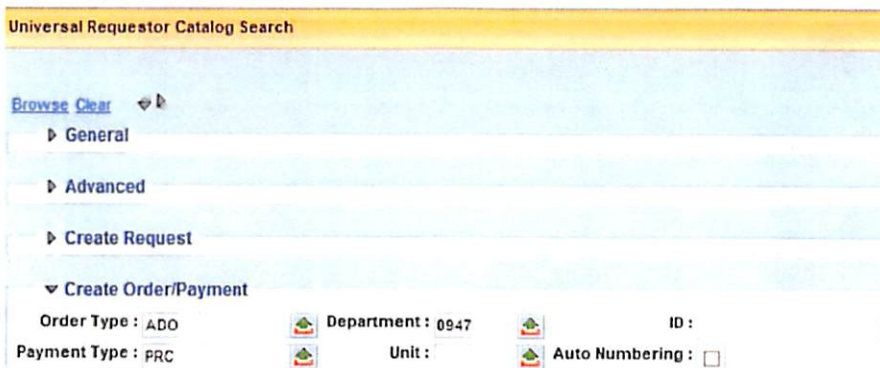
▼ General

Search For : HP INC


Included Sources    Master Agreements     Inventory     Commodity Codes   
of Supply:    MA Catalog Items     Purchase History

Step 3:

In the Create Order/Payment section, enter your agency's Department and Unit, your agency's ID prefix (such as DNR or DMV) and select the *Auto Numbering* Box.



Universal Requestor Catalog Search



[Browse](#) [Clear](#) 



▶ General

▶ Advanced

▶ Create Request

▼ Create Order/Payment

Order Type : ADO     Department : 0947     ID :

Payment Type : PRC     Unit :     Auto Numbering :



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### Step 4:

In the catalog grid, select the item(s) you want to order by checking the boxes on the left side of the catalog pages. Use the *First*, *Previous*, *Next*, and *Last* to navigate the catalog pages.

PunchOut	Unit	Unit Price	Vendor Name	Alias/DBA	CL Description	Description	Commodity Code	Commodity Specifications	Supplier Part Number	Source	Expiration
<input type="checkbox"/>	No	EA	\$45.00	HP IIC	OPTIONAL: Nylon Backpack	Computer Equipment and Accessories	43210000	The computer and its accessories	PE840A	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$921.00	HP IIC	Power Laptop - No image	Computer Equipment and Accessories	43210000	The computer and its accessories	PWRIB	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$704.00	HP IIC	Power PC - No image	Computer Equipment and Accessories	43210000	The computer and its accessories	PWRPC	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$15.00	HP IIC	OPTIONAL: External Enhanced Keyboard (USB)	Computer Equipment and Accessories	43210000	The computer and its accessories	OY776AA	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$7.00	HP IIC	OPTIONAL: External 2-button mouse w/scroll (USB)	Computer Equipment and Accessories	43210000	The computer and its accessories	OY777AA	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input checked="" type="checkbox"/>	No	EA	\$805.00	HP IIC	Standard Laptop - No image	Computer Equipment and Accessories	43210000	The computer and its accessories	STDIB	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017

### Step 5:

Once you have selected the items, click *Create Delivery Order* at the bottom of the page (second row, third from the left).

<input checked="" type="checkbox"/>	No	EA	\$805.00	HP IIC	Standard Laptop - No image	Computer Equipment and Accessories	43210000	The computer and its accessories	STDIB	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$521.00	HP IIC	Standard PC - no image	Computer Equipment and Accessories	43210000	The computer and its accessories	STDPC	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$30.00	HP IIC	OPTIONAL: Tablet Stylus	Computer Equipment and Accessories	43210000	The computer and its accessories	T4224AA	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$33.00	HP IIC	OPTIONAL: 4 GB Memory (single)	Computer Equipment and Accessories	43210000	The computer and its accessories	T7B76AA	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017
<input type="checkbox"/>	No	EA	\$48.20	HP IIC	OPTIONAL: 8GB Memory (single)	Computer Equipment and Accessories	43210000	The computer and its accessories	T7B77AA	<a href="#">CMA 0212 SWC0000000023</a>	09/30/2017

[First](#) [Prev](#) [Next](#) [Last](#)

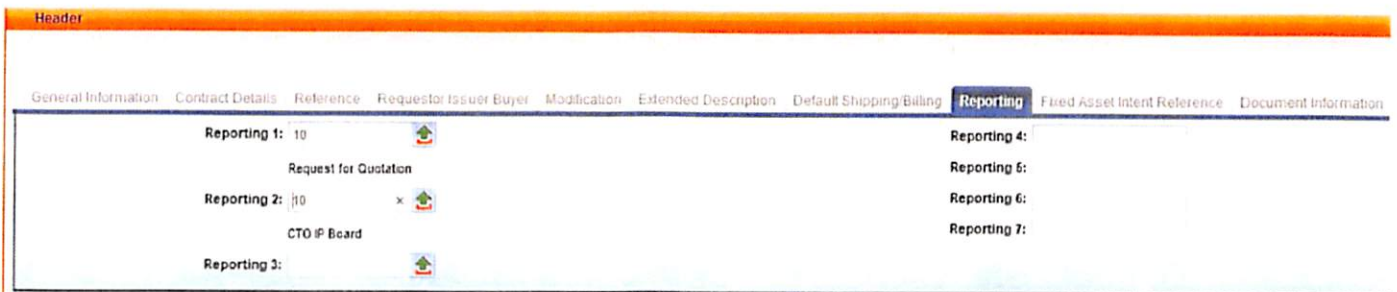
[\\* Start New Request](#)
[\\* Add To Current Request](#)
[\\* View Current Request](#)
[\\* Catalog Line Details](#)
[\\* Buy From Supplier](#)  
[Add Selected Lines to MALS](#)
[\\* View MALS Records](#)
[Create Delivery Order](#)
[Create Payment](#)
[\\* Start New MA Comparison](#)

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### Step 6:

Once the Agency Delivery Order/Central Delivery Order is created, some necessary information must be completed, such as *Description, Requestor Issuer Buyer, Shipping and Billing*, accounting information, and quantities. Some descriptive information on the commodity lines will not appear until "Validate" is clicked. Credit Terms have been consistently slowing down orders. Please list credit/payment terms in the Extended Description section of the ADO to avoid delays. **Please be aware that Agencies and West Virginia State Entities with wvOASIS access must submit the ADO to the IP Board for review and approval through wvOASIS. Any WV-39s received from Agencies or Entities with wvOASIS access will be rejected.** Please use the following steps to submit your purchase to the IP Board:

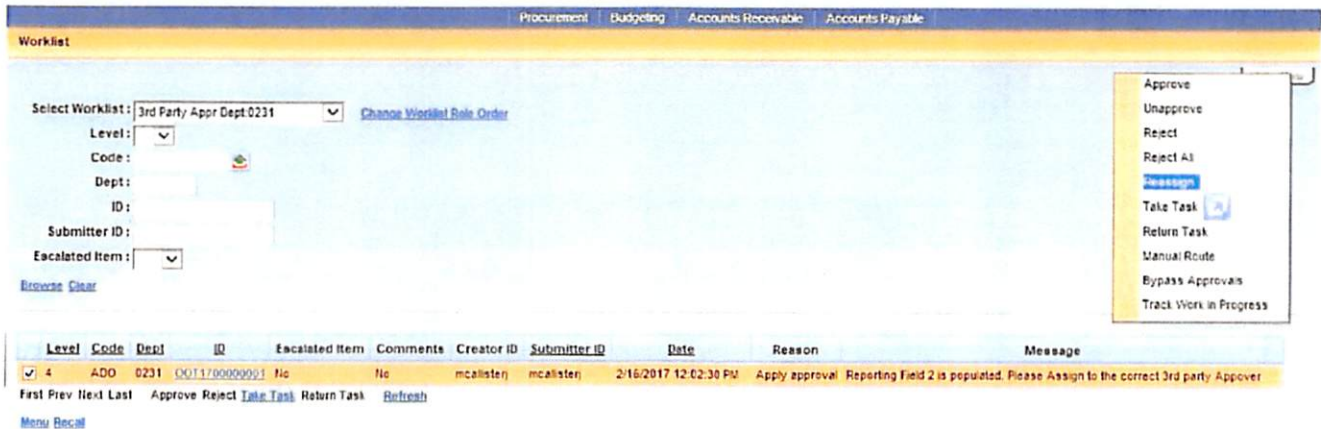
In the Header Section, click on the *Reporting Tab* (the eighth from the left). In the *Reporting 2* Field, choose option 10 – *CTO IP Board* from the pick list. Leave the *Reporting 1* Field as is.



The screenshot shows the 'Reporting' tab selected in the system header. The 'Reporting 1' field is set to '10' with the label 'Request for Quotation'. The 'Reporting 2' field is set to '10' with the label 'CTO IP Board'. The 'Reporting 3' field is empty. The 'Reporting 4' through 'Reporting 7' fields are also empty.

Once the ADO/CDO has been completed, validated, and submitted into workflow, the 1st Level Approver will take the task and approve, which will send the document to your agency's 3<sup>rd</sup> Party Approver's worklist. The 3<sup>rd</sup> Party Approver must reassign the ADO to the IP Board's worklist by using the following instructions:

When the document appears in the 3<sup>rd</sup> Party Approver's worklist, he/she will check the box for the document and from the *Action Menu* at the top of the page, select the *Reassign* function (fifth one down).



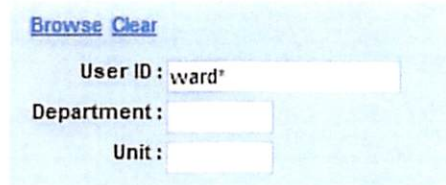
The screenshot shows the 'Worklist' page with a task listed. The 'Action Menu' is open, showing the 'Reassign' option selected. The task details are as follows:

Level	Code	Dept	ID	Escalated Item	Comments	Creator ID	Submitter ID	Date	Reason	Message
<input checked="" type="checkbox"/>	4	ADO	0231	0011700000001	No	mcallesterj	mcallesterj	2/16/2017 12:02:30 PM	Apply approval	Reporting Field 2 is populated. Please Assign to the correct 3rd party Approver

The 'Action Menu' options are: Approve, Unapprove, Reject, Reject All, Reassign, Take Task, Return Task, Manual Route, Bypass Approvals, Track Work in Progress.

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After selecting *Reassign*, type "ward\*" in the *UserID* Field and click *Browse* or hit Enter to search.



Browse Clear

User ID : ward\*

Department :

Unit :

Once the search results are returned, select "wardwi1" with the Department of 0210 and Unit of 2220. Press *Select* and your ADO/CDO will be assigned to the IP Board. You can verify this step by looking at the document's workflow. If done correctly, you will see the document is assigned to Tony (William) Ward, 3<sup>rd</sup> Party Approver for Dept 0210. If changes are requested, the IP Board will reject the document. If approved, it will continue through the workflow.

User ID	Department	Unit
✓ wardje1	0511	2745
wardmi1	0310	6526
wardfi1	0603	5256
wardisa1	0313	9280
wardsu1	0433	4750
wardwi1	0210	2220

You can verify this step by looking at the document's workflow. If correct, you will see the document is assigned to Tony (William) Ward, 3<sup>rd</sup> Party Approver. If changes are requested, the IP Board will reject the document. If approved, it will continue through the workflow.