

Ordering Instructions

Statewide Contract

IP19 - Computer Equipment and Accessories

Ordering Requirements – Agency should create an Agency Delivery Order (ADO) in wvOasis and submit to the WV Office of Technology for approval. (see Ordering Guide, Procedures & Tips on how to submit to WVOT).

Special Instructions – Please see the accompanying step-by-step instructions (Ordering Guide, Procedures & Tips, 3rd Party approval, etc.) for ordering through wvOASIS.

Approvals Required – WV Office of Technology, see step-by-step ordering instructions

Agency and/or Vendor Contact Information –

Megan Morris, Inside Account Manager

Megan.Morris@dell.com

512-513-8094

Siddharth Guha, Accounts Receivable Specialists

Siddharth_Guha@Dell.com

Lori Caldwell, Account Executive

Lori.Caldwell@dell.com

304-541-3400

Send orders to: T1WVIP19@dell.com with below information

Subject: IP19 - Agency Name - Total PO \$ Amount - Contact Name

Ex. Subject: IP19 - DOT - \$2,389 - John Smith

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 Delivery Order to Dell for order processing.

Invoicing Questions/Modifications – Type the word “Invoice” into the subject line and email to T1WVIP19@Dell.com with a copy of the invoice and any additional information relevant to the question/request.