

# **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, 3<sup>rd</sup> 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 –**

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Lori Caldwell, Account Executive

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**Send orders to:** [T1WVIP19@dell.com](mailto: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](mailto:T1WVIP19@Dell.com) with a copy of the invoice and any additional information relevant to the question/request.



# DELL Technologies

## Account Team

**DELL**  
Technologies



**Lori Caldwell**  
Account Executive

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- Single point of accountability for all of Dell Technologies
- Available for site visits



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- Inside Account Management
- Orders
- Product quotes



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- BOM



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**DELL**EMC

Data Center  
Storage  
Compute  
Networking

**DELL**Technologies  
Services





# DELL Technologies

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- Professional Services
- Enterprise Services
- Deployment Services

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- Quarterly Reviews

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Regional Manager  
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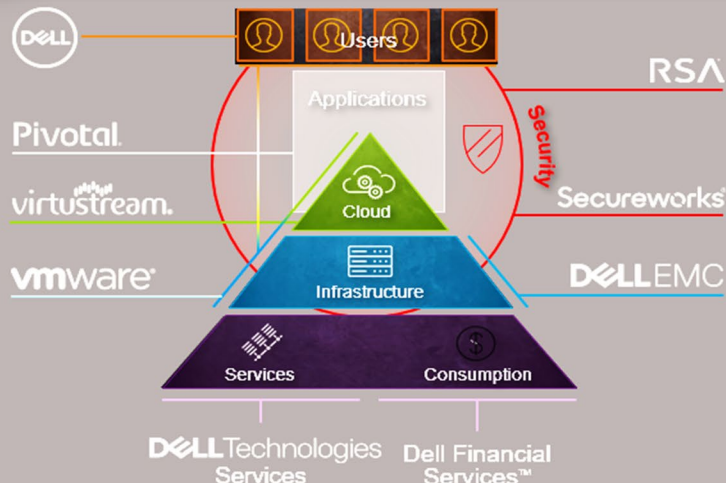
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- Escalations
- On Site Visits



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