

# Ordering Instructions

## Statewide Contract

### LAR24 – Microsoft Licensing Agreement

**Ordering Requirements** – Agencies may order any items in the contract as long as those items are not covered by any statewide contract issued by the Purchasing Division, and as long as those items are not excluded according to the contract. The LAR24 agreement is for the purchase of cloud-based and on-premise Microsoft products and services.

**Special Instructions** – Agency may be asked by vendor to complete an onboarding document to assist with orders. DO NOT COMPLETE PAGE 2 CONTAINING ALTERNATE TERMS AND CONDITIONS.

**Approvals Required** – For Executive Branch Agencies, Office of Technology Approval is required.

#### Vendor Contact Information:

Agency requests a quotation from Crayon:

- Lusio Filiba
- Public Sector Client Director
- [Lusio.Filiba@crayon.com](mailto:Lusio.Filiba@crayon.com)
- 202-549-3431

**Type of Delivery Order** – An ADO (\$0.00 - \$250,000.00)/CDO (\$250,000.01 and up) should be created in OASIS with the appropriate documentation attached.

**How to submit the completed order to the Vendor via email:**– Send the completed order to the designated point of contact above.

1. Requesting Agency creates and submits the appropriate release order via e-mail to [Lusio.Filiba@crayon.com](mailto:Lusio.Filiba@crayon.com);
2. Crayon Order Confirmation:
  - a. CRAYON confirms order, matching agency ADO/CDO to MS order
  - b. CRAYON issues order number for tracking purposes
  - c. CRAYON sends license confirmation to the requesting Agency.
3. CRAYON Processing/Invoicing:
  - a. CRAYON processes the order: Processed means that the order has been completed, software has been accepted by Requesting Agency.

- b. CRAYON sends invoice to Requesting Agency.
- c. Requesting Agency verifies invoice and processes payment.

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