



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: A/V Equipment	Contract #: ITN 50674-FSU
Vendor: GovConnection	Effective Date: May 2007
OMNI Vendor ID#: 0000000299	DMBE Certified: No
Address: 706 Milford Road Merrimack, NH 03054	Payment Terms: Net 40
Contact: Rob Mitchell	Purchasing Card Can Be Used: Yes
Phone: 888-294-0275	Fax: 603-683-0697
E-Mail: rmitchell@govconnection.com	Website: OMNI Login Page This is an EMarket vendor this is the first & main login. You should use this unless the order falls in one of the other methods.
Purchasing Specialist: Geneva Miller gamiller@admin.fsu.edu 850-644-9726	Procure to Pay Team: Purchasing: Geneva Miller (gamiller@admin.fsu.edu) Accounts Payable: Mike Anestor (manestor@admin.fsu.edu)
Contract Information: Based on pricing, items may be subject to competitive quotes due to the nature of the commodity area. This is an optional use contract for A/V equipment	
Note: <ul style="list-style-type: none">* EMarket is the first way to purchase with this vendor. Any regular order sent to Purchasing not done through the EMarket system will be canceled. We will contact you to let you know the order was canceled (will show as canceled in Manage Requisitions also) and to go through EMarket to place order.* The P-Card is the second way to purchase from this vendor. If the order is under \$50 and you have a p-card this is the way you should order. The web site for ordering with the p-card is www.govconnection.com/fsu* Entering a requisition manually is the third way to order from this vendor. If an item you are wanting to purchase is not in the EMarket system or if you are purchasing large volume of a single item you will need to manually enter a requisition.* When purchasing a single item over \$1,000 or several items to make a single item and the total is \$1,000 or more be sure to code as OCO so that a property tag may be issued.* When doing a volume purchase please contact the agent listed above. It is the responsibility of the agent to negotiate pricing.* For returns contact Rob Mitchell and he will assist you with returning your item and issuing a credit or replacement. There may be a restocking fee for returned items that are not due to vendor error.* For Personal Purchases click here	
Summary Sheet #:	Updated: July 23, 2009