



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: IT Hardware/Software	Contract #: ITN 50674-FSU
Vendor:	Effective Date: May 2007
OMNI Vendor ID#: Hewlett Packard (HP)	DMBE Certified: No
Address: 10810 Farnman Dr., Omaha, NE 68154	Payment Terms: Net 40
Contact: Don Lea	Purchasing Card Can Be Used: Yes
Phone: 800-888-3224 ext. 15665	Fax: 719-592-8778
E-Mail: don.lea@hp.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: Phyllis Sullivan pwsullivan@admin.fsu.edu 850-644-9726	Procure to Pay Team: Purchasing: Phyllis Sullivan (pwsullivan@admin.fsu.edu) Accounts Payable: Mike Anestor (manestor@admin.fsu.edu)

Contract Information: This contract is for all HP products.

Note:

- * **EMarket is the first way to purchase with this vendor.** Any orders 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.hp.com/buy/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
- * All orders over \$20,000 route to the IRM (Information Resources Manager) for approval before being dispatched to the vendor.
- * 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.
- * Before purchasing software check with User Services Software Licensing at <http://sl.us.fsu.edu/>. They carry several software packages and give departments great pricing.
- * When doing a volume purchase please contact the agent listed above. It is the responsibility of the agent to negotiate pricing.
- * For returns contact Don Lea 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](#)