

Contract Instructions

Computer Equipment, Peripherals, and Related Services

Each Participating Addendum (PADD) is slightly different.

PRINTERS ARE NOT ALLOWABLE PURCHASES UNDER THESE CONTRACTS.

PRINTERS MUST BE PURCHASED FROM THE COPIERS, PRINTERS, AND RELATED DEVICES CONTRACTS

*The only exception is if the printer is purchased as part of a new configuration.

General Instructions

1. Review the PADD document to determine if the Vendor you selected has been awarded the band of products you are purchasing. Below is a quick reference guide.

Band 1	Band 2	Band 3	Band 4	Band 5
Desktop	Laptop	Tablet	Server	Storage
ACE APPLE DELL HP, INC LENOVO	APPLE DELL HP, INC LENOVO MICROSOFT PANASONIC	APPLE DELL HP, INC LENOVO MICROSOFT PANASONIC	ACE DELL HEWLETT PACKARD ENTERPRISE LENOVO	ACE DELL EMC HEWLETT PACKARD ENTERPRISE LENOVO NETAPP NIMBLE STORAGE PURE STORAGE XIOTECH

2. Each Vendor’s landing page is slightly different and is hosted by that Vendor. You may purchase from the website or through an authorized Reseller or Agent listed on the statewide contracts page. Only the Resellers/Agents listed on IDAHO’S statewide contracts page are allowed under this contract.
3. Some Vendors are allowed Resellers and some Vendors have approved Agents. Please pay close attention to which entity you must address your Purchase Order.
4. Follow the instructions for orders on Idaho’s PADD for that specific vendor.
 - a. You must always include **Idaho’s PADD number** (begins with PADDxxxx) and the Lead State Master Agreement No., which is **MNWNC-125**.

For additional information, please review the Pricing, Product, and Service Schedule Information on the statewide contracts page.

If you have questions, please contact Stephanie Wildman at (208) 332-1611 or Stephanie.Wildman@adm.idaho.gov

Thanks!