

Contract Instructions

PADD1097-Mailing Equipment and Services

Neopost

1. Go to http://purchasing.idaho.gov/statewide_contracts.html
2. Click the letter M
3. Go to Mailing Equipment and Services WSCA/NASPO Contracts
4. All purchase orders should contain the following:
 - i. Mandatory Language “PO is subject to WSCA/NASPO Contract #ADSP011-00000411-4”
 - ii. Your Name, Address, Contact, and Phone-Number.
 - iii. Should include PADD1097 and the Lease State price Agreement number:#ADSP011-00000411-4
5. When you are purchasing off of this contract you will need to fill out a lease agreement. To create one for your agency click “Lease Agreement”
6. For Pricing click “Pricing”
7. For Contact information, sales and service and supplies click on “Contact Information”.