**Contract Instructions**

Transource Services Corporation

*Please Note: Each Participating Addendum (PADD) is slightly different.*

**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.

<table>
<thead>
<tr>
<th>Band 1</th>
<th>Band 2</th>
<th>Band 3</th>
<th>Band 4</th>
<th>Band 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop</td>
<td>Laptop</td>
<td>Tablet</td>
<td>Server</td>
<td>Storage</td>
</tr>
<tr>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>Transource</td>
<td>Transource</td>
</tr>
</tbody>
</table>

2. Transource will work with each Agency directly. There are no Transource resellers for Idaho.

3. Idaho has awarded this PADD for Bands 4 (servers) and 5 (storage) only.

4. Note that you may order services and software for to the equipment purchased.

5. You may order products from Transource in the awarded bands from manufacturers not awarded a PADD in Idaho. For example, you may not order HP, Dell, or Pure Storage products through Transource, but can order Nutanix.

6. Follow the ordering instructions in Section 10 of Idaho’s PADD document.
   
   a. You must always include Idaho’s PADD number (PADD18200544) and the Lead State Master Agreement No., which is MNWNC-130.

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!