

**Contract Instructions**

**Microsoft**

*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.

<b>Band 1</b>	<b>Band 2</b>	<b>Band 3</b>	<b>Band 4</b>	<b>Band 5</b>
Desktop	Laptop	Tablet	Server	Storage
	MICROSOFT	MICROSOFT		

2. You may purchase directly from Microsoft or through an authorized Reseller listed on the statewide contracts page. Only the Resellers listed on IDAHO'S statewide contracts page are allowed under this contract.
3. Microsoft does not offer online configuration or ordering capabilities.
4. Note that you may order services related to the equipment purchased.
5. Follow the instructions for orders on Idaho's PADD for that specific vendor.
  - a. You must always include **Idaho's PADD number** (PADD16200162) and the Lead State Master Agreement No., which is **MNWNC-119**.

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

If you have questions, please contact Kaylee Starman at (208) 332-1611 or [Kaylee.Starman@adm.idaho.gov](mailto:Kaylee.Starman@adm.idaho.gov)

Thanks!