

ITSW1001 Intuitive Technology Group – Symantec Ordering Procedures

The Office of Management and Enterprise Services (OMES) has revised the ordering process for ITSW1001 - Intuitive Technology – Endpoint Protection.

OMES will now provide Agencies with the following Symantec products:

- a) Endpoint Protection License Fee
- b) Endpoint Protection License Support
- c) Endpoint Protection Software Implementation Services

Agencies will no longer be able to directly order off of ITSW1001 (contract 3138).

Please use the following instructions when ordering the Intuitive Technology/Symantec Software:

- 1) All orders are to be a “release” against OMES Contract # 3376 (see attached)
- 2) Agency will need to contact the Help Desk for a quote
- 3) Using the quote, the agency will create an e-Pro requisition using the OMES Vendor ID 0000000090 and the new OMES vendor location number **0036**.

Failure to change the location code to 0036 will result in a significant delay in your order

Location number 0036 will change the vendor name on the purchase order to:

Office of Management and Enterprise Services

Information Security

3115 N. Lincoln Blvd.

Oklahoma City, OK 73105-5400

- 4) Determine which line(s) of Contract #3376 need to be copied into your purchase order
- 5) When the e-Pro requisition is complete, route for review and approval.
- 6) After the requisition is approved, it is processed normally and the PO will be routed to OMES Information Security.

Any billing or invoice questions will need to be submitted to the helpdesk.

