

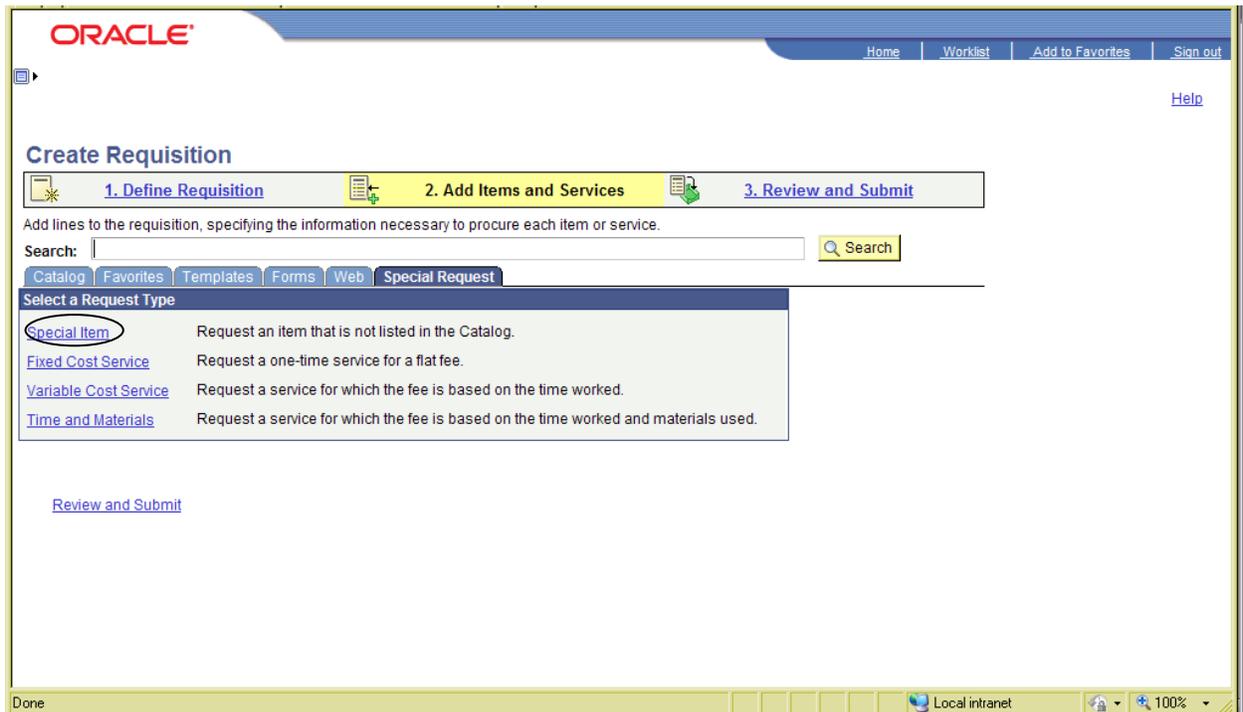
ITSW1008

How to Issue a Release

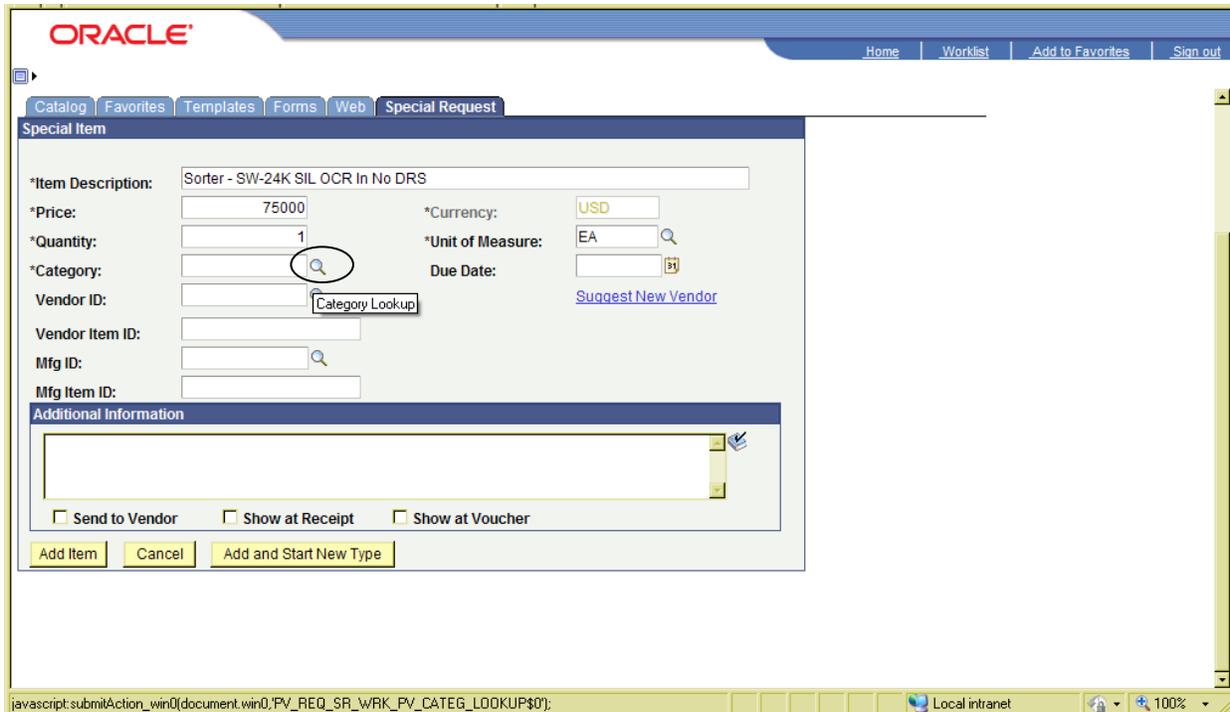
The statewide contracts for ITSW1008 are the “order by description” contracts. There are no specific item IDs assigned to these contracts. Below are the screenshots how to issue a release against the contracts.

Option # A: Issue an e-Pro requisition

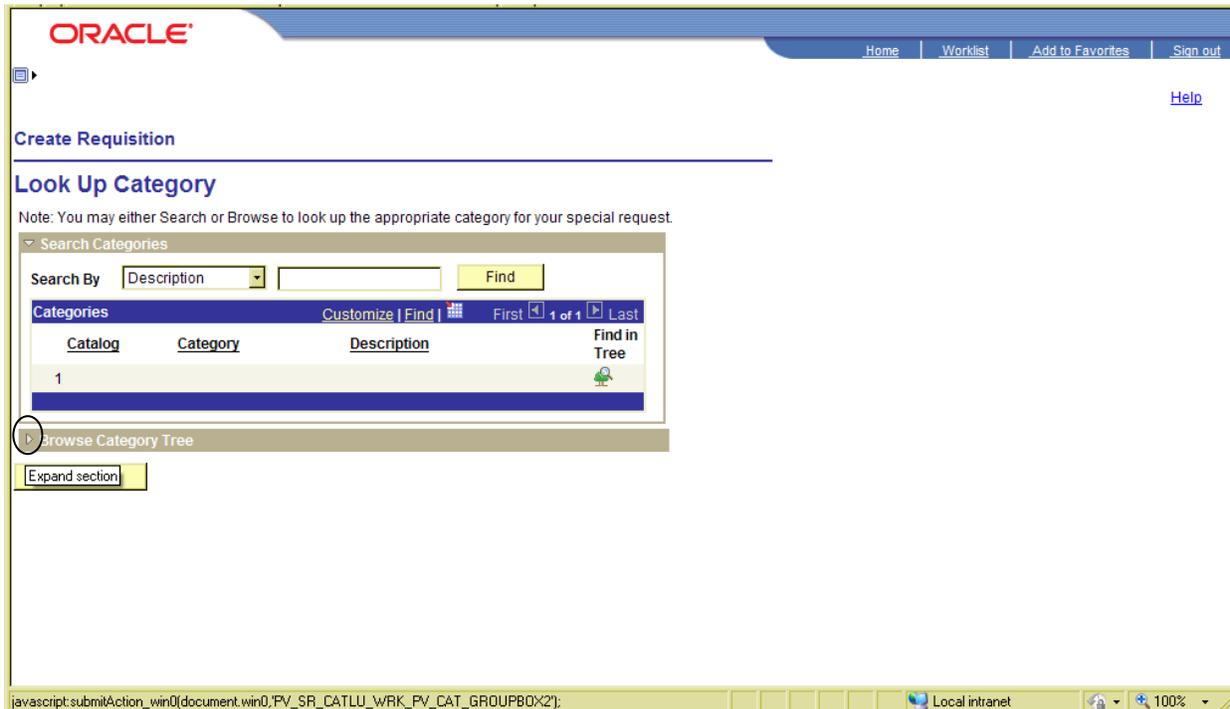
A.1. Select “Special Request” tab, and click on “Special Item” link



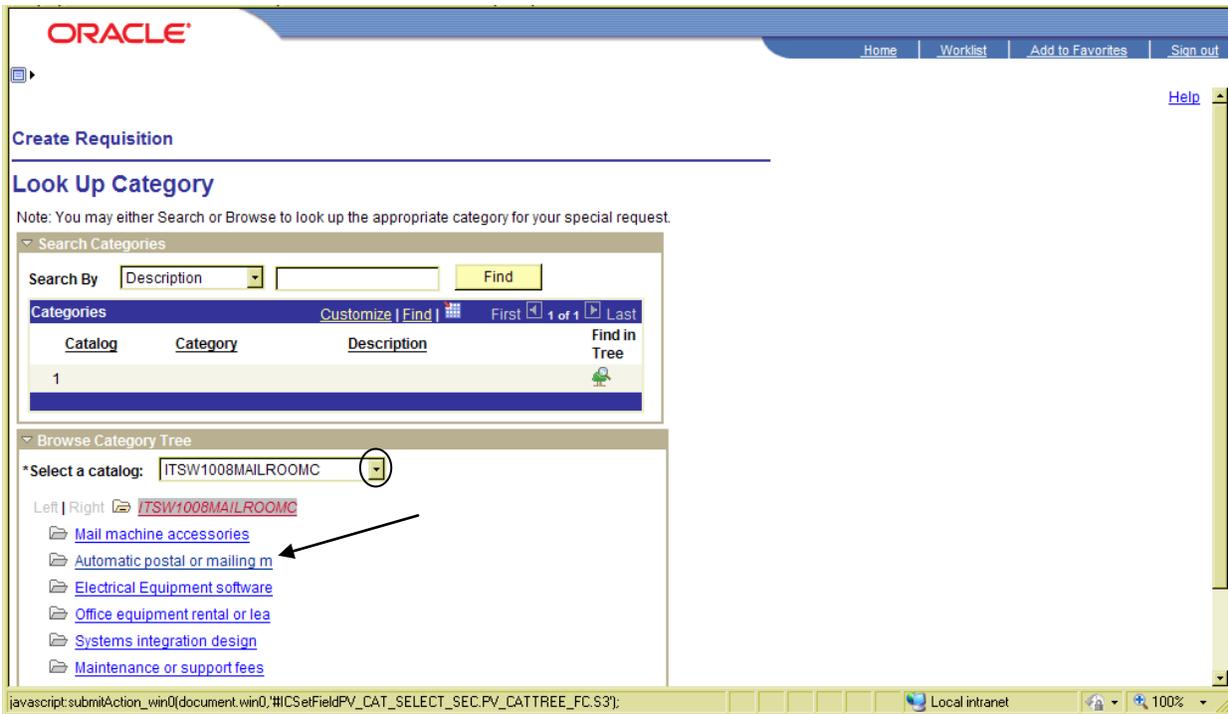
A.2. Type specific description of items/services required. For example, if this is for a purchase of product, you may state “Sorter - SW-24K SIL OCR In No DRS”, enter a price, quantity and appropriate Unit of Measure. For category code, select the magnify glass next to it as shown below.



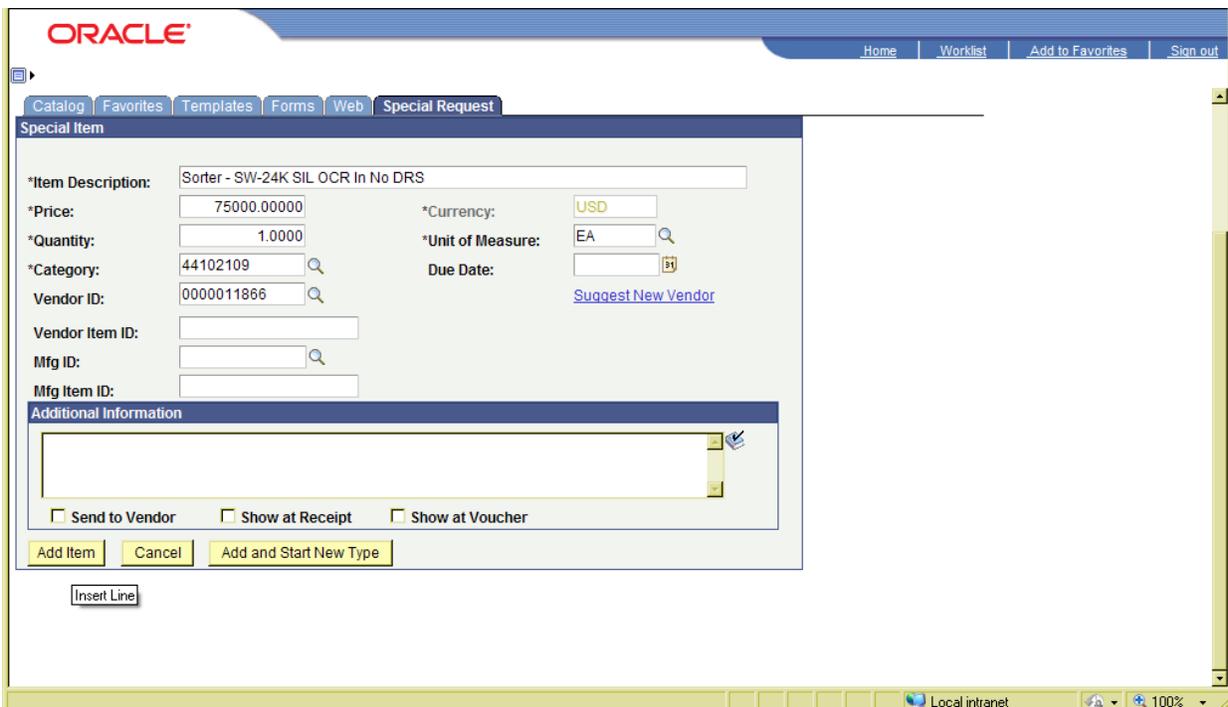
A.3. On the ‘Look Up Category’ page, click on the triangle next to “Browse Category Tree”



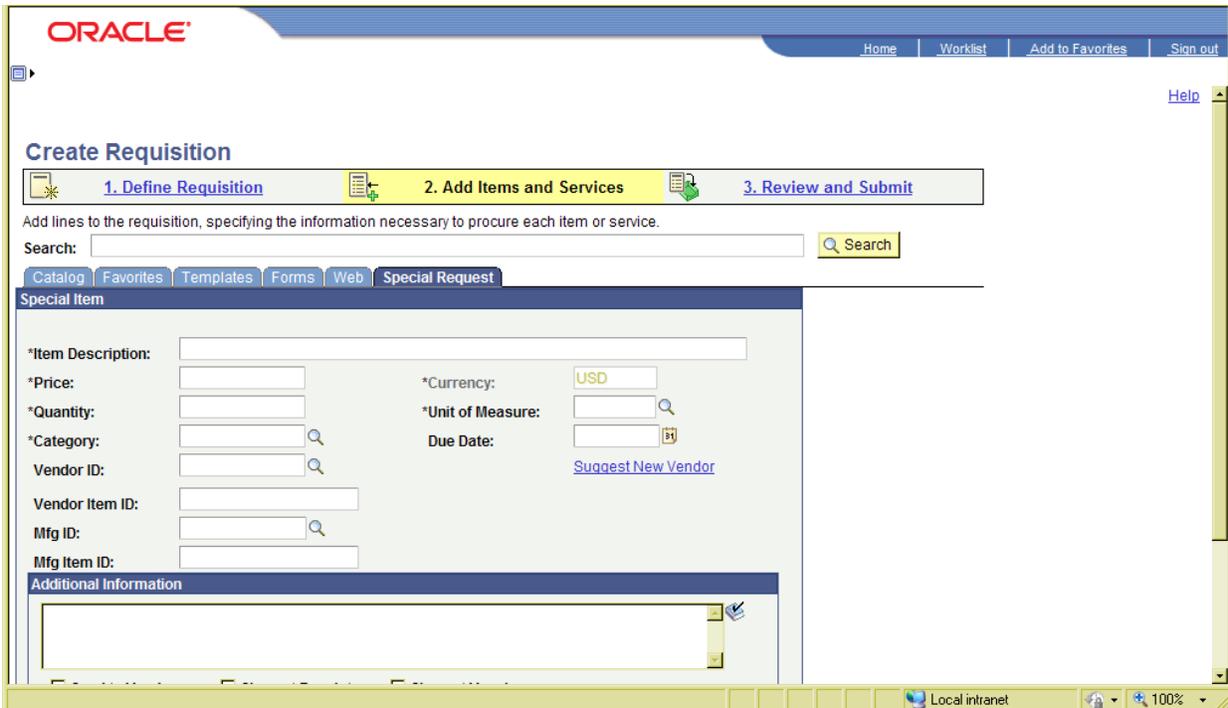
A.4. Click the drop down list and select “ITSW1008MAILROOMC”, then select the appropriate category code. In this example, “Automatic postal or mailing machine” is selected.



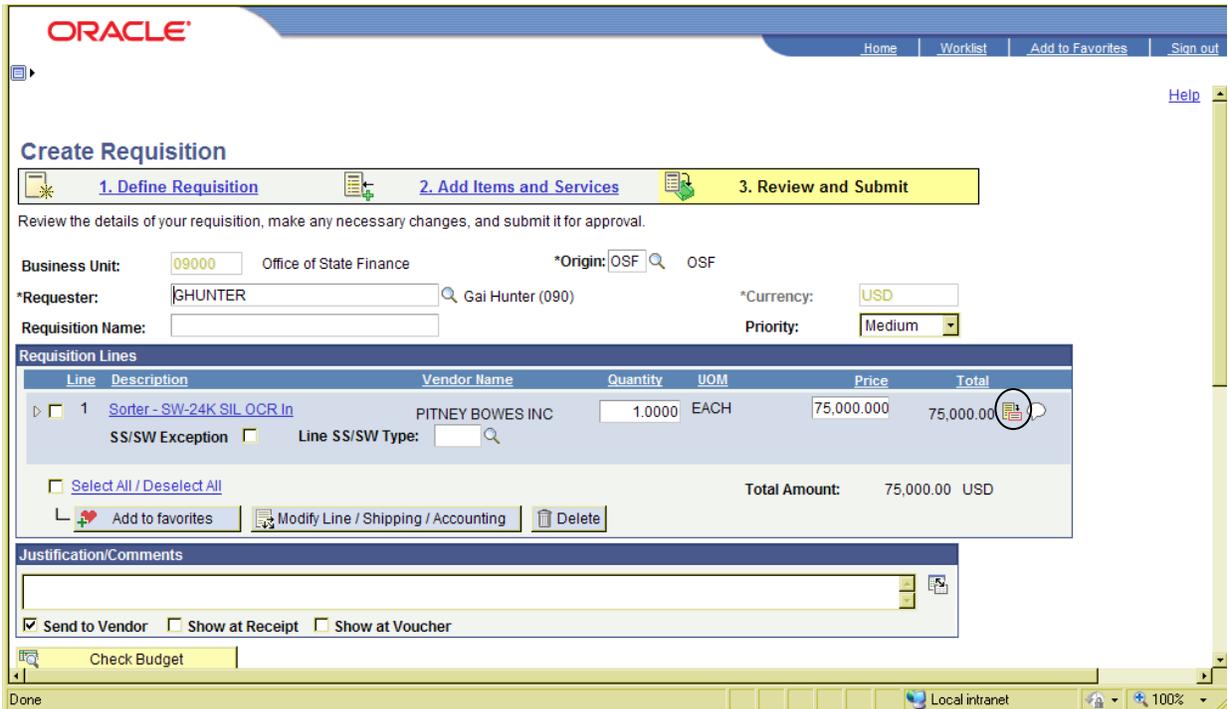
A.5. The category code for automatic postal or mailing machine is entered by the system. Complete with the vendor ID. And select "Add Item".



A.6. Select the step #3: Review and Submit to see a line item or repeat the steps #2-5 to add additional items/services as needed.



A.7. Select the "line detail" icon on line #1.



A.8. Change a default buyer to an appropriate buyer.



CONTRACT

State of Oklahoma

Dispatch via Print

Vendor ID 0000011866
 PITNEY BOWES INC
 3224 TEAKWOOD LN STE 120
 EDMOND OK 73013-3781

Contract ID 000000000000000000000003152		Page 1 of 2	
Contract Dates 04/23/2012 to 10/12/2013	Currency USD	Rate Type CRRNT	Rate Date PO Date
Description: ITSW1008-Mail Room Equip-Maint		Contract Maximum 0.00	
Allow Open Item Reference			
TYPE: STATEWIDE			

Tax Exempt? Y Tax Exempt ID:736017987

Line #	Cat CD / Item ID / Item Desc	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	44102109 / Postage meter rental or purchase of mailing systems, integrates postal scales, letter openers, letter folders, inserters, folder/inserters, envelop mail labeler, envelope addressing system, tabbers, or pre-sorting equipment	1.00	0.00	0.00	0.00
<p>Indicate a specific type, model and description of equipment including the pricing and any special instructions, if any.</p> <p>Unit of measure can be changed when issuing a release to reflect actual unit of measure.</p> <p>**Contract number is required to be attached with a release. However, contract line # is not required. The contract number will be used, along with the category code to obtain contract usages.**</p>					
	Contract Base Pricing	0.01000	EA	0050	
2	44102108 / Mail room accessories or supplies	1.00	0.00	0.00	0.00
<p>Identify a list of accessories or supplies purchased including the pricing. This is strictly for accessories and supplies related to Pitney Bowes mail room products offered in this contract only.</p> <p>Unit of measure can be changed when issuing a release to reflect actual unit of measure.</p> <p>**Contract number is required to be attached with a release. However, contract line # is not required. The contract number will be used, along with the category code to obtain contract usages.**</p>					
	Contract Base Pricing	0.10000	EA	0050	
3	81112201 / Mail room annual maintenance or time and materials maintenance	1.00	0.00	0.00	0.00
<p>Identify type and description of equipment requiring maintenance. Itemized costs are needed for time and materials including parts.</p> <p>Unit of measure can be changed when issuing a release to reflect actual unit of measure.</p> <p>**Contract number is required to be attached with a release. However, contract line # is not required. The contract number will be used, along with the category code to obtain contract usages.**</p>					
	Contract Base Pricing	0.01000	EA	0050	

Final = The price is final after adjustments
 Hard = Apply adjustments regardless of other adjustments
 Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

