

State of New Mexico Ordering Guidelines for State HP Desktop, Laptop, Server and Tablet PC's, SPD #70-000-00-04006:

- 1) End user determines the basic configuration requirements
- 2) Computer Corner prepares an official HP quote for the end user, which is submitted to HP for pricing and configuration approval
- 3) Computer Corner provides HP quote to end user
- 4) PO's are made out to HP per the information below to get the state Save Smart Pricing, referencing Computer Corner per information below
- 5) PO is provided to Computer Corner (electronic preferred) to submit to HP for ordering and tracking or can be faxed to HP, but Computer Corner must be notified to allow them to manage the purchase.
- 6) Product is drop-shipped directly from HP to client site, HP invoices the client directly

Important Data for each PO

Please reference Computer Corner and the Outlet ID # 2460250003 in the Body of the PO OR on the fax cover page.

**All Notebooks must have NSP (Non-specifically priced items) in the line item description or body of the line item description to be ordered using the GSA contract. Notebooks standards of the State of NM are not TA compliant and in order to process the order the NSP. Must be referenced.

Ordering information:

HP fax numbers	800-825-2329
Contractor address	Hewlett-Packard Company Federal Program Office 6406 Ivy Lane Greenbelt, MD 20770
Ordering address	Hewlett-Packard Company GEM Document Control 10810 Farnam Drive Omaha, NE 68154
Remit-to address	Hewlett-Packard Company P.O. Box 932956 Atlanta, GA 31193-2956
Wire transfers	Hewlett Packard Company Wachovia Bank Routing number: 053000219 Account number: 2087340755939
Contractor information	Fed tax # 941081436 DUNS # 134303192 CAGE code 1HQN9

HP Authorized partners like Computer Corner are compensated by HP after the State of NM order is invoiced from HP. They are responsible to provide solutions, current quoting, configuration and local service support on HP products. They can also place orders via the web on behalf of the State of NM providing the partner has an official signed purchase document (either fax or hard copy).

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