

Computer Corner, Inc

04/20/08

**State of New Mexico Ordering Process for State HP Desktop, Laptop,
Server and Tablet PC's, SPD# 80-000-00-00074**

This process applies to agencies on the State of New Mexico SHARE System

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 . This is Vendor Number 0000055703, ID#2.**

**Computer Corner's name and HP id number must also be referenced on the PO:
Computer Corner, Inc. Vendor ID# 2460250003**

This is the ordering address that must appear on the PO to process it correctly:

Hewlett-Packard Company
GEM Document Control
10810 Farnam Drive
Omaha, NE 68154 (VENDOR #0000055703, ID#2)

5. **PO is provided to Computer Corner (via e-mail preferred) or Fax to your Sales Representative at Computer Corner at 505-881-1300**, 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. **Please include a copy of the quote or reference the quote number on your PO.**

Fax to 505-881-1300 Attn: Carole Petranovich or e-mail carole@compcorner.com.

6. Product is drop-shipped directly from HP to client site, HP invoices the client directly
7. **HP invoices client and client pays to Vendor # 0000055703, ID# 10**

This is the remit to address that the check must be mailed to:

Hewlett-Packard Company
P.O. Box 932956
Atlanta, GA 31193-2956 (VENDOR #0000055703, ID#10)

**Call or e-mail Carole Petranovich with any questions you may have.
Inside Albuq - 505-881-2333 Outside Albuq – 1-800-873-7295
carole@compcorner.com**

Computer Corner, Inc. Carole Petranovich 505-881-2333 carole@compcorner.com