

Citrix Software Solicitation Number: 5400012328 Max Contract Period: 04/08/17 to 04/07/22 Contract Terms & Conditions Pricing	ITMO Procurement Manager Randy Barr Sr. 803-896-5232 rbarr@mmo.sc.gov Page last update: 04/19/2017
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Advantec Global Systems

PO Box 182 Matthews, NC 28106

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Email: kbright@agsi.us

CONTRACT: 4400015712

How to Place Purchase Orders for Citrix Software

To place purchase orders for your Citrix software needs, please use the following four (4) steps:

Step 1:

Visit the State's Procurement website for pricing. If you need assistance, contact Advantec Global Systems for a quote.

Step 2:

Complete your Purchase Order - ensuring that the PO is addressed to Advantec Global Systems

ALL USERS

1. You **MUST** make sure that your PO matches your quote 100%
2. The amount of taxes on your PO should match what is referenced on the quote.
Electronic Delivered Items are Tax Exempt
3. Electronic Delivery items should include a note that states "Electronic Delivery Only"
This is a requirement on all orders that include downloaded software
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order

If you fail to follow these instructions - Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.

Step 3:

Email purchase orders to Advantec Global Systems.

email the PO to: brohan@agsi.us

Step 4:

Software will be provided and invoiced to agencies directly from Advantec Global Systems so please choose the individual to whom the Citrix Licensing Confirmations should be sent to. This simple procedure should allow you to fully catalog your Citrix licenses and may simplify tracking of lost or missing orders.

****The Primary Licensing Contact Information requested is as follows:****

- Primary Contact Name**
- Primary Contact Email Address**
- Primary Contact Phone Number**

**** The Primary licensing contact should be a single point of contact per department or agency****