

Contract Name: **Microsoft Software**

Solicitation Number: **5400003109**

Contract Period: **07/25/2011 to 07/24/2018**

[Terms and Conditions](#)

**ITMO Procurement Manager:**

**Sarah Hancock**

**803-896-0022**

[shancock@mmo.sc.gov](mailto:shancock@mmo.sc.gov)

Last Updated: 07/10/2017

[Click here for instructions how to place orders for Microsoft software](#)

For questions regarding your Microsoft Agreement, or the options that may be available to you, please contact David Williams at SoftwareOne Inc. directly.

**SoftwareOne:**

**On-Site Sales Support:**

David Williams

Charlotte, North Carolina

Phone: 704-469-5103

Email: [David.Williams@softwareone.com](mailto:David.Williams@softwareone.com)

**Inside Sales Support:**

Team Line: 800-400-9852 option 2

Fax: 800-366-9994

Email: [statestore@softwareone.com](mailto:statestore@softwareone.com)

**Contract #:** 4400011061

**FEIN:** 39-1501504

**Contract Pricing:**

[Microsoft \(Academic\)](#)

[Microsoft \(Government\)](#)

[Microsoft \(Enterprise\)](#)

[Contract Award](#) - Details Pricing Discount

- **MS Academic Select Agreement Amendment**
- **MS Academic Select Agreement Extension**
- **MS Academic Select Enrollment**

**Government (Agency)**

- **MS Select Plus Agreement**
- **MS Select Enrollment**

**Enterprise**

- **MS Enterprise Agreement**
- **MS Enterprise Enrollment**

**How to Place Purchase Orders for Microsoft software**

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

**Step 1**

Visit the State's Procurement website for pricing. If you need assistance, contact SoftwareOne Inc. for a quote (if needed).

**Step 2**

Complete your Purchase Order - ensuring that the PO is addressed to SoftwareOne Inc. at the address below:

SoftwareOne Inc.  
20875 Crossroads Circle, Suite 1  
Waukesha, WI 53186

**ALL USERS**

1. You **MUST** make sure that your PO matches the 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 – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.
6. If you own more than one (1) Microsoft Enrollment, please reference on the PO the enrollment number that you want the PO to be related to.

**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 SoftwareOne**

Email the PO to: [statestore@softwareone.com](mailto:statestore@softwareone.com)

**Step 4**

Software will be provided and invoiced to agencies directly from SoftwareOne Inc..

***Please provide the contact information for your primary licensing contact on each Purchase Order.***

Please choose the individual to whom the Microsoft Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Microsoft licenses and may simplify tracking of lost or missing orders.

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

Primary Contact Person

Primary Contact Person E-mail Address

Primary Contact Person Phone Number

\*The primary licensing contact should be a single point of contact per department or agency.