

Please ensure that all items in red below are present on the PO

Bill TO:

Customer Name

Address

City, State ZipCode

Phone xxxxxxxx Fax xxxxxxxx

Email: xxxxxxxx@xxx.xxx



PURCHASE ORDER

PO NUMBER

Vendor: NOTE: Please only use info below

Hewlett-Packard

Attn: Public Sector Sales

10810 Farnam Dr.

Omaha NE 68154

Ship To: (Site to be shipped to)

Name

Company

Address

City, State ZipCode

Phone and email address in case we have questions

P.O. DATE	REQUISITIONER	Contract name	F.O.B. POINT	TERMS
		WSCA-Utah	Free - destination	30 days

QTY	Part#	DESCRIPTION	UNIT PRICE	TOTAL
How many?	Product number	Brief description in case part number is not correct If Possible PLEASE Provide Quote ID# or, if pricing is from Dynarama price pages, provide Ref #s for line items. Please put "Outlet ID 2420960001" here. If you are using Big Deal special pricing, please put that number next to the contract name above or here in the body of the PO.	Price	Price*Qty

SUBTOTAL

TAX ID# if first order

OTHER

TOTAL

Total of PO

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. **Send all correspondence to:**
 Name
 Address
 Phone xxxxxxxx Fax xxxxxxxx

PO must be signed and dated

Authorized by

Date

Checklist for Acceptable HP WSCA PO's

1. **HP MUST** be listed as the **Vendor** and/or the **Remit-To Vendor**. No other company may be listed in either of these fields. HP's address is NOT required. The reseller should not be in the vendor block at all.
2. Purchase Orders should have the customer's seal/logo on them or be on customer's letterhead.
3. In general, purchase requisitions are not acceptable as purchase orders. If we receive a purchase requisition, we will check previous history. If the customer is past due on paying HP, we will NOT process the order.
4. PO number MUST be clearly visible and identifiable. Do NOT use the date. (Excluding credit card web orders)
5. POs MUST have **Ship-to** and **Bill-to** name and address.
 - Post office box addresses are NOT acceptable for ship-to addresses
 - Contact name should be listed, as well as contact phone number, though not required
6. If PO is from **end-user**, they cannot instruct us to bill a reseller instead of them
 - A PO mod from the end-user authorizing HP to bill the end-user is required, or
 - A PO from the reseller authorizing HP to bill the reseller is required
7. If PO is from **reseller**, they cannot instruct us to bill an end-user instead of them
 - A PO mod from the reseller authorizing HP to bill the reseller instead of the end user is required, or
 - A PO from the end-user authorizing HP to bill the end-user is required
8. If PO does not state terms of sale, it is processed as customer accepts our terms which our Net 30 Days Gov
9. If PO states net 45 terms in terms of sale, it is processed as within our terms of Net 30 Days Gov
10. If PO has terms greater than net 45 or something out of the ordinary, approval of the purchase order is required by credit
11. If PO has no signature and is for a new account, signature must be obtained
13. If PO has no signature and is for an existing, ongoing account, it is processed as an order

****Please make sure Big Deal or quote numbers if available.**