**TEXAS DIR -CPO-4426 ORDERING INSTRUCTIONS**

***Through its Cooperative Contracts Program, the Texas Department of Information Resources establishes statewide master contracts for use by Texas DIR eligible customers: state agencies, higher education, K-12 school districts, local governments and entities of other states that have entered into Interlocal agreements. This overview provides a summary and outline of the essential contract functions and various roles and responsibilities.***

**Contract Administration**

* **Contacts for Toshiba Product and Pricing Information**
	+ **TBS Direct**

***Valerie Hawthorne***

***Major Accounts Administrator***

***Phone: 210-357-2640***

***Email:*** Valerie.Hawthorne@tbs.toshiba.com

* + **Toshiba Dealer Network (BTA)**

***Mike McKinley***

***Regional Sales Manager National Accounts***

***Phone: 678-613-2311***

***Email:*** Mike.McKinley@tabs.toshiba.com

**Acquisition Methods**

* **PURCHASE ORDER**
	+ **Texas DIR Customers issue PO to:**
* **Toshiba Business Solutions Federal Tax ID #33-08653057 or Authorized Toshiba Dealer**
* **Required: Issued purchase order MUST list TEXAS DIR Contract Number DIR-CPO-4426.**
* **End user must take delivery within 30 days.**
* **FINANCING**
* **OPTIONS**
	+ - **Direct Purchase**
		- **FMV Lease**
		- **Master Operation Lease Agreement (MOLA) - *(See Website for Copy of MOLA indicating terms and conditions)***
			* **24/36/48/60 Month Leasing**

**Ordering Steps**

* **TEXAS DIR Customers access the TOSHIBA DIR Portal -** <https://media.toshiba-solutions.com/texasdir/index.htm>
* **TEXAS DIR Customers submit PO to Dealer or Reseller for order fulfillment.**
* **Dealer/Reseller will work with TEXAS DIR Customers to complete any required lease documents, plus any additional documentation as required by the Funding Partner(s).**
* **Dealer/Reseller will coordinate with TEXAS DIR Customers on installation.**
* **Dealer/Reseller or Funding Source(s) will invoice TEXAS DIR Customer upon installation of equipment.**