IBM no longer requires a hard copy of your purchase order when you make a purchase online

There are two ways you can order online:

1. **An IBM representative can configure your system and send you the configuration via e-Mail**

   OR

2. **You have a custom store that allows you to configure your system.**

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An IBM representative can configure a system for you and send you an e-Mail to convert your quote to an order online

Your quote details

Part number / Description	Quantity	Component price	Approved Line / Configuration	Total price	Comment
40K9200 IBM 2 Button Optical Wheel Mouse - Black - USB	1		$14.44	$14.44	
		Total before savings		$19.00	
		Your savings		$4.56	
		Subtotal		$14.44	
		Total		$14.44	

Comments

Special Ordering Instructions for U.S. Federal Government Customers

If you are placing this order online, pleased be advised you must provide the following information during the web checkout process.

Contract number: If this order is associated with a government contract, you must provide the contract number.

Rated Orders: If your order is rated in accordance with the Defense Priorities and Allocations Systems (DPAS) regulation (15 CFR 700), you must provide the following information during the web checkout process: (1) DPAS Rating (DO or DX), (2) Program ID and (3) Required Delivery Date.

ARRA: If your order is funded by the Americas Recovery and Reinvestment Act (ARRA), or if FAR 52.204-11 is incorporated into the funding document, you must indicate that ARRA is applicable.

For open market orders, IBM makes no country of origin representations for the products that are the subject of this proposal.

Are you placing this order online? Instructions to ensure your order is placed properly can be viewed at:
http://www.ibm.com/easyaccess/instructions

Place this order online
Terms and conditions

The e-Mail includes special instructions for online orders.

During the checkout process, you will need to provide:

- Master or State Contract Number
- ARRA information
- Name of IBM Business Partner, if applicable

You can place your order 24 hours a day, 7 days a week.

When you are ready to place your order, click “Place this order online.”

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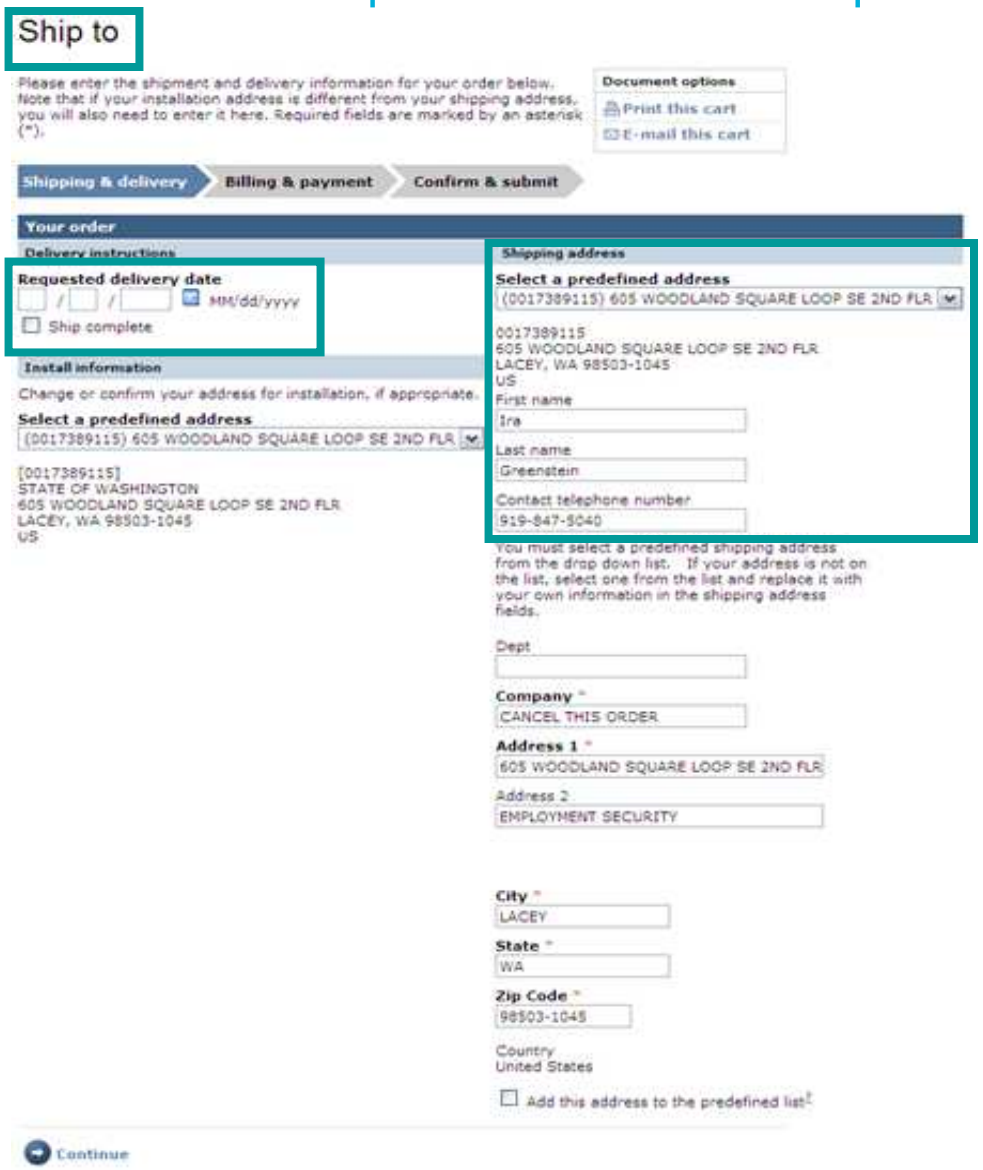
Once you review the configuration for accuracy, you will begin the checkout process. The first step is to verify shipping information



Verify requested delivery date and shipping address

Enter the requested delivery date.

If the shipping address is correct, click “Continue”.

If the shipping address is not correct:

1. Select a predefined address from the drop down or
2. If your address is not in the predefined drop down list, select a predefined address from the drop down and replace it with the correct shipping address.

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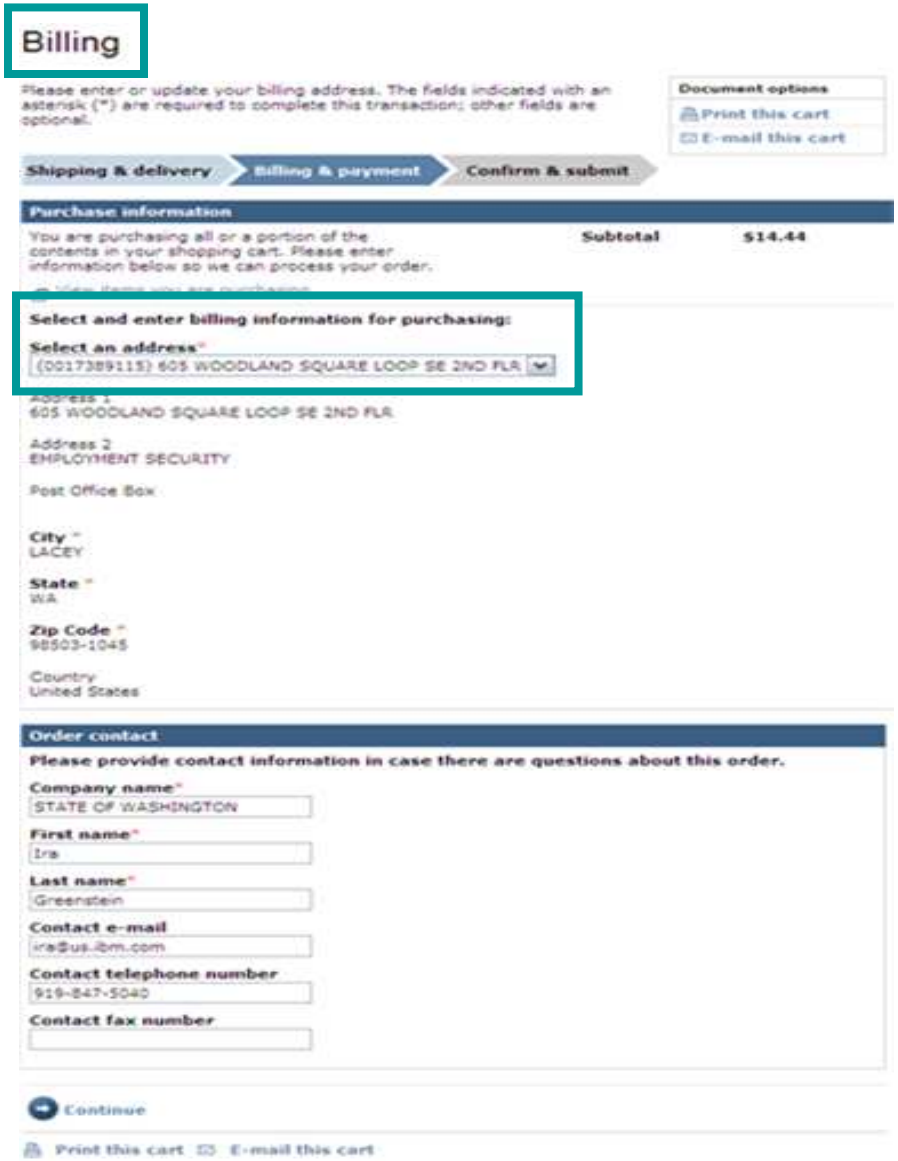
The second step in the checkout process is to verify your billing information



Verify billing address

If the billing address is correct, click “Continue.”

If the billing address is not correct:

1. Select a predefined address from the drop down list

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The third step in the checkout process is to select payment method. This is an example of payment method as a purchase order.

- Select the payment method as Purchase Order, enter the PO Number and date.

- **IBM wants to ensure your order is processed accurately. In the Special Instructions section, tell us about how you are purchasing from IBM. If applicable, you must include:**
  - **Master or State Contract Number**
  - **ARRA information**
  - **Name of IBM Business Partner, if applicable**

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If you prefer to use a credit card during the checkout process, you will still need to provide IBM with any special instructions for your purchase.

- Select payment method as Credit Card Payment.
- Enter today's date in the PO Number field MMDDYYYY**.**
- **IBM wants to ensure your order is processed accurately. In the Special Instructions section, tell us how you are purchasing from IBM. If applicable, you must include:**
  - **Master or State Contract Number**
  - **ARRA information**
  - **IBM Business Partner, if applicable**

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Thank you for doing business with IBM!

If you would like a custom store built for your agency to configure and purchase your systems or if you have any questions or need assistance with your online experience, please contact IBM.

Phone: 1-800-426-1751, ext. 2202

e-Mail: contract@us.ibm.com

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