Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

Project Description:	Computer Equipment, Peripherals & Related Services
Contract:	RFQ # 1635
Term:	January 1, 2026 through December 31, 2030 (five-years)
Awarded Vendor:	Lenovo (United States), Inc.
Lenovo Contact Information:	**Name**: Max Blekher **Title**: Public Sector IDG Specialist **Email**: mblekher@lenovo.com **Phone**: 201-562-5856

Scope of Services:

This contract is for computer equipment, peripherals, and related services for all campus locations.

Purchases under this Contract may be made through a Punch-Out (preferred) or outside of the Punch-Out (requisition process). Please see the guides below on how to purchase items through the Punch-Out, and outside the Punch-Out.

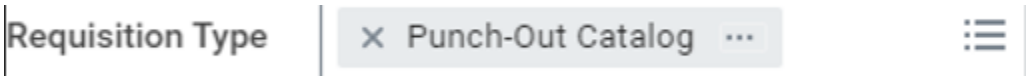
This Contract may be utilized by any department on an as-needed basis.

For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases.



Punch Out: Lenovo (United States) Inc.

Effective January, 2026, Lenovo (United States), Inc. (Supplier ID: S-00006718) has been created as a punch-out catalog in Workday. **ALL** requisitions for Lenovo (United States), Inc. must now be entered through the punch-out process (such as W.B. Mason or Grainger, etc.) using "**Punch-Out Catalog**" as the **Requisition Type.**



Montclair State University has standardized Lenovo equipment to ensure all devices are fully supported by the Information Technology (IT) Service Desk, and local academic technology teams. Therefore, only pre-approved standardized desktops, laptops, workstations, monitors, and peripherals are available for purchase under the punch-out. For assistance purchasing products outside of the pre-approved equipment, please send an email to itservicedesk@montclair.edu.

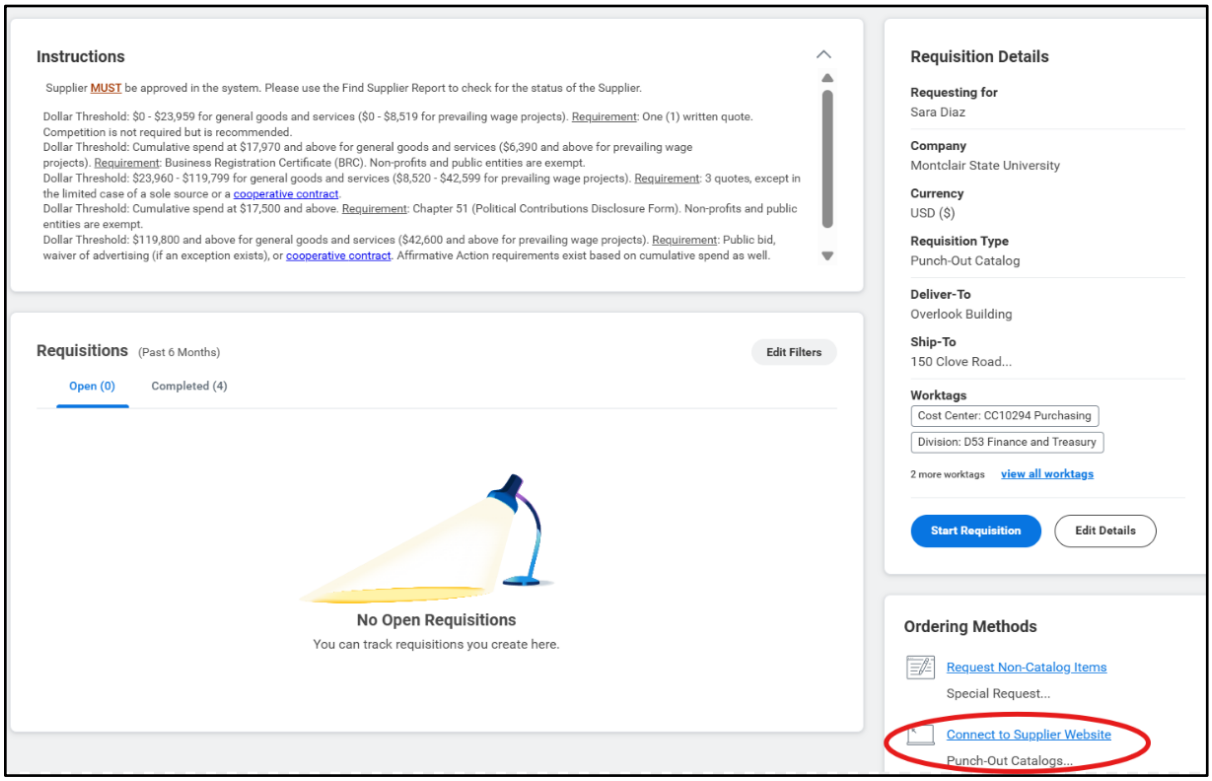
As with all other punch-outs, Lenovo requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the Lenovo US, Inc representative listed below:

Name: Max Blekher
Title: Public Sector IDG Specialist
Email: mblekher@lenovo.com
Phone: 201-562-5856

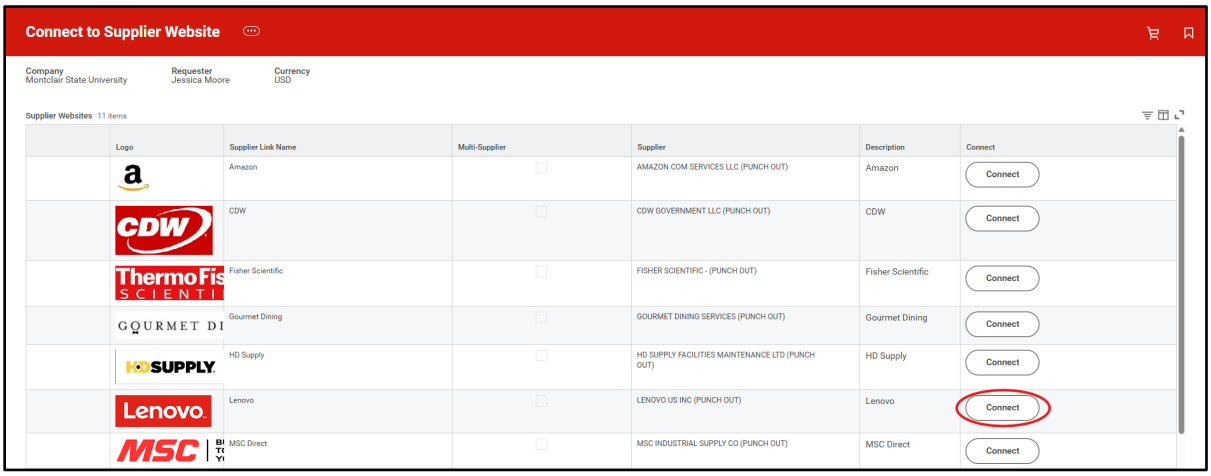
For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases.

TO CREATE A PUNCH-OUT REQUISITION:

1. In Workday, go to **Create Requisition**.
2. Select **Connect to Supplier Website** under *Ordering Methods*.



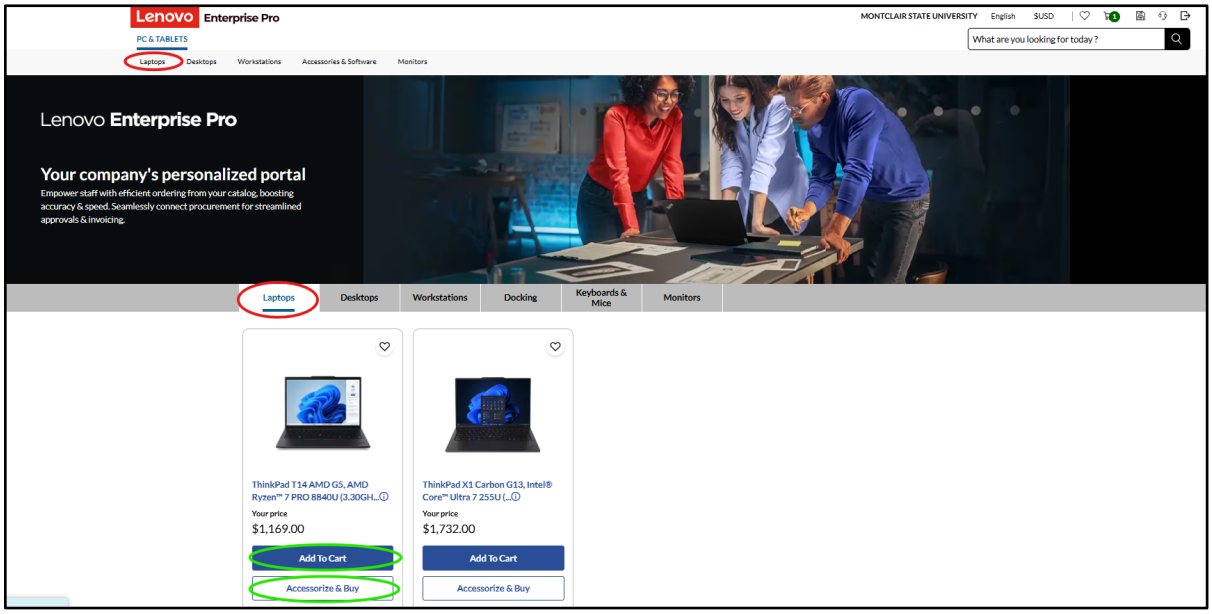
3. Click the **Connect** button on the **Lenovo** line.



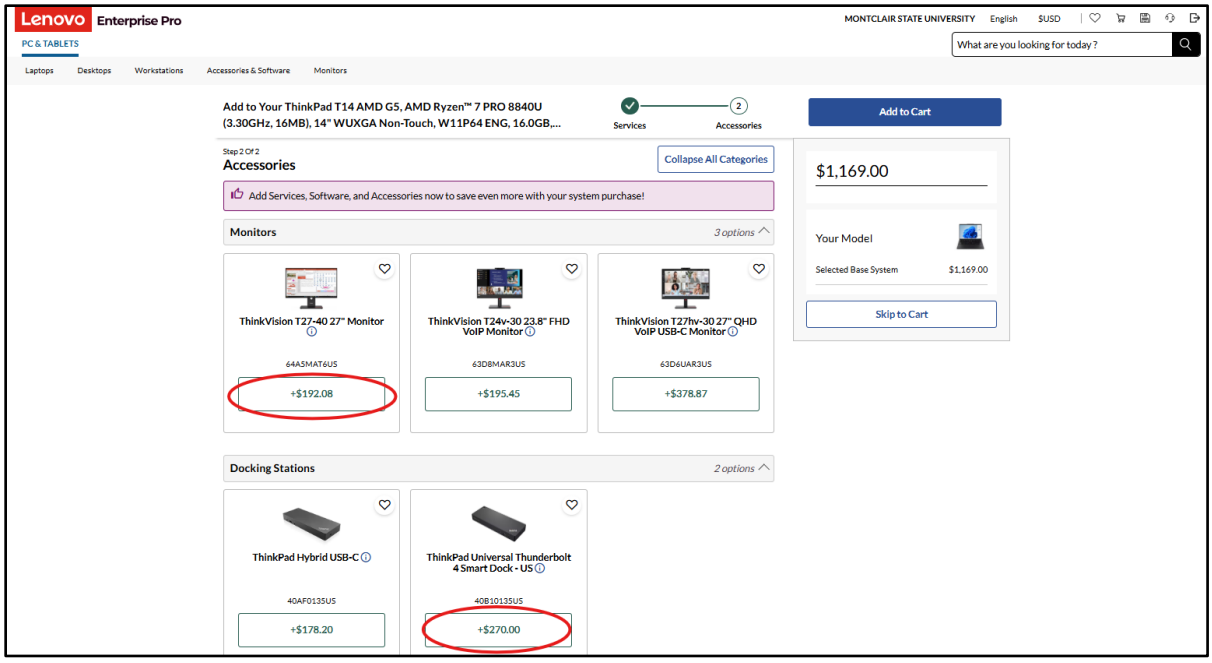
TO PURCHASE AN ITEM:

1. Choose the applicable equipment categories underneath the Lenovo logo, or located in the center of the page based on your need. After selecting the equipment category, the pre-approved standard items will appear for review and purchase.

   The Lenovo United States), Inc. page displays the following equipment categories: Laptops, Desktops, Workstations, Docking, Keyboards & Mice, and Monitors.

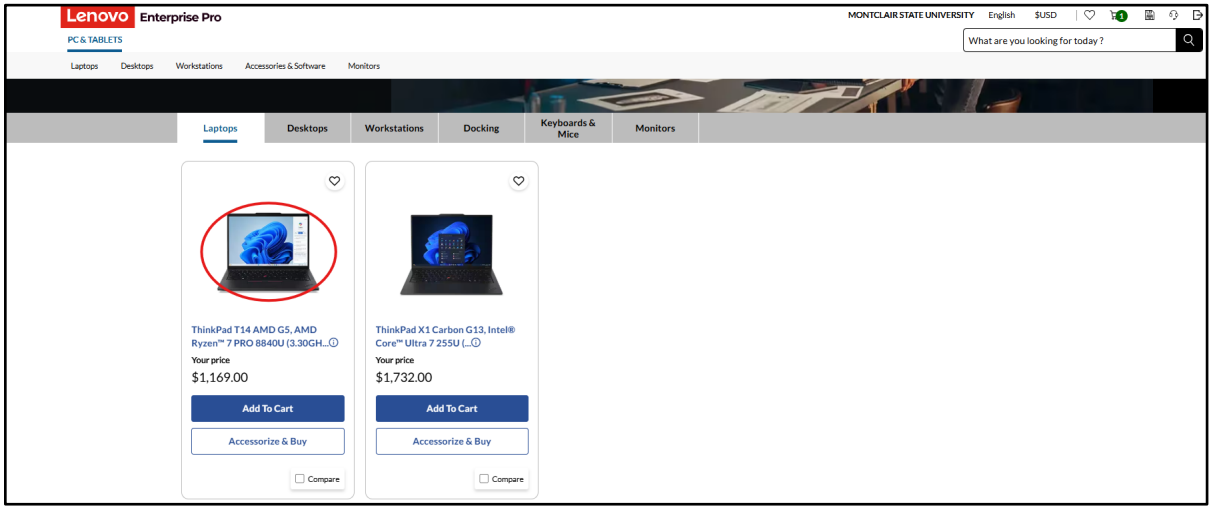


2. Click the corresponding **Add to Cart** link below the item or click **Accessories & Buy** to add additional items.

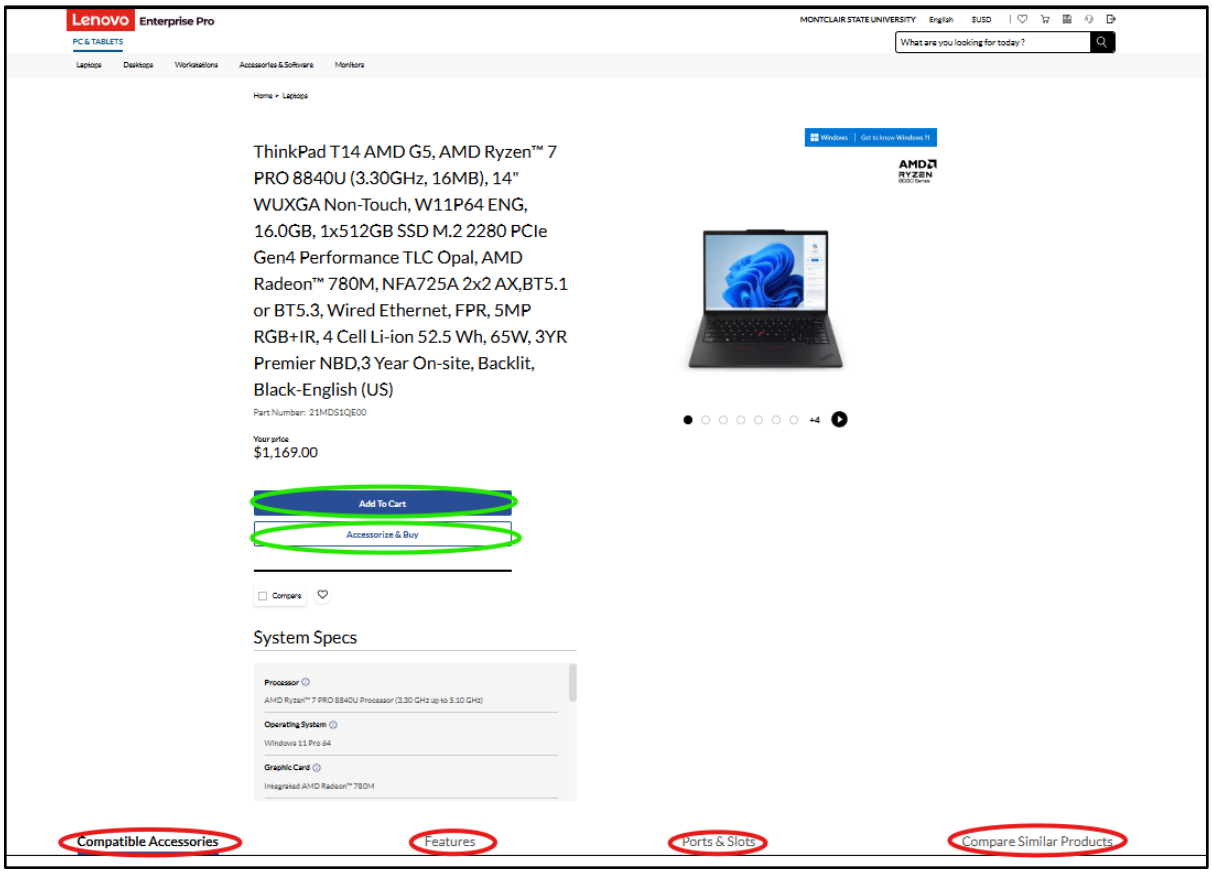


TO VIEW THE SPECIFICATIONS OF A SPECIFIC ITEM:

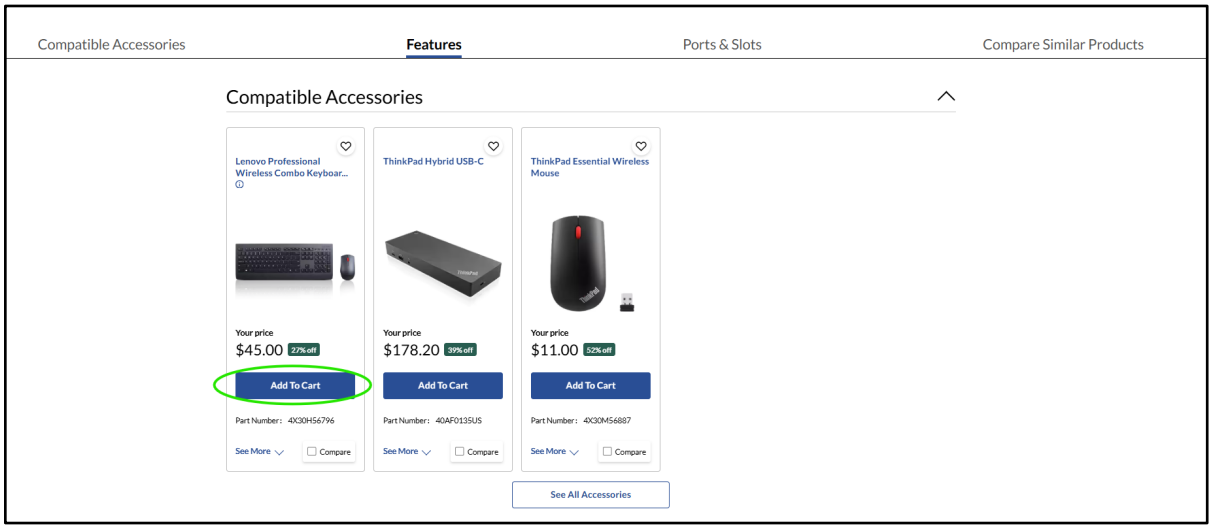
1. Click the picture of the corresponding item. *Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.*



From this screen you are able to view the Specifications, Compatible Accessories, Features, Ports & Slots, or compare available models.

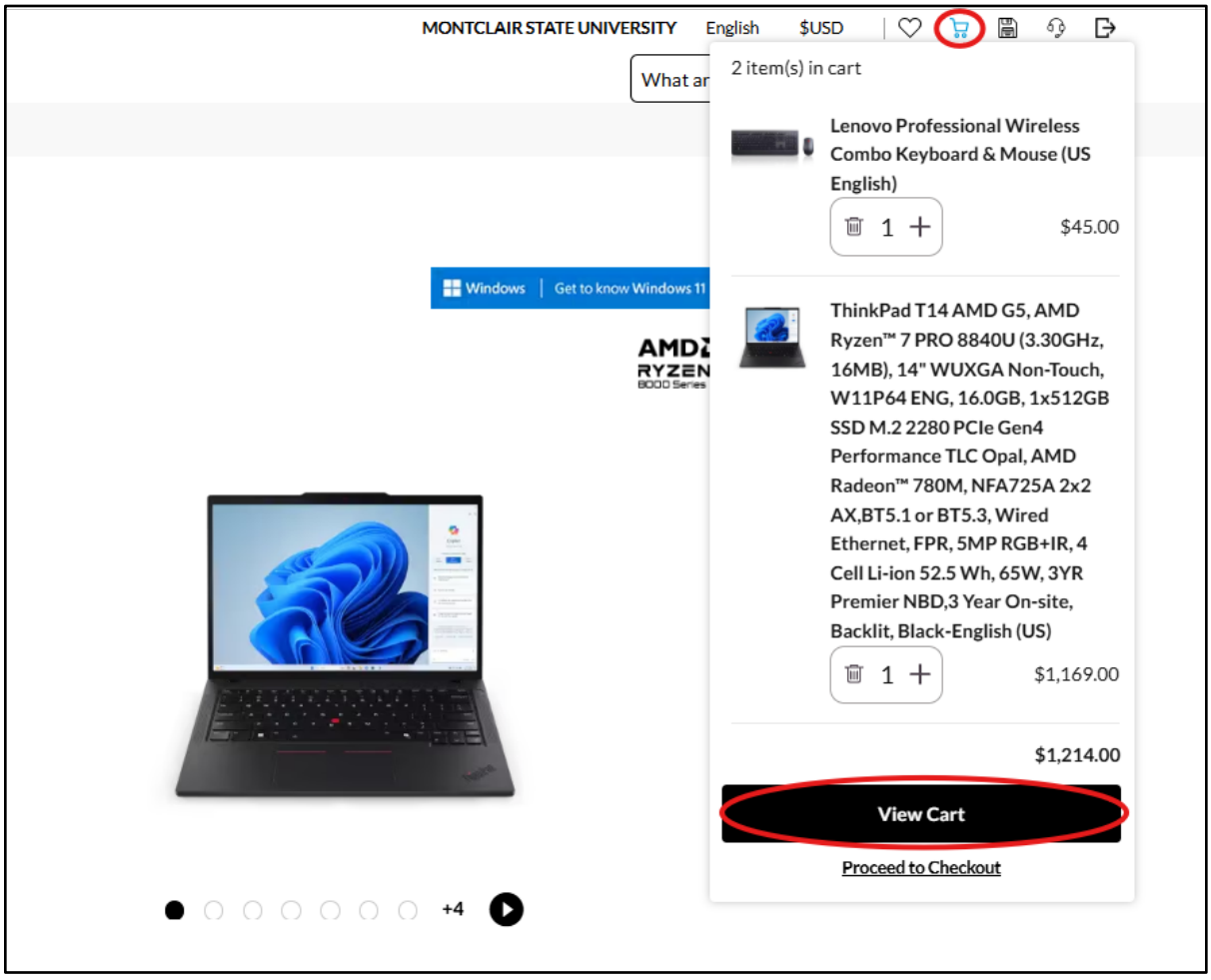


2. Click the corresponding **Add to Cart** link below the item description or click **Accessories & Buy** to add additional items. You can also add Accessories from the Compatible Accessories tab by clicking the **Add to Cart** button.

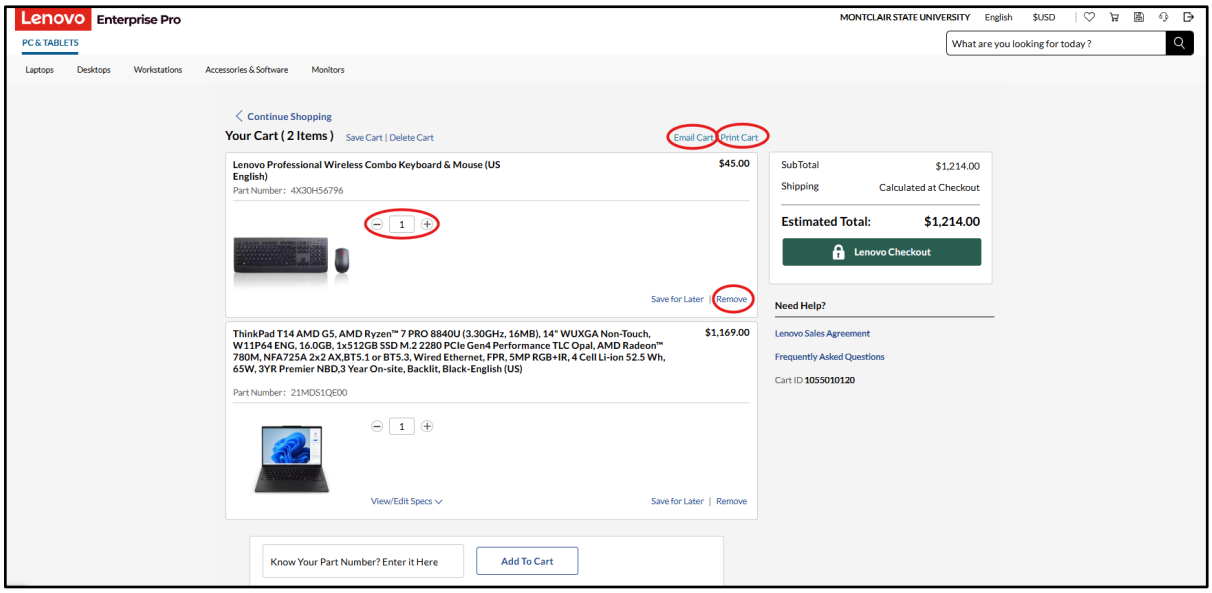


TO VIEW ITEMS ADDED TO YOUR CART:

1. To view items added to your cart, hover over the cart icon for a quick snapshot or click it to open cart in its own window.

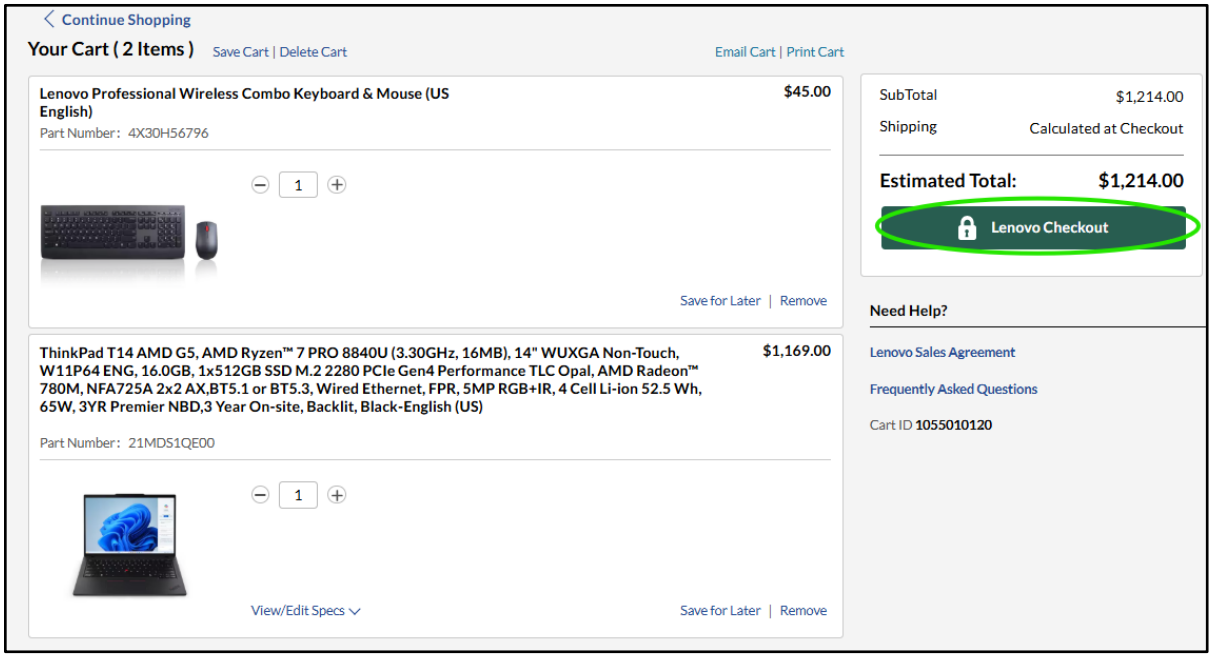


2. Your Shopping Cart has the following functionality:
   a. To remove an item from the cart, click the Remove link below the image of the item.
   b. To adjust the quantity of an item within the cart, enter **+ or -** in the quantity field of the corresponding item.
   c. To print cart, click on the Print Cart link at top right of your cart.
   d. To email your cart to yourself or others, click on the email cart link at top right of your cart.
   e. Do not use the save your cart (for later) option.



TO CHECKOUT:

1. To check out of the Lenovo (United States), Inc. screen and return to the requisition screen, click the **Lenovo Checkout** button. This will bring your items to Workday to continue your requisition.



FINAL APPROVALS & CONFIRMATIONS:

After the department manager's approval, all purchases will be routed in Workday to Information Technology for approval, and then Lenovo (United States), Inc. will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from Lenovo (United States), Inc., as follows:

- First email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (Purchase Order Acknowledgement).

- Second email indicates that Lenovo (United States), Inc. has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).

- Third email confirms that the request has been shipped from Lenovo (United States), Inc. (Shipment Confirmation).

For questions regarding hardware configurations, please contact Information Technology:

Name: Jason Francis
Title: Director of Endpoint Engineering, Technical Support Services
Email: FrancisJ@montclair.edu
Phone: 973.655.3374

Outside the Punch-Out: Lenovo (United States) Inc.

Departments (end-users) may purchase outside of the Punch-Out (requisition) for all computers or other hardware that is not pre-approved, and available for purchase in the Punch-Out.

Part 1: If the required computer or other hardware is not available in the Punch-Out, reach out to the Lenovo representative for a quote meeting your needs.

Waranty Requirement: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty.

Name: Max Blekher
Title: Public Sector IDG Specialist
Email: mblekher@lenovo.com
Phone: 201-562-5856

Part 2: **Waranty Requirement**: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty. **Important Note**: Lenovo should never deliver any equipment without a purchase order. Therefore, all requisitions must be created from the quote received, and not an invoice.

Part 3: Create a requisition in Workday, based on the quote provided from Lenovo.

- When creating the requisition, select "University Contracts (UNC#)," as the requisition type.
- Select Supplier Contract #000551.
- Use one of the following spend categories: SC0057: Hardware Desktop, Laptop, tablet, iPad - or - SC009: Computer peripherals/supplies.
- Within the 'Memo to Suppliers' field, please enter RFQ #1635.
- After completing the requisition, the Questionnaire box will appear for a response. Please reference the Contract, "RFQ # 1635."

Part 4: All requisitions for Lenovo computers or other hardware through this process must include a justification, including the name of the primary user, and an explanation as to why a pre-approved model is insufficient.

Part 5: Receive any good(s) in Workday once the product(s) has been delivered.

Part 6: Lenovo should submit the invoice to Accounts Payable, as directed on the purchase order. If, however, you receive the invoice, please email it to Accounts Payable (APinvoices@montclair.edu) for payment, and include the purchase order number, receipt number, your name, and extension on the invoice.