

## Public Sector Sales Ordering Procedures

Public Sector customers have an option to buy direct from HP. Unlike other companies who sell direct, HP gives you the alternative to buy your computer products from HP and still receive service and support from your local reseller or you can also buy straight from your local reseller. The choice is yours!

It's never been easier to place your direct orders with HP. Now you can have fast, accurate service with special options designed to personalize, process and expedite your shipments with higher levels of accuracy.

Ordering HP products is as simple as picking up the phone, using the fax machine, or logging into Public Sector Online Store at [http://welcome.hp.com/country/us/eng/solutions/pub\\_sector.html](http://welcome.hp.com/country/us/eng/solutions/pub_sector.html).

To ensure the accurate and timely processing of HP products through the HP Public Sector Program, please verify that your Purchase order includes the following Information:

1. **Ordering Address:**  
HP Computer Corporation  
Attn: Government/Education Sales  
10810 Farnam Drive  
Omaha, NE 68154
2. **Remit to Address:**  
HP Computer Corporation  
P.O. Box 277205  
Atlanta, GA 30384-7205

### Important Phone Numbers:

Public Sector Sales and Order Management Fax:	1-800-825-2329
Healthcare Sales:	1-800-4-MED-921
State & Local Government Sales:	1-800-202-GOV2
Education Sales and Order Management Fax:	1-800-88-TEACH
Customer Tech Support	1-800-OK-COMPAQ

3. **Bill-To Address**  
(please include phone and fax number)
4. **Ship-To Address**  
Please include phone number.

### 5. Part Number, Description, and Pricing.

6. **Risk of Loss:**  
Risk of Loss or damage to each HP product shall pass to Customer upon delivery to Customer or Customer's designated ship-to address.
7. **Terms:** Net 30
8. **Delivery Time:**  
Within 90 days after receipt of order. From time to time, HP may have items in short supply and as a result, HP reserves the right to allocate such items to all customers. In such instances, the delivery time may exceed ninety (90) days. Please specify inside delivery if required.
9. **Specify Reseller Information:**  
Please specify the name, address, and Dealer ID of your Public Sector Reseller in the body of your purchase order.