

Contract Name: **Citrix Software**

Solicitation Number: **5400003405**

Contract Period: **03/27/2012 to 03/26/2017**

[Terms and Conditions](#)

ITMO Procurement Manager:

**Sarah Romano**

**803-896-0022**

[sromano@mmo.sc.gov](mailto:sromano@mmo.sc.gov)

Last Updated: 4/20/2016

Effective September 1, 2013, any Purchase Order addressed to the SAM will not be processed.

Please adjust your Purchase Orders and business forms/processes accordingly.

[Click here for instructions how to place orders for Citrix software](#)

**Advantec Global Systems**

PO Box 182  
Matthews, NC 28106

Keith Bright  
704-277-8324  
[kbright@agsi.us](mailto:kbright@agsi.us)

**Email Purchase Orders to:**

Brian Rohan  
704-277-8471  
[brohan@agsi.us](mailto:brohan@agsi.us)

**Contract#:** 4400005025

**FEIN:** 56-1878180

**Contract Pricing**

**Contract Award - Details pricing discounts**

**Software Support Services**

**Technical Relationship Management**

**How to Place Purchase Orders for Citrix software**

To place purchase orders for your Citrix software needs, please use the following four (4) steps:

**Step 1**

Visit the State's Procurement website for pricing. If you need assistance, contact Advantec Global Systems for a quote.

**Step 2**

Complete your Purchase Order—ensuring that the PO is addressed to Advantec Global Systems.

**ALL USERS**

1. You MUST make sure that your PO matches the Quote 100%.

2. The amount of taxes on your PO should match what is referenced on the quote. Electronic Delivered items are Tax Exempt.
3. Electronic Delivery items should include a note that states "Electronic Delivery Only". This is a requirement on all orders that include downloaded software – NOT MEDIA.
4. Include your Quote Number on all PO's you send.
5. Include a "Ship to" address even if nothing ships with the order.

**If you fail to follow these instructions Purchase Orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue.**

### **Step 3**

**Email purchase orders to Advantec Global Systems.**

**Email the PO to: [brohan@agsi.us](mailto:brohan@agsi.us).**

**Important: Any purchase orders addressed to NewVenue Technologies will not be processed.**

### **Step 4**

Software will be provided and invoiced to agencies directly from Advantec Global Systems.

**Please provide the contact information for your primary licensing contact on each Purchase Order.**

Please choose the individual to whom the Citrix Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Citrix licenses and may simplify tracking of lost or missing orders.

\*The Primary Licensing Contact Information requested is as follows:

Primary Contact Person  
Primary Contact Person E-mail Address  
Primary Contact Person Phone Number

\*The primary licensing contact should be a single point of contact per department or agency.