

Instructions for finding reseller contact information

Follow these simple steps to locate reseller contact information:

1. **Identify the State Term Schedule (STS) number** for the vendor (Lenovo, HP or Dell). The STS numbers are provided within the product catalogs.
2. **Navigate to the State Procurement Website**, <http://procure.ohio.gov/>.
3. **Locate the Desired STS Contract**, select "[Current Contracts Search](#)", enter the STS contract number, and then press "Search".
4. **Open the Current Contract Detail Web Page**, when the search results are returned, press the "contract #" link to open the page.
5. **Locate Reseller Contact Information**, under "Associated PDF Files", select the "View Title Page" link. Scroll down and the list of resellers and their current contact information is provided within the PDF document.

If you have any questions on this process, please send an email to the DAS Enterprise IT Contracting Administrator at DAS.IT-EITC@das.ohio.gov.