

ITSW1001 Intuitive Technology Group – Symantec Ordering Procedures

The Office of Management and Enterprise Services (OMES) has revised the ordering process for ITSW1001 - Endpoint Protection, Anti-Spam Protection, Data Encryption, and Related Implementation Services.

OMES will now provide Agencies with the following Symantec products:

- a) Endpoint Protection, Anti-Spam Protection, Data Encryption License Fee
- b) Endpoint Protection, Anti-Spam Protection, Data Encryption License Support
- c) Endpoint Protection, Anti-Spam Protection, Data Encryption Software Implementation Services

State Agencies will no longer be able to directly order from Intuitive Technology Group off of ITSW1001.

Please use the following instructions when ordering:

- 1) All orders are to be a “release” against OMES Contract 000000000000000000004064
- 2) Agency will need to contact the Help Desk (servicedesk@omes.ok.gov) for a quote
- 3) Using the quote, the agency will create an e-Pro requisition using the OMES Vendor ID 0000000090 and the new OMES vendor location number **0036**.

Failure to change the location code to 0036 will result in a significant delay in your order

Location number 0036 will change the vendor name on the purchase order to:
Office of Management and Enterprise Services
Information Security
3115 N. Lincoln Blvd.
Oklahoma City, OK 73105-5400

- 4) Determine which line(s) of Contract 000000000000000000004064 need to be copied into your purchase order
- 5) When the e-Pro requisition is complete, route for review and approval.
- 6) After the requisition is approved, it is processed normally and the PO will be routed to OMES Information Security.

Please send billing or invoice questions to the OMES Helpdesk (servicedesk@omes.ok.gov).