

## TX DIR Contract DIR-CPO-5390 Quoting and Ordering Process

- ✦ All DIR orders must be accompanied by a valid Mitel DIR quote
- ✦ Unless otherwise stated, all DIR quotes are valid for 30 days from the date of issue
- ✦ Quote requests should be submitted to one of the Designated Order Fulfillers (Resellers) or the Mitel Government team: [VSG.quotes@mitel.com](mailto:VSG.quotes@mitel.com)
- ✦ All Purchase Orders must be emailed to our Mitel Government Order Desk: [USGovernmentSales@Mitel.com](mailto:USGovernmentSales@Mitel.com)

### Placing an Order:

Purchase Orders may be placed with one of the Designated Order Fulfillers (Resellers) or the Mitel Government Order Desk.

Purchase Orders being issued directly to Mitel must be made out to:

Mitel Business Systems, Inc.  
2160 West Broadway Road, Suite 103  
Mesa, AZ 85202

Our Remit To is:

Mitel Business Systems, Inc.  
PO Box 52688  
Phoenix, AZ 85072-2688

### Contract Reference:

Mitel's Prime Contract number for the Texas DIR is DIR-CPO-5390 and must be referenced on any Purchase Order resulting from a quote

## Order Check List:

Please note the following order requirements:

- ✓ Prime TX DIR Contract# DIR-CPO-5390 must be referenced on the PO
- ✓ Terms of Net/30
- ✓ A copy of the valid Mitel DIR quote must accompany the order
- ✓ Shipping and Billing instructions
- ✓ Requested Delivery date

## Freight Charges:

There are NO shipping/freight charges on any Govt End-User order placed with our Govt Order Desk and shipped within the continental U.S. All orders are shipped Ground FOB: Destination Prepaid

## First time placing an order with us?

We will need to set up a new customer account and will require the following information:

- ✓ Full Legal Name and Billing Address
- ✓ Main Phone and Fax numbers
- ✓ Point of Contact info for the Accounts Payable department (Name, Title, Email, Phone and Fax number)
- ✓ If Tax Exempt, a copy of the Tax Exemption Certificate must be provided

## Note on Credit Card Orders:

Should you wish to pay via credit card, a copy of our Mitel Government Credit Card order form is available upon request

## Questions?

Please refer any additional questions regarding the DIR contract order process or any quote requests to the Mitel Government team:

 [VSG.quotes@mitel.com](mailto:VSG.quotes@mitel.com)