

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

Project Description:	Computer Equipment, Peripherals & Related Services
Contract:	RFQ # 1635
Term:	January 1, 2026 through December 31, 2030 (five-years)
Awarded Vendor:	Lenovo (United States), Inc.
Lenovo Contact Information:	Name: Neil Estevez Title: Client Relationship Manager, Higher Education Email: Neestev@Lenovo.vom Office: 732.412.2376 Mobile: 732.343.4147
Scope of Services:	
This contract is for computer equipment, peripherals, and related services for all campus locations.	
Purchases under this Contract may be made through a Punch-Out (preferred) or outside of the Punch-Out (requisition process). Please see the guides below on how to purchase items through the Punch-Out, and outside the Punch-Out.	
This Contract may be utilized by any department on an as-needed basis.	
For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for Department Computer Purchases .	



Punch Out: Lenovo (United States) Inc.

Effective January, 2026, Lenovo (United States), Inc. (Supplier ID: S-00006718) has been created as a punch-out catalog in Workday. **ALL** requisitions for Lenovo (United States), Inc. must now be entered through the punch-out process (such as W.B. Mason or Grainger, etc.) using "**Punch-Out Catalog**" as the **Requisition Type**.



Montclair State University has standardized Lenovo equipment to ensure all devices are fully supported by the Information Technology (IT) Service Desk, and local academic technology teams. Therefore, only pre-approved standardized desktops, laptops, workstations, monitors, and peripherals are available for purchase under the punch-out. For assistance purchasing products outside of the pre-approved equipment, please send an email to it.servicedesk@montclair.edu.

As with all other punch-outs, Lenovo requests cannot be edited, canceled and/or a change order cannot be created, once they have been submitted in the system. For any changes to the original request, contact the Lenovo US, Inc representative listed below:

Name: Neil Estevez
Title: Client Relationship Manager, Higher Education
Email: Neestev@Lenovo.vom
Office: 732.412.2376
Mobile: 732.343.4147

For more information regarding computer hardware configurations, or disposing of computer equipment, please refer to the Division of Information Technology's webpage for [Department Computer Purchases](#).

TO CREATE A PUNCH-OUT REQUISITION:

1. In Workday, go to **Create Requisition**.
2. Select **Connect to Supplier Website** under *Ordering Methods*.

Instructions

Supplier **MUST** be approved in the system. Please use the Find Supplier Report to check for the status of the Supplier.

Dollar Threshold: \$0 - \$23,959 for general goods and services (\$0 - \$8,519 for prevailing wage projects). **Requirement:** One (1) written quote. Competition is not required but is recommended.

Dollar Threshold: Cumulative spend at \$17,970 and above for general goods and services (\$6,390 and above for prevailing wage projects). **Requirement:** Business Registration Certificate (BRC). Non-profits and public entities are exempt.

Dollar Threshold: \$23,960 - \$119,799 for general goods and services (\$8,520 - \$42,599 for prevailing wage projects). **Requirement:** 3 quotes, except in the limited case of a sole source or a [cooperative contract](#).

Dollar Threshold: Cumulative spend at \$17,500 and above. **Requirement:** Chapter 51 (Political Contributions Disclosure Form). Non-profits and public entities are exempt.

Dollar Threshold: \$119,800 and above for general goods and services (\$42,600 and above for prevailing wage projects). **Requirement:** Public bid, waiver of advertising (if an exception exists), or [cooperative contract](#). Affirmative Action requirements exist based on cumulative spend as well.

Requisition Details

Requesting for
Sara Diaz

Company
Montclair State University

Currency
USD (\$)

Requisition Type
Punch-Out Catalog

Deliver-To
Overlook Building

Ship-To
150 Clove Road...

Worktags
Cost Center: C10294 Purchasing
Division: D53 Finance and Treasury
2 more worktags [view all worktags](#)

Start Requisition [Edit Details](#)

Requisitions (Past 6 Months)

Open (0) Completed (4) [Edit Filters](#)



No Open Requisitions
You can track requisitions you create here.

Ordering Methods

[Request Non-Catalog Items](#)
Special Request...

[Connect to Supplier Website](#) **Punch-Out Catalogs...**

3. Click the **Connect** button on the **Lenovo** line.

Connect to Supplier Website [...](#)

Company	Requester	Currency
Montclair State University	Jessica Moore	USD

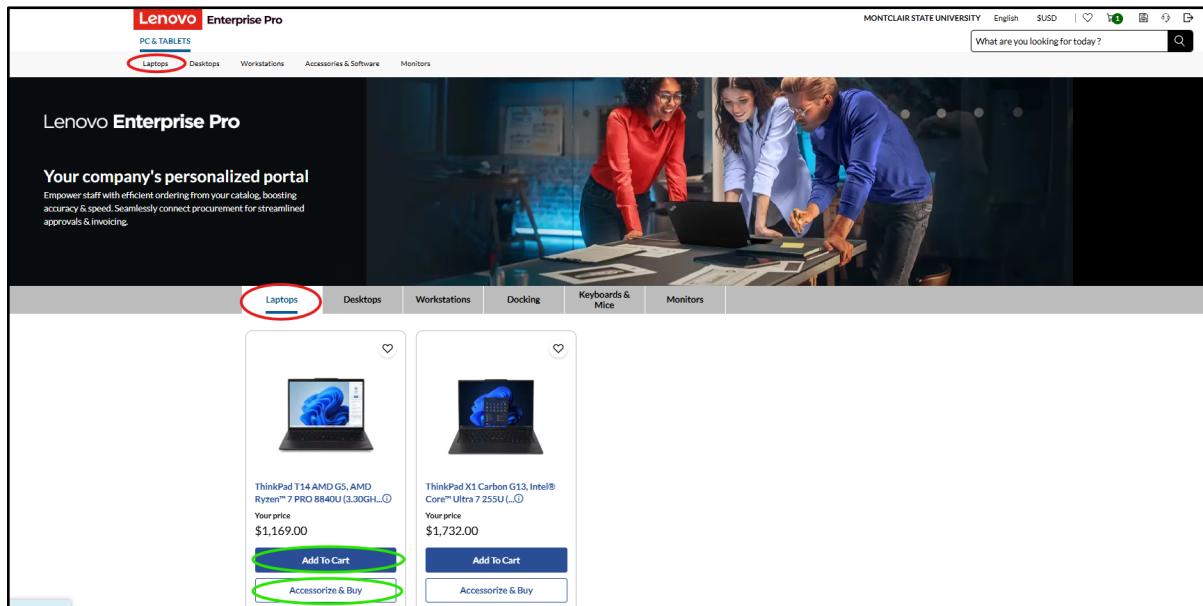
Supplier Websites 11 items

Logo	Supplier Link Name	Multi-Supplier	Supplier	Description	Connect
	Amazon	<input type="checkbox"/>	AMAZON.COM SERVICES LLC (PUNCH OUT)	Amazon	Connect
	CDW	<input type="checkbox"/>	CDW GOVERNMENT LLC (PUNCH OUT)	CDW	Connect
	Fisher Scientific	<input type="checkbox"/>	FISHER SCIENTIFIC - (PUNCH OUT)	Fisher Scientific	Connect
	Gourmet Dining	<input type="checkbox"/>	GOURMET DINING SERVICES (PUNCH OUT)	Gourmet Dining	Connect
	HD Supply	<input type="checkbox"/>	HD SUPPLY FACILITIES MAINTENANCE LTD (PUNCH OUT)	HD Supply	Connect
	Lenovo	<input type="checkbox"/>	LENOVO US INC (PUNCH OUT)	Lenovo	Connect
	MSC Direct	<input type="checkbox"/>	MSC INDUSTRIAL SUPPLY CO (PUNCH OUT)	MSC Direct	Connect

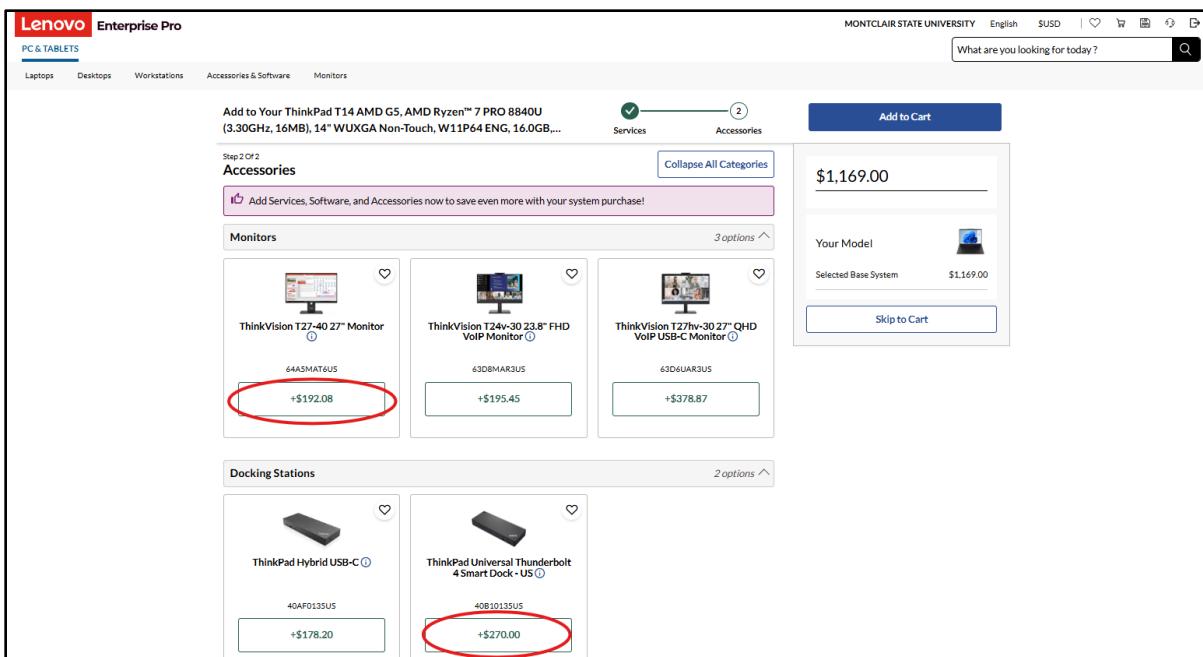
TO PURCHASE AN ITEM:

1. Choose the applicable equipment categories underneath the Lenovo logo, or located in the center of the page based on your need. After selecting the equipment category, the pre-approved standard items will appear for review and purchase.

The Lenovo (United States), Inc. page displays the following equipment categories: Laptops, Desktops, Workstations, Docking, Keyboards & Mice, and Monitors.

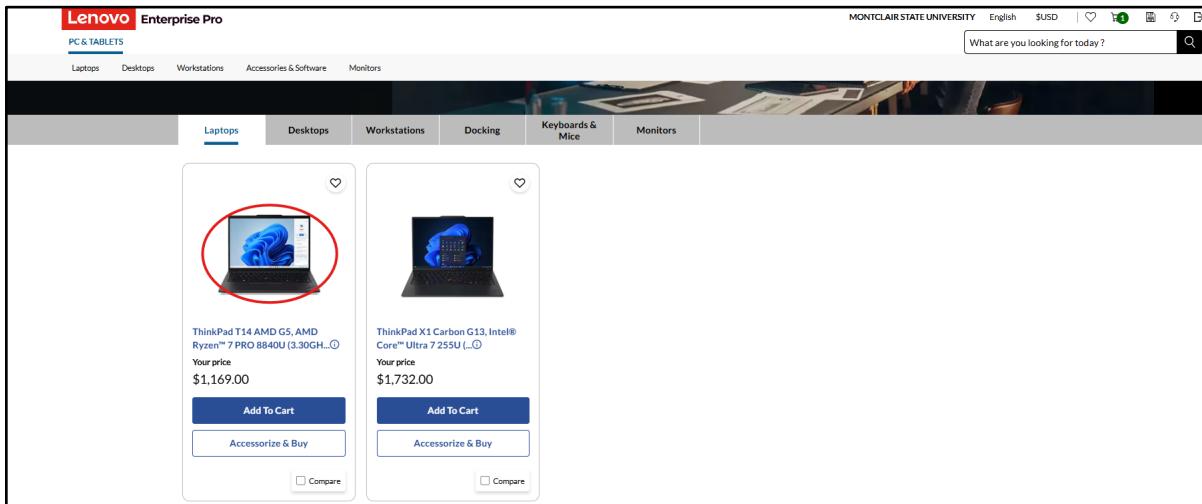


2. Click the corresponding **Add to Cart** link below the item or click **Accessories & Buy** to add additional items.



TO VIEW THE SPECIFICATIONS OF A SPECIFIC ITEM:

1. Click the picture of the corresponding item. *Note, only specific items which include additional components (such as some laptops and external drives) are customizable. Most items are standard and customization is NOT available.*



From this screen you are able to view the Specifications, Compatible Accessories, Features, Ports & Slots, or compare available models.

Lenovo Enterprise Pro

PC & TABLETS

Laptops Desktops Workstations Accessories & Software Monitors

Home > Laptops

ThinkPad T14 AMD G5, AMD Ryzen™ 7 PRO 8840U (3.30GHz, 16MB), 14"

WUXGA Non-Touch, W11P64 ENG, 16.0GB, 1x512GB SSD M.2 2280 PCIe Gen4 Performance TLC Opal, AMD Radeon™ 780M, NFA725A 2x2 AX,BT5.1 or BT5.3, Wired Ethernet, FPR, 5MP RGB+IR, 4 Cell Li-ion 52.5 Wh, 65W, 3YR Premier NBD,3 Year On-site, Backlit, Black-English (US)

Part Number: 21MDS1QE00

Your price \$1,169.00

Add To Cart

Accessory & Buy

Compare

System Specs

Processor: AMD Ryzen™ 7 PRO 8840U Processor (3.30 GHz up to 5.10 GHz)

Operating System: Windows 11 Pro 64

Graphic Card: Integrated AMD Radeon™ 780M

Compatible Accessories

Features

Ports & Slots

Compare Similar Products

2. Click the corresponding **Add to Cart** link below the item description or click **Accessories & Buy** to add additional items. You can also add Accessories from the Compatible Accessories tab by clicking the **Add to Cart** button.

Compatible Accessories

Features

Ports & Slots

Compare Similar Products

Compatible Accessories

Lenovo Professional Wireless Combo Keyboard

Your price \$45.00 27% off

Add To Cart

Part Number: 4X00H56796

See More ▾

ThinkPad Hybrid USB-C

Your price \$178.20 39% off

Add To Cart

Part Number: 40AF0135US

See More ▾

ThinkPad Essential Wireless Mouse

Your price \$11.00 52% off

Add To Cart

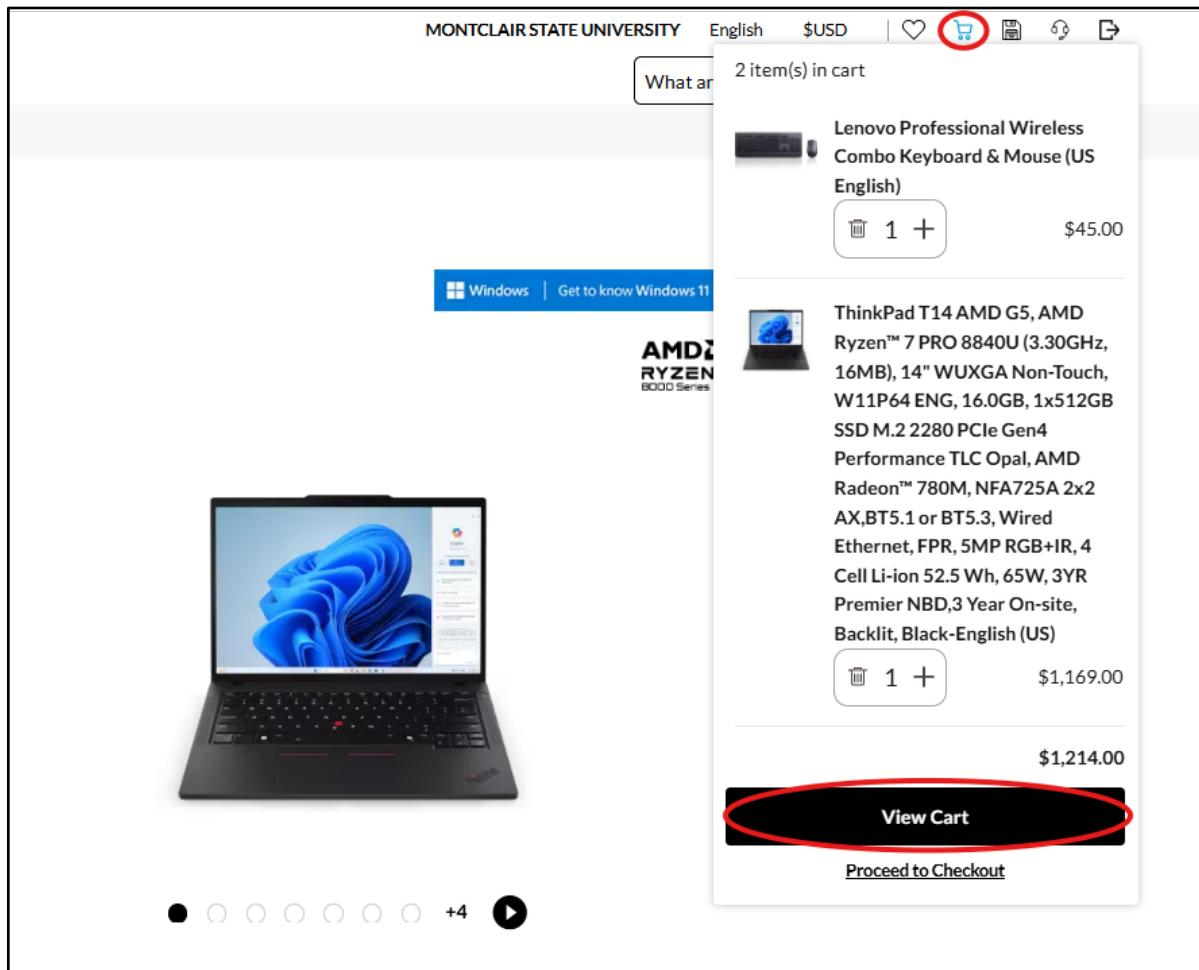
Part Number: 4X00M56887

See More ▾

See All Accessories

TO VIEW ITEMS ADDED TO YOUR CART:

1. To view items added to your cart, hover over the cart icon for a quick snapshot or click it to open cart in its own window.



2. Your Shopping Cart has the following functionality:
 - a. To remove an item from the cart, click the Remove link below the image of the item.
 - b. To adjust the quantity of an item within the cart, enter **+** or **-** in the quantity field of the corresponding item.
 - c. To print cart, click on the Print Cart link at top right of your cart.
 - d. To email your cart to yourself or others, click on the email cart link at top right of your cart.
 - e. **Do not use the save your cart (for later) option.**

Lenovo Enterprise Pro

PC & TABLETS

Laptops Desktops Workstations Accessories & Software Monitors

Your Cart (2 Items) Save Cart | Delete Cart Email Cart Print Cart

Lenovo Professional Wireless Combo Keyboard & Mouse (US English) \$45.00

Part Number: 4X30H56796

SubTotal \$1,214.00
Shipping Calculated at Checkout
Estimated Total: \$1,214.00

Lenovo Checkout

Need Help?

Lenovo Sales Agreement
Frequently Asked Questions
Cart ID 1055010120

SubTotal \$1,214.00
Shipping Calculated at Checkout
Estimated Total: \$1,214.00

Lenovo Checkout

Need Help?

Lenovo Sales Agreement
Frequently Asked Questions
Cart ID 1055010120

TO CHECKOUT:

1. To check out of the Lenovo (United States), Inc. screen and return to the requisition screen, click the **Lenovo Checkout** button. This will bring your items to Workday to continue your requisition.

Lenovo Enterprise Pro

PC & TABLETS

Laptops Desktops Workstations Accessories & Software Monitors

Your Cart (2 Items) Save Cart | Delete Cart Email Cart | Print Cart

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Lenovo Checkout

Need Help?

Lenovo Sales Agreement
Frequently Asked Questions
Cart ID 1055010120

FINAL APPROVALS & CONFIRMATIONS:

After the department manager's approval, all purchases will be routed in Workday to Information Technology for approval, and then Lenovo (United States), Inc. will receive the purchase order.

Once a request is submitted, the Requester will receive three emails from Lenovo (United States), Inc., as follows:

- First email will be sent immediately after the request has been submitted through Workday and will confirm that the request was received (Purchase Order Acknowledgement).
- Second email indicates that Lenovo (United States), Inc. has processed the Purchase Order and is working on fulfilling the request (PO Confirmation).
- Third email confirms that the request has been shipped from Lenovo (United States), Inc. (Shipment Confirmation).

For questions regarding hardware configurations, please contact Information Technology:

Name: Jason Francis

Title: Director of Endpoint Engineering, Technical Support Services

Email: FrancisJ@montclair.edu

Phone: 973.655.3374

Outside the Punch-Out: Lenovo (United States) Inc.

Departments (end-users) may purchase outside of the Punch-Out (requisition) for all computers or other hardware that is not pre-approved, and available for purchase in the Punch-Out.

Part 1: If the required computer or other hardware is not available in the Punch-Out, reach out to the Lenovo representative for a quote meeting your needs.

Waranty Requirement: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty.

Name: Neil Estevez

Title: Client Relationship Manager, Higher Education

Email: Neestev@Lenovo.vom

Office: 732.412.2376

Mobile: 732.343.4147

Part 2: Waranty Requirement: All quotes received for non-standardized computers through this process must include a minimum 3-year warranty. **Important Note:** Lenovo should never deliver any equipment without a purchase order. Therefore, all requisitions must be created from the quote received, and not an invoice.

Part 3: Create a requisition in Workday, based on the quote provided from Lenovo.

- When creating the requisition, select “University Contracts (UNC#),” as the requisition type.
- Select Supplier Contract #000551.
- Use one of the following spend categories: SC0057: Hardware Desktop, Laptop, tablet, iPad - or - SC009: Computer peripherals/supplies.
- Within the ‘Memo to Suppliers’ field, please enter RFQ #1635.
- After completing the requisition, the Questionnaire box will appear for a response. Please reference the Contract, “RFQ # 1635.”

Part 4: All requisitions for Lenovo computers or other hardware through this process must include a justification, including the name of the primary user, and an explanation as to why a pre-approved model is insufficient.

Part 5: Receive any good(s) in Workday once the product(s) has been delivered.

Part 6: Lenovo should submit the invoice to Accounts Payable, as directed on the purchase order. If, however, you receive the invoice, please email it to Accounts Payable (Invoices@montclair.edu) for payment, and include the purchase order number, receipt number, your name, and extension on the invoice.