

**State of North Carolina E-Procurement Service-Division of Purchase and Contract
Ordering Instructions for Term Contract 020B
Riding Lawn and Garden Tractors**

Vendor and Federal ID number	Place orders with-delivery schedule	Discounts from MSRP for Implements and Options at time of ordering tractor
Mid Carolina Turf and Outdoor Equipment 2721 Tramway Rd. Sanford, NC 27332 59-3808986	John Taylor 919.708.5440-must accept collect calls- no toll free number is available 919.708.5442 Fax midcarolinaturf@alltel.net 10 day delivery	Implements-3.5% Parts-3.5%
Quality Mower & Saw Equipment (W) 106 Stallings Rd. Durham, NC 27703 56-1573872	Hal Pate 800.422.0419 919.596.9468 919.596.1671 Fax durhampolaris@mindspring.com 10 day delivery	Implements-10% Parts-10%
John Deere Company 2000 John Deere Run Cary, NC 27513 36-238-2580	Shawn Spencer 800.358.5010 919.804.2485 Fax spencershawnd@johndeere.com 30 day delivery	Implements-20% Parts-0%

Steps to place your order via E-Procurement for Implements and Parts:

1. Contact the vendor representative to obtain updated NC pricing. Prices are to be MSRP less a set discount as stated in the contract
2. Provide vendor with your eRequisition number
3. Vendor will email you an official configuration quote, referencing your eRequisition number, with NC pricing
4. Save the official configuration quote on your computer
5. Return to your eRequisition in E-Procurement
6. Click on "Add Items"
7. Click on the tab marked "Create Non-Catalog Item"
8. In the field titled "Full Description", type in "Lawn & Garden Tractor order per Term Contract 020B; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select "020-33"
10. In the field titled "Supplier", click on the +, select 'the Contract you are ordering from'
11. In the field titled "Supplier Part #:" you can type in the Supplier Part Number.
12. In the field titled "Quantity", type in the appropriate quantity of your order
13. In the field titled "Unit of Measure", leave the default EACH
14. In the field titled "Price", type in the total price as provided by vendor's official configuration quote with NC pricing
15. Complete all other appropriate information on this page and click "OK"
16. On the View Line Items page click "Edit" to access the Edit Line Item page
17. On the drop down box next to "Contract?" select "Statewide"
18. When you select "Statewide", the "Contract ID" Field appears
19. From the drop down box select the Term Contract ID Number 020B
20. Complete the Shipping and Accounting information.
21. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "OK"
22. When completed click Summary.
23. On the Check-Out Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"
24. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK
25. Make sure the attachment name appears below the comments box
26. Click checkbox –"include comment and/or attachments on purchase order"
27. Continue your order placement process and submit your eRequisition

Refer to the contract for restrictions and additional information