

**State of North Carolina E-Procurement Service
 Division of Purchase and Contract
 Ordering Instructions for Term Contract 060E
 Tire Recapping**

Contractor Name	Address	Contact Person	Phone
White's Tire Service of Wilson, Inc.	701 Hines Street South Wilson, NC 27894-1469	Ed White, Sr.	(252) 237-5426 (252) 291-0108 (Fax)

Steps to place your order via E-Procurement:

1. Contact the vendor to pick up the tires needing recapping/repair
2. Provide the contractor with your eRequisition number
3. Ask the contractor to email you, after inspecting the tire(s), an official quote, referencing your eRequisition number, with NC pricing for the tire recapping/repair
4. Save the official quote on your computer
5. Return to your eRequisition in E-Procurement
6. Click on "Add Items"
7. Click on the tab marked "Non-Catalog"
8. In the field titled "Full Description", type in "Tire Recapping/Repair per Term Contract 060E"; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select 928-82
10. In the field titled "Supplier", click on the +, select 'White's Tire Service of Wilson, NC'
11. In the field titled "Quantity", type in the appropriate quantity of your order
12. In the field titled "Unit of Measure", leave the default EACH
13. In the field titled "Price", type in the total price as provided by vendor's official quote with NC pricing
14. Complete all other appropriate information on this page and click "Add Item"
15. On the View Line Items page click "Edit" to access the Edit Line Item page
16. On the drop down box next to "Contract?" select "Statewide"
17. When you select "Statewide", the "Contract ID" Field appears
18. Enter the Term Contract ID Number into the "Contract ID" field. Do not use spaces or dashes in the Term Contract ID Number. Your Term Contract Number should be entered as follows:
"060E"
19. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "Next"
20. Complete the Shipping and Accounting screens appropriately
21. On the Comments Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"
22. Click Add Attachment, browse for the saved official quote on your computer, select it, and click OK
23. Make sure the attachment name appears below the comments box
24. Continue your order placement process and submit your eRequisition

Refer to the contract for restrictions and additional information.