

**State of North Carolina E-Procurement Service  
 Division of Purchase and Contract  
 Ordering Instructions for Term Contract 420D  
 Furniture, Library, Wooden**

Vendor	Contact	Phone Number	E-Mail Address
Library Bureau 172 Industrial Road Fitchburg, MA	Dennis Ruddy	978-345-7942 x2160	<a href="mailto:druddy@modforum.com">druddy@modforum.com</a>

**Authorized Dealer**

RDS Rufus Dale PO Box 1029 Canton, NC 828-648-8425 <a href="mailto:rufus@rdswebsite.com">rufus@rdswebsite.com</a>
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Detailed product information can also be found at <http://www.librarybureau.com>

**Steps to place your order via E-Procurement:**

- Contact Library Bureau or authorized dealer to obtain a quote. Prices should refer to the Library Bureau's January 2001 Retail Price List. Be sure that the quote includes the following, according to the terms of Contract 420D:
  - Proper installation charge
  - Proper delivery
  - Proper fixed discount
  - Proper additional discount
- Provide Library Bureau/authorized dealer with your eRequisition number
- Library Bureau/authorized dealer will email you an official quote, referencing your eRequisition number, with NC pricing
- Save the official quote on your computer
- Return to your saved eRequisition in E-Procurement
- Click on "Add Items"
- Click on the tab marked "Non-Catalog"
- In the field titled "Full Description", type in "Library Bureau order per Term Contract 420D; Vendor Quote #<enter vendor quote>" plus additional descriptive text
- In the field titled "Commodity Code", click on the +, and select one of the following commodity codes:

420	56	Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb-Side Book Returns, Dictionary Stands, Step Stools, Tables, etc.
420	30	Furniture, General (Custom Made)
420	52	Library Shelving, Wood

- In the field titled "Supplier", click on the +, select 'Library Bureau' or the authorized dealer who provided the quote
- In the field titled "Quantity", type in the appropriate quantity of your order
- In the field titled "Unit of Measure", leave the default EACH
- In the field titled "Price", type in the total price as provided by the official quote with NC pricing
- Complete all other appropriate information on this page and click "Add Item"
- On the View Line Items page click "Edit" to access the Edit Line Item page
- On the drop down box next to "Contract?" select "Statewide"
- 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: "420D"
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

**Additional Information**

<b>Delivery</b>	90 days
<b>Installation Percentage (%) of Net Cost</b>	10%

<b>Manufacturer</b>	<b>Series</b>	<b>Model</b>	<b>Catalog</b>	<b>Fixed Discount</b>	<b>Price List</b>
<b>Circulation Desk</b>					
Library Bureau	Group 90	90-xxxx	Library Bureau Product Guide	45%	Library Bureau Retail Price List Original 1/01
<b>Shelving, Wood</b>					
Library Bureau	WS Series	WS-xxxx	Library Bureau Product Guide	45%	Library Bureau Retail Price List Original 1/01
<b>Companion Items (Panel End Design Including Furniture for Computers)</b>					
Library Bureau	Group 76	76-xxxx	Library Bureau Product Guide	45%	Library Bureau Retail Price List Original 1/01
<b>Companion Items (Leg Base Design Including Furniture for Computers)</b>					
Library Bureau	Group 90	90-xxxx	Library Bureau Product Guide	45%	Library Bureau Retail Price List Original 1/01

<b>Additional Discounts Net Price</b>	-
\$1,000 to \$9,999	0%

\$10,000 to \$14,999	5%
\$15,000 to \$19,999	5%
\$20,000 to \$24,999	5%
\$25,000 to \$29,999	5%
\$30,000 to \$34,999	7%
\$35,000 to \$39,999	7%
\$40,000 to \$44,999	7%
\$45,000 to \$49,999	7%
\$50,000 to \$99,999	8%
\$100,000 and up	10%