

**State of North Carolina E-Procurement Service  
 Division of Purchase and Contract  
 Ordering Instructions for Term Contract 070B  
 Law Enforcement Vehicles**

<b>Dealership</b>	<b>Contact</b>	<b>Phone Number</b>	<b>E-Mail Address</b>
Bobby Murray Chevrolet	Gilbert Hay	800-248-6417	<a href="mailto:ghay@bobbymurray.com">ghay@bobbymurray.com</a>
Capitol Ford	Tom Lowe	800-849-3166	<a href="mailto:tlowe7777@aol.com">tlowe7777@aol.com</a>
Sir Walter Chevrolet	Gary Briddle	919-787-3700	<a href="mailto:gbriddle@sirwalter.com">gbriddle@sirwalter.com</a>
Horace G. Ilderton, Inc	Amy Hill	336-822-8708	<a href="mailto:Amyhill@northstate.net">Amyhill@northstate.net</a>

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

1. Contact the dealer representative to obtain updated NC pricing for any options not available in the e-Procurement catalog. Prices are to be MSRP less a set discount as stated in the contract
2. Provide dealer with your eRequisition number
3. Dealer will email you an official configuration quote 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 "Non-Catalog"
8. In the field titled "Full Description", type in "Law Enforcement Vehicle Option order per Term Contract 070B; Dealer Quote # <enter dealer quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select 070-06
10. In the field titled "Supplier", click on the +, select the appropriate dealer which provided the quote
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 dealer's official configuration 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: "070B"
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 configuration 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**