

**State of North Carolina E-Procurement Service
Division of Purchase and Contract
Ordering Instructions for Term Contract 350A – Flags, US and NC**

Company: Conder Flag Company
Contact: Heather York
Phone: 800-342-3542

Items such as indoor flags, decorations, flag holders and flag accessories are available through the Annin catalog at a 40% discount from Conder Flag Company. Please follow the instructions below to place an order for these products.

Steps to Place an Order:

1. Contact the vendor representative to obtain an Annin catalog and pricing. NC pricing is 40% off of the list price.
2. Provide the vendor with your e-Requisition number.
3. The vendor will e-mail you an official quote, referencing your e-Requisition number, with NC pricing.
4. Save the official quote on your computer.
5. Return to your saved e-Requisition and select Edit.
6. Click on "Add Items".
7. Click on the tab marked "Non-Catalog".
8. In the field titled "Full Description", type in "Flag order per term contract 350A" plus additional descriptive text.
9. In the field titled "Commodity Code", click on the +, select 350-20.
10. In the field titled "Supplier", click on the +, select the appropriate vendor.
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 price as provided by the official quote from the vendor 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 your 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: "350A".
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 e-Requisition" comments box, type in the following, "See attached vendor official option quote #xxxxxx."
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 e-Requisition (in accordance with the procedures outlined in the contract).