State of North Carolina E-Procurement Service	
Purchase and Contract	
Ordering Instructions for Term Contract 405K – Fuel, Propane (Transport)	
Description	When ordering propane fuel from this contract, please be aware that pricing is updated weekly on a Tuesday Morning. The price will be that in effect at the time of delivery, not the date the order is released. Check the following website for the most up to date pricing: http://www.doa.state.nc.us/PandC/fuelcost.htm. Make a hardcopy of the pricing each week (Retain on file).
Steps to Create Blanket order in E-Procurement System:	
1	All orders will be "Blanket Orders" on this contract. The quantity (line 7) x price (line 9) equals the $ amount of the blanket order.
2	Open the Ariba Buyer window.
3	Click on the tab marked, "Non-Catalog".
4	In the field titled, "Full Description", type the following "Propane fuel per Term Contract 405K".
5	In the field titled, "Commodity Code", find and select the following code "405-03: Butane and Propane".
6	In the field titled, "Supplier", select the supplier.
7	In the field titled, "Quantity", type in the total dollar amount of this blanket order.
8	In the field titled, "Unit of Measure", find and select the following unit of measure "dollars".
9	In the field titled, "Price", type in $1.00.
10	Set the "Blanket Order" tag to "YES".
11	Complete all other appropriate information on this page and click "Add Item".
12	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. 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 "405K". Click "OK".
Steps for "Blanket Order" Release for delivery and receiving of goods:	
1	ALL RELEASES FOR TRANSPORT LOADS WILL BE INITIATED BY THE CUSTOMER Place your release requirements by telephone with the designated supplier for a particular location.
2	When invoice is received from the vendor, validate the pricing charged (Price/at delivery date) with the data downloaded from the P&C website. If invoice is approved go to the Ariba Buyer window and receive/approve the goods.

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