

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

<b>Vendor</b>	<b>Contact</b>	<b>Phone Number</b>	<b>E-Mail Address</b>
Interior Systems – Russwood 6663 Highway 211 East West End, NC	Mark Goudy	910-673-0633	<a href="mailto:mgoudy.isi@ac.net">mgoudy.isi@ac.net</a>

**Authorized Dealers**

Interior Systems, Inc. Rick Halverstadt 6663 Highway 211 E West End, NC 910-673-0633 <a href="mailto:rhalverstadt.isi@ac.net">rhalverstadt.isi@ac.net</a>	Interior Systems, Inc. David Chriscoe P. O. Box 529 West End, NC 910-673-0633 <a href="mailto:dchriscoe.isi@ac.net">dchriscoe.isi@ac.net</a>	Interior Systems, Inc. Roger Daughtery 3103 Cashwell Drive Goldsboro, NC 919-778-5156 <a href="mailto:dauq427@bellsouth.net">dauq427@bellsouth.net</a>
Interior Systems, Inc. Nancy Bagwell 4914 Sharon View Drive Charolette, NC 707-364-7326 <a href="mailto:nancyebagwell@aol.com">nancyebagwell@aol.com</a>	Interior Systems, Inc. Archie Simmons P. O. Box 529 Seven Lakes, NC 910-673-0633 <a href="mailto:acsimmons@earthlink.net">acsimmons@earthlink.net</a>	Interior Systems, Inc. Julie Powell 607 Tabard Rd. Winterville, NC 252-917-2624 <a href="mailto:jpowellisi@geeksnets.com">jpowellisi@geeksnets.com</a>
Interior Systems, Inc. Eddie Rankin 3107 Peninsula Drive Highpoint, NC 910-673-0633 <a href="mailto:interiorsystemsinc.isi@ac.net">interiorsystemsinc.isi@ac.net</a>		

Detailed product information can also be found at <http://www.russwood.net/masterSite.html>

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

1. Contact the authorized dealer, Interior Systems, to obtain a quote. Prices should refer to the Russwood 2002 catalog and price lists. Be sure that the quote includes the following, according to the terms of Contract 420D:
  - o Proper installation charge
  - o Proper delivery
  - o Proper fixed discount
  - o Proper additional discount
2. Provide Interior Systems with your eRequisition number
3. Interior Systems will email you an official quote, referencing your eRequisition number, with NC pricing
4. Save the official quote on your computer
5. Return to your saved 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 "Interior Systems order per Term Contract 420D; Vendor Quote #<enter vendor quote>" plus additional descriptive text
9. 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

10. In the field titled "Supplier", click on the +, select 'Interior Systems'
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 the 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: "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>	6%

<b>Manufacturer</b>	<b>Series</b>	<b>Model</b>	<b>Catalog</b>	<b>Fixed Discount</b>	<b>Price List</b>
<b>Circulation Desk</b>					
Russwood	Traditional	CD-xxxx	Russwood Library Furniture	56%	Russwood 2002
<b>Shelving, Wood</b>					
Russwood	Stately Series	Xxxx	Russwood Library Furniture	56%	Russwood 2002
<b>Companion Items (Panel End Design Including Furniture for Computers)</b>					
Russwood	Elite Series	Xxxx	Russwood Library Furniture	56%	Russwood 2002
<b>Companion Items (Leg Base Design Including Furniture for Computers)</b>					
Russwood	Prestige	xxxx	Russwood Library Furniture	56%	Russwood 2002

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

\$10,000 to \$14,999	0.5%
\$15,000 to \$19,999	0.5%
\$20,000 to \$24,999	0.5%
\$25,000 to \$29,999	1%
\$30,000 to \$34,999	1%
\$35,000 to \$39,999	1%
\$40,000 to \$44,999	1%
\$45,000 to \$49,999	1%
\$50,000 to \$99,999	2%
\$100,000 and up	2.5%