

**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
Learning Environments PO Box 1127 Liberty, NC	Robert LaMar	336-622-4296	info@learningenvironmentsinc.com

Authorized Dealers

Learning Environments, Inc Robert LaMar 525 Salter Path Rd. Pine Knoll Shores, NC 28512 336-622-4296 ext. 19 rlamar@learningenvironmentsinc.com	Learning Environments, Inc. Greg Keene 6702 Buckley Dr. Summerfield, NC 27358 336-622-4296 ext. 32 gkeene@learningenvironmentsinc.com	Learning Environments, Inc. Ben Miller 6192 Golden Rain Ct. Charlotte, NC 28277 336-622-4298 ext. 17 bmiller@learningenvironmentsinc.com
Learning Environments, Inc. Bruce Cobb 531 Edgewood Dr. Liberty, NC 27298 336-622-4296 ext. 13 bcobb@learningenvironmentsinc.com	Learning Environments, Inc. Jamey Martin 136 Melody Lane Thomasville, NC 27360 336-622-4296 ext. 18 jmartin@learningenvironmentsinc.com	Learning Environments, Inc. Kevin Bowman 403 East Swannanoa Ave. Liberty, NC 27298 336-622-4296 ext. 16 kbowman@learningenvironmentsinc.com

Detailed product information can also be found at [http:// www.learningenvironmentsinc.com](http://www.learningenvironmentsinc.com)

Steps to place your order via E-Procurement:

1. Contact Learning Environments to obtain a quote. Prices should refer to the Southern Accents Woodworking 2001 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 Learning Environments with your eRequisition number
3. Learning Environments 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 "Learning Environments-Southern Accent 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 'Learning Environments'

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

Delivery	90 days
Installation Percentage (%) of Net Cost	7%

Manufacturer	Series	Model	Catalog	Fixed Discount	Price List & Date
Circulation Desk					
Southern Accents	Cabarrus	CD-XXXX	Southern Accent Woodworking	48%	#73102 10-1-2001
Shelving, Wood					
Southern Accents	Bruswick	SXXXXI	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	SXXXXA	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	DXXXXI	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	DXXXXA	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	SXXXXPBI	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	SXXXXPBA	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	SXXXXPDI	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	SXXXXPDA	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	DXXXXPDI	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Bruswick	DXXXXPDA	Southern Accent Woodworking	48%	#73102 10-1-2001

Companion Items (Panel Base Design Including Furniture for Computers)					
Southern Accents	Halifax	STPXXXX	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Halifax	ASP-01	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Halifax	DSP-01	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Halifax	FPSC-XXXX	Southern Accent Woodworking	48%	#73102 10-1-2001
Southern Accents	Halifax	LTPXXXX	Southern Accent Woodworking	48%	#73102 10-1-2001
Companion Items (Leg Base Design Including Furniture for Computers)					
Southern Accents	Mecklenburg	LTXXR	LTXXR	48%	#73102 10-1-2001
Southern Accents	Mecklenburg	LTXXXX	LTXXXX	48%	#73102 10-1-2001
Southern Accents	Mecklenburg	SCXXXX	SCXXXX	48%	#73102 10-1-2001
Southern Accents	Mecklenburg	ASL-01	ASL-01	48%	#73102 10-1-2001
Southern Accents	Mecklenburg	DSL-01	DSL-01	48%	#73102 10-1-2001
Southern Accents	Mecklenburg	CCTXXXXXXXXX	CCTXXXXXXXXX	48%	#73102 10-1-2001

Additional Discounts Net Price	-
\$1,000 to \$9,999	0%
\$10,000 to \$14,999	1%
\$15,000 to \$19,999	2%
\$20,000 to \$24,999	3%
\$25,000 to \$29,999	3%
\$30,000 to \$34,999	5%
\$35,000 to \$39,999	6%
\$40,000 to \$44,999	7%
\$45,000 to \$49,999	10%
\$50,000 to \$99,999	10%
\$100,000 and up	14%