

**State of North Carolina E-Procurement Service
 Division of Purchase and Contract
 Ordering Instructions for Term Contract 470A
 Wheelchairs and Ambulatory Aids**

Vendor	Contact	Phone Number	E-Mail Address
Hoveround Corporation	Don Shapiro	800-771-6565 x 2059	donshapiro@hoveround.com
Orthopedic Service Company	Eric W. Ewert	800-662-7572 x 1323	eewert@orthopedicservice.com
	Mike Buchanan	800-662-7572 x 1302	mbuchanan@orthopedicservice.com
Rehab Solutions of the Carolinas	Patrick Hoertt	704-596-4446	phoertt@reliantcare.com
Stalls Medical, Inc	Art Towne	919-233-0732	atowne@stallsmedical.com
	Sue Bunch	919-233-0732	sue@stallsmedical.com

Steps to place your order via E-Procurement:

1. Contact the vendor representative to obtain updated NC pricing. Prices are to be MSRP less a set discount as stated in the contract
2. Provide vendor with your eRequisition number
3. Vendor 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 "Wheelchair/Ambulatory Aid order per Term Contract 470A; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select the appropriate NIGP code listed below:

NIGP Code	NIGP Description
470-80	Wheelchairs (Including Mobile Treatment Chairs)
470-65	Specialized Mobility Items: Gridlock or other Devices for Wheelchair Mobility in Sand, Tricycles, etc. (For Wheelchairs See 470-80)
938-56	Hospital and Medical Equipment, General, Maintenance and Repair
938-57	Hospital and Medical Equipment, Invalid, Maintenance and Repair

10. In the field titled "Supplier", click on the +, select the appropriate vendor 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 vendor'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: "470A"
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.