

**State of North Carolina E-Procurement Service  
Division of Purchase and Contract  
Ordering Instructions for Term Contract 515A  
Riding Mowers**

<b>Contractor Name-&amp; Federal ID number</b>	<b>Place orders with-Delivery Schedule</b>	<b>Contact Person</b>	<b>Discounts from MSRP for Implement and Options at Time of Ordering Mower</b>	<b>Phone/Fax E-mail Address</b>
Wise Mid-State PO Box 919 Dunn, NC 28334 56-1258089	Wise Mid-State 14 days	George Wise	Implements & options: 25% Parts:-20%	800-334-4854 910-892-1353 910-892-6240 Fax <a href="mailto:wisemidstate@earthlink.net">wisemidstate@earthlink.net</a>
Quality Mower & Saw Equip.(W) 106 Stallings Rd. Durham, NC 27703 56-1573872	Same 10 days	Hal Pate	Implements & options: 10% Parts:-10%	800.422.0419 919.596.1671 Fax <a href="mailto:edgar@mullinsturf.com">edgar@mullinsturf.com</a>
John Deere Company 2000 John Deere Run Cary, NC 27513 36-2382580	John Deere-call for dealer locations 30-60 days	Shawn Spencer	Implements & Options:-0% Parts:-0%	800-358-5010-option 1, option 1 (again) 919-804-2485 Fax <a href="mailto:gnsbids@johndeere.com">gnsbids@johndeere.com</a>
Johnson Farm Service 4533 NC Hwy 581 56-1781106	Johnson Farm Service 10 days	William Johnson	Implements & Options:-10% Parts:-10%	252-235-2311-must accept collect calls-no toll free number available 252-235-9826 <a href="mailto:johnsonfarm@simflex.com">johnsonfarm@simflex.com</a>
Jacobsen-TeXtron 11108 Quality Dr. 05-031546	Same 10 days-	Mark Williams	Implements & options: 35% Parts:-0%	800-732-6567 704-504-6667 706-792-2033 fax <a href="mailto:cmartinko@textron.com">cmartinko@textron.com</a>

**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, referencing your eRequisition number, 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 "Create Non-Catalog Item"
8. In the field titled "Full Description", type in "Lawn Mowers order per Term Contract 515A; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select "515-56"
10. In the field titled "Supplier", click on the +, select 'the Contract you are ordering from'
11. In the field titled "Supplier Part #:" you can type in the Supplier Part Number.
12. In the field titled "Quantity", type in the appropriate quantity of your order
13. In the field titled "Unit of Measure", leave the default EACH
14. In the field titled "Price", type in the total price as provided by vendor's official configuration quote with NC pricing
15. Complete all other appropriate information on this page and click "OK"
16. On the View Line Items page click "Edit" to access the Edit Line Item page
17. On the drop down box next to "Contract" select "Statewide"
18. When you select "Statewide", the "Contract ID" Field appears

19. From the drop down box select the Term Contract ID Number 515A
20. Complete the Shipping and Accounting information.
21. Click "OK"; repeat the "Edit" steps for all State Contract line items; when completed click "OK"
22. When completed click Summary.
23. On the Check-Out Page, in the "Comments – Entire eRequisition" comments box, type in the following "See attached official configuration quote #xxxxx"
24. Click Add Attachment, browse for the saved official configuration quote on your computer, select it, and click OK
25. Make sure the attachment name appears below the comments box
26. Click checkbox –"include comment and/or attachments on purchase order"
27. Continue your order placement process and submit your eRequisition

**Refer to the contract for restrictions and additional information**