

**State of North Carolina E-Procurement Service  
 Division of Purchase and Contract  
 Ordering Instructions for Term Contract 760B  
 Excavators**

<b>Vendor and Federal ID number</b>	<b>Place orders with-delivery schedule</b>	<b>Discounts from MSRP for Implements at time of ordering excavator</b>
Rob's Hydraulics Inc. 7765 Pitt St. Grimesland, NC 27837 56-752-1500	Jason Wainwright or Rob Lynch 252.752.1500 252.752.02187 fax Jason@robshydraulics.com	Implements-10%

**Steps to place your order for Implements 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 "Excavators order per Term Contract 760B; Vendor Quote # <enter vendor quote #>" plus additional descriptive text
9. In the field titled "Commodity Code", click on the +, select "760-90"
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 760B
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**