

Ordering Instructions

Statewide Contract MVAPRTS21

Ordering Requirements – An agency may order any New or Remanufactured Auto Parts from each of the designated categories. Designated categories, Discount Percentages, and authorized Locations are listed within these instructions.

Special Instructions– An Agency Delivery Order should be created in wvOasis for each order. If paying with PCard, the agency should indicate this on the face of the ADO. Also, the agency should state in the ADO if the items are for Pick-up or Delivery. Then provide the ADO to the vendor as authorization for shipment; a copy shall be retained by spending unit.

Approvals Required-None

Vendor Contact Information:

Don Lachance,
Government Sales Manager Genuine Parts Company
2999 Wildwood Parkway
Atlanta, GA 30339
Office: 678-934-5057
Cell: 404-386-4157
Email: don_lachance@genpt.com

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order –

- A. All agencies using WVOASIS should create an ADO in Oasis with the appropriate documentation attached for purchases.
- B. Agencies are to create logins for their specific agency on the www.napaprolink.com website.



Orders should go directly to local stores via e-mail, fax or electronically through ProLink. Agencies will need to connect with their preferred NAPA store from the included “List of Authorized Locations” and have a login and password to connect to the State program and price profile. Agencies should print out the ADO and take to their preferred location. Agencies will need to inform the Store manager of the State contract and the vendor will complete the process on their end. If any assistance is needed, please direct all inquiries to the vendor contact listed above.