

## Ordering Instructions

### Statewide Contract

#### MVAPRTS17

**Ordering Requirements** – An agency may order any item from the designated categories. Designated categories, discount percentages, and authorized locations are listed within these instructions.

**Special Instructions**– Delivery orders of \$25,000.00 or less should be processed as an ADO. Any agency issuing a delivery order that exceeds \$25,000.00 must process the delivery order as a Central Delivery Order (CDO). No agency shall issue a series of delivery orders anticipated to cost \$25,000.00 or less to circumvent this requirement. If paying with PCard, the agency shall indicate on the face of the ADO. Also, the agency shall state in the ADO if the items are for Pick-up or Delivery. The ADO shall be provided to the vendor as authorization for shipment; a copy shall be retained by spending unit

**Approvals Required**-None

#### Agency and/or Vendor Contact Information:

Vendor Contact:  
Don Lachance  
Government Sales Manager  
Genuine Parts Company  
2999 Wildwood Parkway  
Atlanta Ga. 30339  
O: 678-934-5057  
C: 404-386-4157  
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 –

- All agencies using WVOASIS must create an ADO in Oasis with the appropriate documentation attached for purchases over \$2,500.00
- For orders over \$25,000.00, a CDO (Central Delivery Order) must be submitted through Oasis and will be processed by the designated Purchasing Division Buyer
- Agencies are to create logins for their specific agency on the [www.napaprolink.com](http://www.napaprolink.com) website



The 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 can 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.