

Ordering Instructions

Statewide Contract

PBKINDEQ11 – Industrial Equipment (Grainger)

Ordering Requirements – An Agency may order Industrial Equipment from the vendor’s catalog. The ordering guidelines are:

1. If the product is available on another SWC, it must be ordered from that contract, not Grainger. (Some common products asked about are – Office supplies, medical supplies, fasteners, batteries, etc.)
2. The intended use of this contract is for Industrial Supplies.

Special Instructions– Contract Pricing Viewing Instructions--Only

1. Navigate to www.grainger.com
2. At the top of the page, click “Sign In”. A sign-in box will open.
3. For User ID enter “access#1” (without the quotation marks).
4. For Password enter “wvcode11” (without the quotation marks).
5. Search items on the site as applicable.
6. This site is for price viewing only. Please see important information below.

IMPORTANT:

You must create an account for your agency. If you need help, please contact Grainger Customer Service or the Grainger Account Manager listed below. **DO NOT** place orders on the price viewing site as they will not be processed by Grainger for delivery.

Approvals Required- See below.

Agency and/or Vendor Contact Information:

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

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Type of Delivery Order –

- A. An ADO must be created in Oasis with the appropriate documentation attached for purchases over \$2,500.00
- B. For orders over \$10,000.00 a quote shall be submitted as an attachment and processed as a CDO through the Purchasing Division. Agency must submit a copy of the quote or order confirmation with every invoice to ensure payment.
- C. Agencies should indicate the master agreement number PBKINDEQ11 on all orders or quotes.
- D. All prices include shipping cost and no minimum order is required for free shipping.

How to submit the completed order to the Vendor – To place orders, please note that revised contract pricing viewing instructions have been posted on the Purchasing Division's website relating to statewide contract for industrial supplies and equipment (INDEQP). The contract, PBKINDEQ11, with W.W. Grainger Incorporated may be found at <http://www.state.wv.us/admin/purchase/swc/INDEQP.htm>.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.