

GRAINGER INDUSTRIAL SUPPLY

WSCA CONTRACT# 1862/STATE OF ARKANSAS CONTRACT # 4600021544

Effective Dates: May 9, 2011 through June 30, 2018

ARKANSAS STATE AGENCY USER INSTRUCTIONS

Step 1: Complete on-line registration

Step 2: Ordering instructions

- a. Create purchase order referencing OA# 4600021544
- b. Select correct unit of measure and enter a complete description of all items purchased.

For state agency use: When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$10,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

The following are NOT to be purchased through Grainger Industrial Supply due to mandatory state contracts: Air Conditioners/Heat Pumps.