

State of Arkansas WSCA Contract User Instructions/FAQ's

Lowe's Walk-In MRO and Building Materials Contract has been adopted by the State of Arkansas. Political subdivisions such as cities, counties and certain not for profit organizations etc. are eligible to use this contract.

Contract Provisions:

- This contract entitles the bearer of a Lowe's barcode key fob to a 5% point of sale discount. **The Lowe's key fob must be presented, in person, prior to check out in order to receive the discount. All purchases made by state agencies must be paid for at the point of purchase using a State issued P-card only. Lowe's will not accept State Agency purchase orders. State Agencies are not permitted to apply for a Lowe's Account Receivable (LAR) credit account.**
- The contract provides access to every product stocked in local Lowe's stores, **excluding special order merchandise.**
- The 5% discount may be applied to sale prices although it may not be used in addition to other coupons or discounts.
- Savings are reflected on your cash register receipt and therefore are instantly auditable.
- State agencies may not purchase "mandatory contract" items through this contract such as window air conditioners, lamps or ballasts etc. See the Arkansas Office of State Procurement website under "State Contracts" for a complete listing of mandatory contract items.

Contract Registration Process and Key Fob Order Placement:

- Agency specific key fobs will be ordered upon request.
- Agencies and political subdivisions may register to participate and order key fobs at: www.lowesforpros.com/wsca. The following information will be necessary to complete the process.
- Arkansas State Contract Number : 4600024124
 - Select your state. After choosing "Arkansas" make selections from the text boxes as they populate to insure your contract participation is recorded and key fobs are ordered.
 - You may be required to identify your agency, department and your location if a political subdivision.
 - Select the number of key fobs needed by your agency. Key fobs may be ordered in multiples of 5.
- After filling in all text boxes, click on the blue "Submit" bar to complete your agency's registration and order your key fobs. Key Fobs may take 2 to 3 weeks for delivery.

How do I utilize the contract in the store?

- An Agency specific barcode key fob is required to access the WSCA contract 5% discount.
- Check out through any register. **The cashier can scan your key fob anytime during the transaction but it must occur before the transaction is tendered in order to receive the 5% discount.**
- The Commercial desk located near the lumber door provides dedicated staffing to service the needs of professional and government customers.

Web Site References:

Utah's contract summary <http://generalservices.utah.gov/statewidecontracts/Contracts.aspx>

Contacts:

Direct contract or registration questions to Govmilaccounts@Lowe.com , or by calling 1-888-310-7791

State of Arkansas contact: Karrie Duncan: 501-683-6636: karrie.duncan@dfa.arkansas.gov

To locate the nearest Lowe's store go to:

<http://www.lowes.com/StoreLocatorDisplayView?storeId=10151&catalogId=10051>