



NJPA Auto Parts (light duty) Contract # 031212-GPC

State of Arkansas Contract # 4600027118

Expiration Date: 4/12/2017

Arkansas State Agencies/Political Subdivision User Instructions

SCOPE: This is a cooperative contract for NAPA catalog auto parts products made available at discounted pricing to State agencies and political subdivisions.

How to Get Started

1. Go to the NAPA website here: <http://www.napaonline.com/default.aspx>
2. On this website you can browse products, shop and compare items, print or download specs, and use the dealer locator.
3. When you have decided that you want to place an order, you will need to contact your local NAPA dealer to get instructions for issuing a purchase order. Be sure to tell them you want to purchase off the State's, NJPA, contract.

ORDERING PROCEDURES

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.

Purchase orders are best submitted by email but they can also be submitted by fax or U.S. mail.

For questions or assistance, go to this link: <http://www.njpacoop.org/national-cooperative-contract-solutions/contracts-fleet/fleet-services-parts-equipment/031212-gpc/>

Vendor Contact Info

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OSP Contact Information:

John Leverett, Vehicle Buyer

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