



## **NJPA Fleet Management Technologies Contract # 051613-SYS**

**State of Arkansas Contract # 4600032728**

Expiration Date: 7/16/2017

### ***Arkansas State Agencies/Political Subdivision User Instructions***

**SCOPE:** This is a cooperative contract for FuelMaster catalog Fleet Management products made available at discounted pricing to State agencies and political subdivisions.

### **How to Get Started**

1. Go to the FuelMaster website here: <http://www.myfuelmaster.com/>
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 FuelMaster dealer to get instructions for issuing a purchase order. Be sure to tell them you want to purchase off of the State of Arkansas', NJPA contract.

**ORDERING PROCEDURES:** If purchase is over \$10,000, state agencies must create a purchase requisition (PR) in AASIS and tie it to the purchase order.

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/051613-sys/>

#### **Vendor Contact Info:**

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#### **OSP Contact Information:**

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