GRAYBAR ELECTRIC Info Sheet

SBPO19200188

FACILITIES MRO (Maintenance, Repair and Operations)

STATE OF IDAHO

The information provided in this Info Sheet is for Graybar Electric only. Information will vary on a contract by contract basis.

CATEGORY AWARDS

|  |  |
| --- | --- |
| **Graybar** | **Cat 3 Lamps, Ballasts Fixtures** |
|  | **Cat 4 Electrical** |

AWARDS BY AREA

|  |  |  |  |
| --- | --- | --- | --- |
| **Cat 3 Lamps, Ballasts Fixtures** | **AREA A** | **AREA B** | **AREA C** |
| Graybar |   | X | X |
| Sid Tool Co (MSC) | X |   |   |
| WW Grainger | X | X | X |
|  |  |  |  |
| **Cat 4 Electrical** | **AREA A** | **AREA B** | **AREA C** |
| Fastenal | X | X | X |
| Graybar |   | X | X |
| WW Grainger | X |  |  |

CATEGORY DISCOUNTS:

This percent discount will be the minimum allowable discount on Contract purchases for all purchases in the designated Area, within that category. These discounts will be considered “Ceiling Pricing” in that a Contractor may increase the discount, or provide more advantageous pricing in any way for any reason (example: high quantity, large dollar single purchase, etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory Use Categories:** | **Area A** | **Area B** | **Area C** |
| 3. Lamps, Ballasts & Fixtures | NOT AWARDED | 72% | 69% |
| 4. Electrical | NOT AWARDED | 68% | 66% |

CONTACT INFORMATION:

**MAIN POINT OF CONTACT: BACKUP POINT OF CONTACT:**

Brett Ekeland Lisa May

Inside Sales Representative Senior Customer Service Representative

Brett.Ekeland@graybar.com Lisa.May@graybar.com

Direct: 208-429-6126 Direct: 208-429-6140

Office: 208-429-6100 Office: 208-429-6100

**FOR INVOICING ISSUES:**

Ned Sahin

Financial Manager

Ned.Sahin@graybar.com

Direct: 425-203-1556

Office: 425-203-1500

PHYSICAL LOCATIONS:

**Graybar Electric**

**801 S. 13th St.**

**Boise, ID 83702**

ORDERING INFORMATION:

**HOW TO PLACE AN ORDER ONLINE:**

1. Go to [www.graybar.com](http://www.graybar.com) (Use Google Chrome if possible)
2. In the upper right-hand corner, click the “Sign-in/Register” drop-down
3. If you have not signed up for online ordering:
	1. Click the “Register” button at the bottom of the drop-down menu and fill out the requested information.
	2. Once completed, you will receive a confirmation request email. Confirm the request.
	3. Graybar will process your request within 48hrs. You will receive a completion email once Graybar has assigned your login to your Graybar account number.
4. If you are already registered for online ordering:
	1. Login using your email address and password. Click “Forgot your Password?” if applicable
5. Click “Ship To” in the upper right hand corner near the small white truck symbol. Select an address. There may or may not be more than one to choose from.
	1. If your address is not listed, select the 5-digit account number at the top. You can change it to the correct address upon checkout. See step 9a.
	2. Also, you may request to add a ship-to account number (contact Lisa or Jon) for your location so that you do not have to manually input your address each time you order online.
6. Begin shopping. You can either use the search bar at the top or select an item category below. These are general product categories and are not based on the State Contract Categories. Select at your discretion.
7. When you find material you would like to purchase, change your quantity and click “Add to Cart”.
8. When you are ready to checkout, click “Checkout”
9. Confirm the information listed including the account and address.
	1. If you need to input a manual address, uncheck the box next to “same as ship-to Account address” under “2) Delivery method”. This will open fields for manual address entry.
	2. If the order information looks accurate, click “Continue”.
10. Fill out the Payment Method info and click “Continue”
11. Review Order. If all information is correct, click “Place Order”.

**HOW TO PLACE AN ORDER OVER THE PHONE:**

Call Brett Ekeland, Lisa May (Listed as Primary and Secondary contacts) or our main office @ 208-429-6100.

**HOW TO PLACE AN ORDER VIA FAX:**

Fax orders to 208-343-2707 (least preferred method)

**HOW TO PLACE AN ORDER IN PERSON:**

We have a counter where you can place orders: 801 S. 13th St in Boise, ID 83702.

CATEGORY DESCRIPTIONS:

Allowable products for each category are detailed below:

**MANDATORY USE CATEGORIES:**

**CATEGORY 3. Lamps, Ballasts & Fixtures:** *UNSPSC Codes 3911 and 3910*

The products allowed in this category include but are not limited to: LED/CFL lamps or bulbs, ballasts, lighting fixtures, lighting retro fit kits, light bars (non-automotive) light diffusers, track lighting, recessed lighting, lighting accessories. **EXCLUDED: light towers with attached generators and portable lighting (see Category 12 Batteries and Flashlights). No installation, maintenance or repair services are included.**

**CATEGORY 4. Electrical:** *UNSPSC Codes 3912*

The products allowed in this category include but are not limited to: wire, cable, connectors, relays, switches, fans, receptacles, and circuit breakers, etc. **No installation, maintenance or repair services are included.**

**AREAS:** Areas B & C only

Areas are demonstrated by the map below:

