QUICK REFERENCE GUIDE

Tips for successfully using QPA 11179

This document was designed to help you place PO's and answer any questions you may have about Fastenal & QPA 11179. The following Key Points include useful information to successfully navigate the procurement cycle, as well as tips that will make your ordering experience easy, efficient and economical.

Fastenal Company:

Fastenal is the **primary MRO QPA vendor for the State of Indiana**. We are the primary vendor for the following product categories:

General Industrial Supplies

Lighting & Electrical

HVAC & Refrigeration

Janitorial Supplies

Communication:

Fastenal Company realizes that a truly effective partnership requires communication. To that end, we also acknowledge that change can be difficult; especially when moving from a long term incumbent supplier to a new one.

We encourage you to communicate with our sales people and help them to understand your procurement process.

Let them know what you need! Fastenal Company stores have the autonomy to stock inventory based on the needs of our local customers.

Share your ideas and feedback! You will benefit from their expertise by allowing them to identify, address, and make suggestions to satisfy your needs.

Fastenal Stores:

We acknowledge that the preferred ordering method is punch-out, which Fastenal will provide. In addition, it is important to note that Fastenal is different than traditional catalog suppliers in many ways.

We have **86 Indiana locations** with sales and service available from the local site to service your needs.

Fastenal's largest inventory **Distribution Center is in Indianapolis**. It supports our Indiana store locations.

Fastenal Company stores stock inventory, thus helping the state leverage QPA pricing and address stock out or emergency situations.

Fastenal Company stores have the autonomy to stock inventory based on **the needs of our local customers.** This will be a significant benefit to your site because it will help alleviate inventory carrying costs, stock outs, increase efficiencies, and more.

Fastenal Company operates a number of Vendor Managed Inventory (VMI) programs that are also aimed at driving down cost and increasing efficiencies.

Punch-out Catalog:

The Fastenal Company's punch-out catalog available through the State's PeopleSoft system reflects items from the State's Market Basket as well as our extensive non-Market Basket product offering. Please note the following when using the catalog:

IMPORTANT – PO Process: The standard ordering method is through punch-out catalog available through the State's PeopleSoft system:

IMPORTANT: Starting 11/29/2010, State of Indiana will start submitting PO's via Auto-Dispatch. Please reference Training information from IDOA.

Need help finding something? If you cannot find what you're looking for, it does not mean Fastenal isn't the QPA holder for those items! Please contact your local Fastenal store to communicate your needs (state-use workcenter and PEN Product contract restrictions apply).

Quotes or special item requests: Items that are requested through the local store can be posted on the punch-out's **eVMI** function by the store. You can view and select the items you need and add them to your shopping cart!

Repetitive orders: The punch-out's **eVMI** function can also be utilized as a re-order template, or as an electronic vendor managed inventory tool.

Need an ID to view the internet catalog, **www.fastenal.com** ? No Problem! This is a benefit for State of Indiana employees that do not have access to the Punch-Out:

Contact your local Fastenal store to establish a log in account as a requester
Please be prepared to provide the following information:
- o Name
- o Email address & Phone number
- o A user name and password

Your local Fastenal store will set up and enable your account to be used for viewing products, and prices.

NOTE: The internet catalog -www.fastenal.com - cannot accept PO's. The purpose of this site is to provide all State of Indiana employees the ability to research items, build shopping carts to print, and organize common or special requests with templates (that will display as a quote in eVMI).

Fastenal is dedicated to contributing to the success of the State's vision for maximum utilization of QPA 11179. We look forward to working with you to achieve this objective. Please contact us with any questions.