**Ariba Ordering Instructions:**

Safco will take the order directly from the NC State authorized dealer.

All delivered furniture shall be FOB Destination with all transportation costs and fees included in the total bid price for orders more than $250 net.

The product list and pricing will be available through the NC State Safco microsite so all entities can verify correct pricing at the link below. It will also be communicated to all authorized dealers. [NC State Contract | Safco Products](https://www.safcoproducts.com/government/nc-state-contract)

Lead times for product are updated annually at the link below. Please add 1-2 business days for order processing and 7-14 business days for shipping.

[Safco-Lead-Time-Update-FEB2024.pdf (safcoproducts.com)](https://www.safcoproducts.com/getmedia/1c0c02eb-8fe1-4fb0-9e84-238559ba6689/Safco-Lead-Time-Update-FEB2024.pdf)

Safco will apply a single 50% discount off list for the approved product categories on the NC State contract. Delivery and light assembly will be included. Installation of applicable product(s) that require custom fit and placement and are complex due to the nature of the product or the size/ scope of the project, will be quoted separately by authorized dealers. Acceptance and approval of charges for installation of such items shall be at the sole discretion of the Buying Entity.

Contract number 5610A must be referenced on order with a copy of agency po or signed quote.

Safco [stateorders@safcoproducts.com](mailto:stateorders@safcoproducts.com) will process the authorized dealer order and automatically apply the correct discount. Every contract order is reviewed to ensure the

proper discount and terms and conditions are applied.

Quote requests can be submitted to [bids@safcoproducts.com](mailto:bids@safcoproducts.com).

Service requests can be submitted to [maryweisen@safcoproducts.com](mailto:maryweisen@safcoproducts.com).

If you have any questions about the contract, please feel free to contact me.

Yvonne Moore All orders should be made out to:

Safco Products Co. Safco Products Co.

Manager, Government Business Development 9300 West Research Center Road

763.536.6788 New Hope, MN 55428

[yvonnemoore@safcoproducts.com](mailto:ymoore@mayline.com) [stateorders@safcoproducts.com](mailto:stateorders@safcoproducts.com)

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