

Ordering Instructions

Iowa State Contract 18299 – Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies

Ordering Requirements – Any Agency may order Facilities MRO and Industrial Supplies from the Fastenal. The ordering guidelines are:

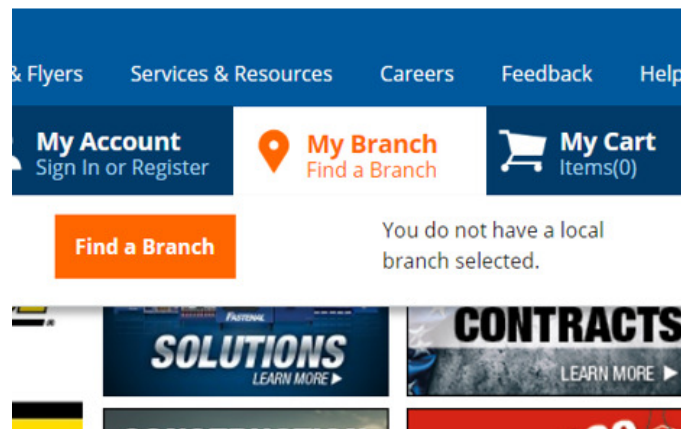
1. If the product is available on another state wide contract (SWC), it must be ordered from that contract, not Fastenal.
2. The intended use of this contract is for MRO products and Industrial supplies that Fastenal can provide. [Iowa Contract Page - Iowa.gov](#)

Contact Information:

Fastenal Government Sales
govsales@fastenal.com

Special Instructions– *Finding your local Fastenal Branch*

1. Navigate to www.fastenal.com



1. At the upper right hand corner of the page, hover over My Branch.
2. Select Find A Branch. (This will assist you in setting up your Fastenal.com account)

Find a Local Branch

⚠ The closest branch to your location (by Internet connection) is Elk Grove VI

▼ Search

Search By:

Zip Code:

[Find Branches](#)

3. To find the Local or Servicing Branch use your zip code.

By setting a local branch, you are able to see if the product is available at the branch without using the *Branch Availability* search feature.

Location	Address	Set as My Branch
Branch Code: KYCOR Hours: Monday - Friday 7:00am - 5:00pm (EST) Phone: (606)528-4155 Fax: (606)528-4171	6644 S US Highway 25 Corbin, KY USA 40701 Map and Directions	Set 'KYCOR' as My Branch
Branch Code: KYSOM Hours: Monday - Friday 7:00am - 5:00pm Phone: (606)451-9688 Fax: (606)451-9699	375 Browning Road Somerset, KY USA 42501 Map and Directions	Set 'KYSOM' as My Branch

4. This will give you a list of Servicing Branches to choose from.

5. Select “Set IAXXX as My Branch” to view local inventory levels available at that store.

6. This Branch will be your point of contact for your product needs.

IMPORTANT:

It is imperative that you set up an account for your agency. If you do not set up your own agency account; you ***will not see the discounted*** pricing structure. If you need help, please contact the Dedicated Government Sales Team (govsales@fastenal.com), using the information below, or contact your local Fastenal Branch locations. ***DO NOT place orders on the site without creating an account as you will not receive the Contract Discounts through the Fastenal.com website.***

The above instructions will give you the information to contact your local Fastenal Branch to set up a Fastenal Customer Account.



How to get started on creating your Fastenal Online Account

Contact Information:

Fastenal Government Sales
govsales@fastenal.com

How to Get Started

Open an account at your dedicated Fastenal Branch and Sales Office

1. Contact your dedicated Fastenal Branch
2. Identify yourself as a State agency or political subdivision (please have your sales tax exemption number or certificate available)
3. Once you open an account, your dedicated sales team will take care of set-up under the State Contract (please allow 3 -5 business days for processing)

If you need assistance or want to place an order today, please contact Fastenal's Government Sales team at govsales@fastenal.com or contact your Local Fastenal branch

Register your account on Fastenal.com

Contact your local Fastenal branch and dedicated sales team to validate your email address and account number. Once your email has been updated to your account, allow 24 hours before registering on www.fastenal.com via the following steps:

1. Click on My Account
2. Click on Register and enter E-mail, Username, and Password (your username can be your email address)
3. Enter the Security Code received via e-mail
4. Select "**Government Contract**" and enter contact info
5. Select the best option under "Do you have a Fastenal Account Number?" (Please make sure and choose the best option – if you have an account but no invoice numbers – choose that option)
 - “Yes, and I have two invoices from my account” – Account info will automatically link
 - “Yes, but I do not have two invoices from my account” – Account info will link when the Fastenal branch verifies your information
 - “No, I do not have a Fastenal account” – Call your dedicated sales team to set up an account which can be linked later



Ordering Instructions: An agency may order Maintenance, Repair, and Operations (MRO) equipment and Industrial Supplies from Vendor (FASTENAL) catalog. *With the exception of certain goods or services.*

The State of Iowa contract # 18299 may be used by all state agencies, institutions of higher learning, political subdivisions and other entities authorized to use statewide contracts in the State of Iowa. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

POLITICAL SUBDIVISIONS: Contact Fastenal to confirm that contract pricing is available.
<https://www.fastenal.com/en/546/iowa>

Contact Information:

Fastenal Government Sales
govsales@fastenal.com