

## Lumber and Construction Supplies Contracts

The State of Iowa has contracts with several suppliers for the purchase of lumber and other construction materials and supplies. These contracts allow State Entities to purchase from these vendors with pre-negotiated discounts. Please use the guide below for information on how to register with the vendors and use your new account online and in-store.

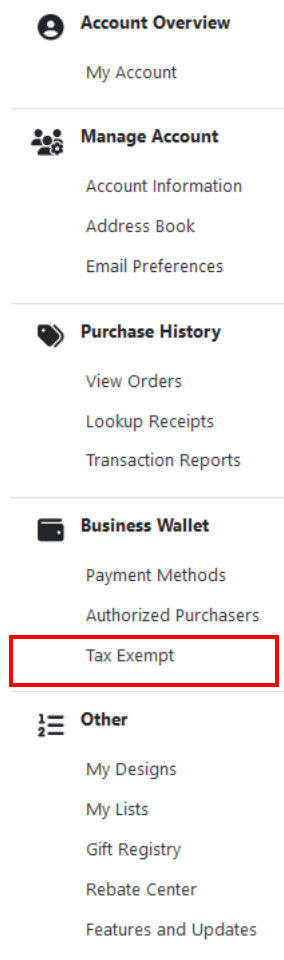
### Menards

#### 1. Useful sites:

- Tax Exempt Registration: <https://www.menards.com/main/services/tax-exempt-registration/c-1536153919596.htm>
- Account Features: <https://www.menards.com/main/c-1642874288349726.htm>

#### 2. Tax Exempt Account Setup

- Go to <https://www.menards.com/main/services/tax-exempt-registration/c-1536153919596.htm>
- Click Create Account. Under Account Type, select Business.
- Enter your information.
- Once you are logged in, go to Tax Exempt in the left-hand column:



- Select Iowa either on the map or from the list.
- Select Government.
- Select State Government.
- Select Streamlined Sales and Use Tax Form.
- Confirm your Selected Certificate – Yes.
- Fill out the form with your contact information.
- For the Identification Number, enter your Federal Tax ID Number
- Under Purchaser Information, you can use any form of certification. Using the FEIN is the same number as entered for the previous step.
- Enter the State abbreviation (IA).
- Select the Type of Business.
- Select the Reason for Exemption
- Enter contact information for the authorized signor.
- Review and sign the tax exempt form – all electronic!

### 3. Purchasing in-store

- OPTION 1:
  - Once a Certificate is on file, Menards will email you a barcode. You can print this off and bring in the paper copy, or open the email on your phone
- OPTION 2:
  - Download the Menards app on your phone and log in.
  - Go to Account at the bottom of the screen.
  - Scroll down to Tax Exempt Certificates.
  - Find the Certificate, and select Display Barcode. This will show a QR Code for the cashier to scan.

