

Instructions for Fastenal Pricing

Log on to www.fastenal.com

Follow this procedure to view current, Conroe ISD Discounted prices

Click: **My Account Sign In** and enter the following **User ID** and **Password**

User ID: **Call Purchasing for Log On and Password**

Password:

You can Search two different ways

- 1) **SEARCH BY KEYWORD OR ITEM:** You can enter a keyword or item number or;
- 2) **SHOP BY CATEGORY:** Click on a category to view pictures and descriptions. If you click on the blue SKU number next to the item, it will bring up a full description of the item. Our discounted price will be listed. Update the quantity to purchase and add to the basket

Continue Shopping for any additional items requested and repeat the steps above. Then, print a copy of the Cart to prepare your line item Conroe ISD Purchase Requisition. **DO NOT USE** the checkout feature. This link is only used for pricing of items. You may clear the cart by clicking on “Empty Cart”. To sign out hover over **My Account** and click on **Sign Out**

When entering the purchase requisition:

Vendor Number: 26001455

Commodity: 450-006 - Building Materials, Tools, Hardware & Supplies

450-042 - Welding Equipment & Supplies

800-001 - Automotive Fleet Parts

Comment Line Reference: RFP #23-04-03 – Building Materials, Tools, Hardware & Supplies

RFP #23-04-03 – Welding Supplies

RFP #20-08-07 – Auto Fleet Parts