## **GOVERNMENT SALES**

Take part in the Government Sales program to earn commissions for delivering tires to federal, state and local government agencies.

# GUIDELINES FOR INCREASING BUSINESS WITH GOVERNMENT AGENCIES:

- Increase contact with state, local, county and township maintenance garages
- Build a good relationship with the local maintenance manager
- Contact agencies that don't have maintenance garages and arrange to service their fleets
- Examine the fleet to determine needs and stock the most popular sizes required
- Provide tires and service to local police fleets; they replace tires and brakes often
- Look for opportunities to move product at a nearby military base with an Exchange Service

#### INFORMATION AND ASSISTANCE:

For consumer accounting questions, please call 1-800-633-6802. For questions about government contracts, please call 1-888-453-0021.





# **GOVERNMENT SALES BILLING**

1. Log in to www.tire-hq.com using your Username and Password.

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2. Click "Government Sales" under the "Dealer Programs" tab.



3. Click on "Approvals, Info, Pricing" to see pricing information by State/Agency, or type a size, product code or product name in the search box to see base price.

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4. Once you have clicked on the State/Agency, open the PDF link.

Determine the billing type (B or D) and approval #. You can also find a netted down price book, billing instructions and other useful information on the PDF.

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Effective: 3/9/2018	STATE OF FLORIDA AND LOCAL GOVERNME	NT AGENC	Page 1
PROGRAM INFORMATION	APPROVAL NUMBERS		
Program: NASPO			
Effective Date: 4/1/2017 Expiration Date: 3/31/2019 Price Book Date: 1/1/2017	Approval Type	Approval #	Billing Type
	State	G0005437	Akron Billing (DR - Type D, TC73)
PROGRAM OVERVIEW	Local Government Agencies	G0005438	Local Billing (Type B - Dealer/Store invoice)
	NAPA, First Vehicle Services, The Parts House	G0005440	Local Billing (Type B – Dealer/Store Invoice)
UPDATED: Current pricing extended until 3-31-19, updated price book.	Acquisition, MANCON, G45, Elite Lines, Medics Ambulance Service and Transfield Services		
	Vera-Williamson Investment - City of Pembroke Pines	G0005738	Local Billing (Type B - Dealer/Store Invoice)
	Local Billing Instructions (Type 8 - Dealer/Store Invoice)		
	Local Billing Instructions (Type 8 – Dealer/Store Invoice)		

### GOVERNMENT SALES BILLING (CONT.)

5. To process deliveries, go to the "Transactions" tab then "Deliveries". Choose either:

- B Local Billing
- D Akron Billing
- E Federal Government
- I Military Exchange



6. Complete the fields for initial data and then click "Next."



7. Fill in the billing and shipping data and then click "Next."



#### 7. Insert the requirement data and then click "Next."

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8. Enter the product data and then click "Verify Products." Refer to the netted down price book for Local Billing by clicking on "View Contracts for State of XX" link.

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9. Finally, insert the product data pricing and then click "Send" or "Send & Queue" to also print.

10. Choose the appropriate response when questioned if you have a valid Ultimate Purchaser Certificate and

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