

VA-100420-A&ET Attachment A – Index Pricing Verification Instructions

1. www.graybar.com Enter User ID 437183vita Password password1 and then click on Login.

The screenshot shows the Graybar website homepage. The browser title is "Graybar | Specializing In Supply Chain Management Services - Microsoft Internet Explorer provided by Graybar Electric". The address bar shows "http://www.graybar.com/". The page features the Graybar logo with the tagline "works to your advantage". A navigation menu includes "Home", "Locations", "Careers", "About Us", "Contact Us", "Logon", and "Help". A search bar is present with a "Product Search" field and a "Description" dropdown. Below the search bar are tabs for "Customers", "Manufacturers", "Services", "Catalogs", "How to Order", and "News". The main content area is divided into several sections: "DATA CENTERS" with an image of server racks; "ESP" (Electrical Safety Program) with a photo of two workers in hard hats reviewing plans; "CAREERS" with a photo of a man in a suit; and "GFS" (Graybar Financial Services). A "Customer Login" box is on the right, containing fields for "User ID:" and "Password:" with a "Login" button. Below the login box is a "Resource Center" with links to "Manufacturer Focus" and "Product Resource Center". The footer includes a "Local intranet" link.

2. Enter unit of measure quantity and GBID number and click on ADD TO CART. GBID numbers can be found on the contract spreadsheet under the Graybar Part # column.

The screenshot shows the Graybar website search results page. The browser title is "Search Results - Microsoft Internet Explorer provided by Graybar Electric". The address bar shows "https://www.graybar.com/webapp/wcs/storeservlet/GraybarPostLoginView?storeId=10151&catalogId=10001&krpto=3vk6FLWuuYFOWTmk05Wbn3J3BWDewYJacRT". The page features the Graybar logo and navigation menu. A "Quick Order" form is the central focus, with a table for adding items to the cart:

Qty	Search by	Part or ID Number
1000	Graybar ID	99507250
<input type="text"/>	Graybar ID	<input type="text"/>
<input type="text"/>	Graybar ID	<input type="text"/>
<input type="text"/>	Graybar ID	<input type="text"/>
<input type="text"/>	Graybar ID	<input type="text"/>

Below the table are "Clear" and "Add More" buttons, and an "ADD TO CART" button. To the right of the form is a "Welcome Virginia Information Technologies Agencies" box with links for "Saved Carts (0)", "Recent Web Orders (0)", and "Feedback". Below the form are "Product Categories" with links to various product types like "Boxes & Fittings", "Cabinets & Racks", "Cabling Management & Pathways", "Communications Cable, Copper & Fiber", "Fiber Connectivity Solutions", "Conduit, Raceway & Fasteners", and "Copper Connectivity Solutions". The footer includes a "Local intranet" link.

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3. Description and Index List Price will be shown. When complete click on Delete Cart and then HOME that is located in the top right of the screen. This will return you to the main screen.

