

QUICK START GUIDE



Start Saving with U.S. Communities

In order to receive the U.S. Communities pricing through our supplier contracts, generally you will need to establish an account with the supplier and identify yourself as a U.S. Communities registered user. If you already have an account, contact the supplier and request U.S. Communities pricing. All of the following instructions assume you are a registered user with U.S. Communities. If you have not, you will first need to [register](#).

If the U.S. Communities supplier has online ordering through the [Marketplace](#), you can log into the Marketplace and start shopping right away if you are paying by credit card or P-card. For ordering using other options, below is a quick outline of how to get started with each supplier.

Acro Service Corporation	Temporary Staffing
Advance Auto Parts	Auto Parts and Accessories
Alvarez & Marsal	Public Sector Consulting
Amazon Business	Online Marketplace
Applied Industrial Technologies	Industrial Supplies
BI Incorporated	Offender Monitoring Solutions
Carahsoft	Google Products, Services & Solutions
Cintas	Facilities Services
Club Car	Utility, Transportation & Golf Vehicles
Columbia ParCar Corp.	Utility, Transportation & Golf Vehicles
DLT Solutions	Oracle Products, Services and Solutions
DLT Solutions	Amazon Web Services
Experian	Data, Analytics and Fraud Detection Solutions
Farber Specialty Vehicles	Specialty Vehicles
Fisher Science Education	Science & Labware
GameTime	Park and Playground
Garland/DBS Inc.	Roofing
Gopher	Athletic Supplies & P.E. Equipment
Graybar	Electrical, Security, Telecommunications
Haworth	Office Furniture
Herc Rentals	Equipment and Tool Rental
Herman Miller	Office Furniture
The Home Depot	MRO, Paint & Paint Supplies
HD Supply	MRO
HotelPlanner	Travel Services and Solutions
Insight Public Sector/ Insight Cloud	Technology Products and Solutions
Knoll	Office Furniture
Knowledge Services	Staffing and Workforce Solutions
KOMPAN	Park and Playground
KONE	Elevator Maintenance and Services
Kronos	Workforce Management Solutions
Premier – US Foods	Food Products and Services
Premier	Pharmaceutical, Medical-Surgical Solutions
Rehrig Pacific Company	Waste and Recycling Solutions
Ricoh	Office Machines and Managed Print Services
Safeware-Mallory	Homeland Security and Public Safety

SupplyWorks	Janitorial
SupplyWorks	Maintenance and Hardware Supplies
TAPCO (Traffic & Parking Control Co)	Traffic Control Products and Solutions
Tradition Energy	Energy Consulting and Management
Trane	HVAC Products, Installation & Services
UNICOM Government	Technology Products and Services
United Language Group	Interpreter & Translation Services
Virco	Education Furniture

Staffing	Existing or New Customers
	<p>Email Acro at uscommunities@acrocorp.com or call 877-227-0930.</p>

Auto Parts & Accessories	Existing or New Customers
	<p>You will need to set up a commercial account or have your existing account linked to U.S. Communities by contacting Advance Auto Parts directly at: uscommunities@advance-auto.com or 888-823-6592 ext 3004.</p>

Public Sector Consulting	Existing or New Customers
	<p>To discuss or get started with consulting services, please contact A&M:</p> <ul style="list-style-type: none"> • Phone: Toll Free at 844-768-8244 • Fax: 202-380-0814 • E-mail: uscommunities@alvarezandmarsal.com • Website: http://www.alvarezandmarsal.com/public-sector-us-communities

Industrial	Existing Customers	New Customers
	<p>Complete the contract registration form by clicking here. Once you complete the form, an Amazon Business Customer Advisor will contact you within three business days to complete the registration process.</p>	<p>Register for a FREE Amazon Business account by clicking here.</p> <p>Complete the contract registration form by clicking here. Once you complete the form, an Amazon Business Customer Advisor will contact you within three business days to complete the registration process.</p>

Industrial	Existing Customers	New Customers
	<p>Call 877-279-2799 to have the U.S. Communities program linked to your existing account.</p>	<p>To set up a new account:</p> <ul style="list-style-type: none"> • Call 877-279-2799 • Email uscommunities@applied.com • Contact your local Applied Service Center. Click here to locate the center closest to you.



Offender Monitoring	Existing or New Customers	
 a GEEO Group Company [®]	<p>To order from BI under the U.S. Communities contract, contact BI.</p> <ul style="list-style-type: none"> • By Phone: Contact our toll-free number at 855-453-6042. • By E-mail: e-mail us at USCommunities@BI.com and we will have someone call you back within 24 hours to handle your request. • Online: Visit us at http://bi.com/uscommunities/index.html 	

Google Products, Services & Solutions	Existing or New Customers	
	<p>If you would like more information about how Google solutions can help your agency, or would like to place an order with Carahsoft Technology Corp., contact us at:</p> <p>Web: http://www.carahsoft.com/buy/slg-contracts/all-states/us-communities Email: uscommunities@carahsoft.com Phone: 844-872-8726 Fax: 703-871-8505</p>	

Facilities Solutions	Existing Customers	New Customers
 READY FOR THE WORKDAY [™]	<p>Contact the Cintas National Service team at uscommunities@cintas.com or 800-795-7368 to have the U.S. Communities program linked to your existing account.</p>	<p>Uniforms: To order direct purchase uniforms, call 1-800-543-4450.</p> <p>All other Cintas services: Call 1-800-795-7368 or visit www.cintas.com/uscommunities and click REQUEST NOW under Already a Participant.</p>

Utility, Transportation & Golf Vehicles	Existing or New Customers	
	<p>Contact the Authorized Club Car Dealers and Distributors near you. To find a dealer or distributor near you, visit www.clubcardealer.com and contact the dealer directly. The dealer will arrange an on-site demonstration, discuss accessories, provide pricing, arrange shipping and act as a liaison if you need customized vehicles or other special services.</p> <p>If you need additional support, please contact Club Car directly at uscommunities@clubcar.com or 706-955-0252.</p>	

Utility, Transportation & Golf Vehicles	Existing or New Customers	
	<p>Orders can be placed directly from Columbia or through a certified local Columbia dealer. Contact uscommunities@columbiausa.com or call 608-535-6636. To work with your local dealer, visit the Columbia Dealer Locator.</p>	



Amazon Web Services	Existing Customers	New Customers
	Contact your Account Manager to discuss renewals or migrating your contract.	Contact DLT Solutions at 866-226-3111 or aws-us-communities@dlt.com .

Oracle Solutions	Existing Customers	New Customers
	Contact your Account Manager to discuss renewals or migrating your contract.	Contact DLT Solutions at 844-DLT-4USC (844-358-4872) or uscommunities@dlt.com .

Data, Analytics and Fraud Detection Solutions	Existing or New Customers
	To order once registered contact Experian at 855-224-9719 or uscommunities@experian.com

Specialty Vehicles	Existing or New Customers
	To order once registered contact Farber Specialty Vehicles at 800-331-3188 or email uscommunities@farberspecialty.com .



Science/Lab Supplies & Equipment	Existing Customers	New Customers
	<p>Contact your local Fisher Science Education Sale Rep to adopt the contract. Pricing terms will be added to your existing account and any orders place by your agency will automatically receive the discount. Use the Fisher Science Education website to confirm contract pricing for all items. If you have an ordering web account, all products will automatically reflect U.S. Communities contract pricing. If you don't have a web account and wish to setup, e-mail uscommunities@thermofisher.com including your daytime phone number and account address. We will contact you immediately to set up your web account.</p>	<p>To establish a new account, contact Fisher Science Education at uscommunities@thermofisher.com.</p>

Park & Playground	Existing Customers	New Customers
	<p>If you already have a GameTime account, contact your Account Manager to have the U.S. Communities program linked to your existing account.</p>	<p>Registered with U.S. Communities but don't have an account with GameTime: to order, call 1-800-235-2440 to be directed to the GameTime sales agency in your region. Contact Don King at (256) 997-5255 if you are unable to access a GameTime sales agency in your region.</p>

Roofing	Existing Customers	New Customers
	<p>For all subsequent orders, please contact your locally based representative.</p>	<p>Please contact Garland/DBS, Inc. to establish your account. Tel. No. (800) 321-9336 Website: www.garlandco.com Email: uscommunities@garlandind.com</p>

Athletic Supplies & Physical Education Equipment	Existing or New Customers	
	<p>Orders may be placed by contacting Gopher at 855-257-9200 or uscommunities@gophersport.com. If you've previously placed an order with Gopher, your existing account number will be used.</p>	



**Electrical
Telecommunications
& Security Services** Existing or New Customers

Call us at **1-800-GRAYBAR** or email us at uscommunities@graybar.com
U.S. Communities Contacts:



Rob Rhoads | Strategic Account Manager
Graybar East Regions
Office (314) 573-7159
Mobile (202) 445-8992
Robert.Rhoads@graybar.com

Jeff Peskuski | Strategic Account Manager
Graybar West Regions
Office (314) 573-7154
Mobile (630) 640-4905
Jeff.Peskuski@graybar.com

Office Furniture Existing or New Customers

To order from Haworth under the U.S. Communities contract:



- Email: uscommunities@haworth.com or call 800-576-0943 to place your order
- Your request will be forwarded to Haworth’s local field sales person and/or dealer within 24 hours
- You can order online from the U.S. Communities [Marketplace](#)

Office Furniture Existing or New Customers



Orders are placed with your local Herman Miller Authorized dealer. You can contact them directly and they will be happy to help you through the ordering process. Herman Miller wants to make sure you have the proper ordering and pricing information. If you are unable to determine how to place an order through one of our [dealers](#) please contact us at uscommunities@hermanmiller.com or call toll free 1-866-322-0700 for prompt assistance.

**Maintenance &
Hardware Supplies
Paint & Paint
Supplies** Existing or New Customers

Visit the [Home Depot Enrollment Process](#) page for an overview of setting up your account to ensure you receive the maximum rebate.



Please be sure to complete all steps in the registration process with Home Depot, including registration of payment types, to receive your rebate. If you need help with our registration process, please call 1-866-333-3551.

If you will be using Purchase Orders, please complete the [U.S. Communities Home Depot Account form](#).



Maintenance & Hardware Supplies	Existing Customers	New Customers
	<p>Contact your HD Supply Facilities Maintenance Account Manager (or call 1-877-610-6912) to have the U.S. Communities program linked to your existing account.</p>	<ul style="list-style-type: none"> • Go to www.hdsupplysolutions.com/usc and click on "Sign up". • Complete the PDF form and click "Submit" at the bottom of the form to email it to Account Services. Or print the completed form and fax to 1-800-283-8883. Be prepared to supply your Tax Exempt Certification. • Or call 1-877-610-6912, 4 AM – 6 PM (PST). • Account Services will set up your account and provide you with an account number. Use this number to then set up your online username and password to ensure you receive U.S. Communities participant pricing. • Not sure if you have already established an account? Please call 1-877-610-6912, 4AM - 6PM (PST)

Equipment & Tool Rental Services	Existing Customers	New Customers
	<p>Contact your Herc Rentals Account Manager to have the U.S. Communities program linked to your existing account.</p>	<p>Contact Herc Rentals to set up your new account and complete the Participation Form.</p> <ul style="list-style-type: none"> • By Phone: Contact our Central Reservation Center at 888-777-3500 to place an order or contact your local branch. • By E-mail: e-mail us at uscommunities@hertz.com and we will have someone call you back within 24 hours to handle your request.

Travel Services and Solutions	Existing or New Customers	
	<p>If you are not already registered as a user with U.S. Communities, you'll need to register at www.uscommunities.org/register.</p> <p>Once you have an active registration with U.S. Communities, visit www.travelsolutions.hotelplanner.com and login using your U.S. Communities account. The HotelPlanner site will remember you after you log in so you will only need to do this one time.</p> <p>Search for travel and follow steps when you are ready to book your travel.</p>	

Technology & Cloud	Existing Customers	New Customers
	<p>If you have an existing account, contact your Insight Public Sector Account Manager to have the U.S. Communities program linked to your existing account.</p>	<p>To place an order online, you must first have an account with Insight and a web login ID and password. If you do not have a login ID, please contact your sales representative by phone or email to request one. If you do not know your sales representative, contact us at:</p> <ul style="list-style-type: none"> • Tel. No. (800) 546-0578 • Email: uscommunities@insight.com • Once you have your login information, visit www.ips.insight.com/uscommunities to enter in your user ID name and password.

Manufacturer Partners available through Insight	Existing Customers	New Customers
	<p>If you have an existing account, contact your Insight Public Sector Account Manager to have the U.S. Communities program linked to your existing account.</p>	<p>To place an order online, you must first have an account with Insight and a web login ID and password. If you do not have a login ID, please contact your sales representative by phone or email to request one. If you do not know your sales representative, contact us at:</p> <ul style="list-style-type: none"> • Tel. No. (800) 546-0578 • Email: uscommunities@insight.com • Once you have your login information, visit www.ips.insight.com/uscommunities to enter in your user ID name and password.

Office Furniture	Existing Customers	New Customers
	<p>Contact your Knoll Sales Representative to have the U.S. Communities program linked to your existing account. You may also contact the Knoll U.S. Communities National Program Manager via email at uscommunities@knoll.com or by phone at 202-973-0434</p>	<p>Contact Knoll's U.S. Communities National Program Manager by sending an email to uscommunities@knoll.com or by requesting information from Knoll via the U.S. Communities website. After receiving a formal proposal from a Knoll dealer, the purchase order needs to reference the Knoll / U.S. Communities contract # 4400003404. Specific purchase order requirements will be provided by your dealer and will include a request that you enclose a Tax Exempt certificate if not paying tax.</p>

Staffing and Workforce Solutions	Existing or New Customers	
 knowledge services	<p>Simply, contact us! Regardless if you are new or current customer, contact Knowledge Services via email at uscommunities@knowledgeservices.com or by phone at 866-465-5579 referencing contract number #16111 to begin the process of utilizing the contract. Based on your specific needs, our Lead Referral Manager will begin moving you through the adoption process of the Knowledge Services/U.S. Communities contract. If you're not already a registered U.S. Communities user, you can do so quickly and easily on the U.S. Communities website.</p>	

Park & Playground	Existing or New Customers	
	<p>Contact KOMPAN at 888.579.8223. You will be matched with a play consultant who will work with you to bring a unique playground with ultimate play value to your community.</p>	

Elevator Maintenance & Service	Existing or New Customers	
 <small>Elevators Escalators</small>	<p>To order once registered, send an email to uscommunities@kone.com or call (800) 956-5663. Your request will be forwarded to Kone's National Account Team for follow-up within 48 hours.</p>	

Workforce Management	Existing or New Customers	
	<p>To order once registered, send an email to uscommunities@kronos.com or call 855-467-6667 (855-4KRONOS) and a Kronos representative can help you.</p>	

Food Products & Related Services	Existing Customers	New Customers
 <small>THE POWER OF PARTNERSHIP</small>	<p>If you have an account: login at https://www.premierinc.com/login.jsp</p>	<p>Once a U.S. Communities registered user, go to the Premier site and enroll in the Premier Foodservice Program. Premier will contact you once your account is finalized and give you everything you need to begin purchasing. Orders are placed online through the Premier/US Foodservice proprietary ordering system Food Service Direct Order (FSDO). Orders can also be placed through customer service at the individual distribution centers. For more information, call 877-981-3312 or email uscommunities@premierinc.com</p>



Pharmaceutical, Medical-Surgical Solutions	Existing Customers	New Customers
	<p>If you have an account: login at https://www.premierinc.com/login.jsp</p>	<p>Once registered, enroll in the Pharmaceutical and Medical Supplies Program. Premier will contact you once your account is finalized and give you the next steps for ordering. To request a market basket analysis, visit the Premier page and complete this form. For more information, call 877-981-3312 or email uscommunities@premierinc.com</p>

Waste and Recycling Solutions	Existing and New Customers	
	<p>You must be a registered participant to utilize the U.S. Communities contract. If not, please Register to Participate. To order or request more information, Request Contact or call 800-421-6244.</p>	

Multifunction Devices & Managed Print Services	Existing or New Customers	
	<ul style="list-style-type: none"> • Navigate to Ricoh USA Branch Locator site for a Ricoh USA direct sales location or to the Ricoh Independent Dealer, Savin Independent Dealer and/ or the Lanier Independent Dealer for the Ricoh Family independent dealer in your area. • Select location. • Select product category you are interested in. • Choose the dealer or branch closest to your location. <p>For clarification or any questions, please contact Stu Parker at 1-800-276-9764.</p>	

Homeland Security & Public Safety	Existing Customers	New Customers
	<p>Safeware and Mallory will transfer your account to a U.S. Communities account to receive the discounted U.S. Communities pricing/benefits.</p> <p>Existing customers register using your customer ID.</p> <p>You can also purchase through the U.S. Communities Marketplace.</p>	<p>Safeware-Mallory accepts orders by phone, fax, email, and website:</p> <ul style="list-style-type: none"> • Phone: 888-276-6555 Fax: 866-764-6634 • Web: www.safewaremallory.com • safewaremallory@uscommunities.com <p>Safeware-Mallory will email or fax order confirmations to the purchaser on the order for review. To order online, new customers register as a new customer to receive your customer ID.</p>

Janitorial	Existing Customers	New Customers
	<p>Call 800-393-1131 or email uscommunities@supplyworks.com to establish a new account.</p>	<p>Visit usc.supplyworks.com and click the Become a Customer button.</p>

Maintenance & Hardware Supplies	Existing Customers	New Customers
 <p>A Home Depot Company</p>	<p>Call 800-393-1131 or email uscommunities@supplyworks.com to establish a new account.</p>	<p>Visit uscmro.supplyworks.com and click the Become a Customer button.</p>

Traffic Control Products	Existing Customers	New Customers
	<p>Request a contract keycode from TAPCO to associate with your account on www.TAPCONet.com</p>	<p>TAPCO accepts orders by phone, fax, email, and website: Phone: 855-437-5535 Fax: 262-649-5106 Email: uscommunities@tapconet.com</p>

Energy Management & Consulting	Existing or New Customers
	<p>3 easy ways to get started:</p> <ul style="list-style-type: none"> • Phone: Contact our toll-free number at 877-832-7022. • E-mail: e-mail us at USCommunities@TraditionEnergy.com and we will have someone call you back within 24 hours to handle your request. <p>Online: Log on the Tradition Energy website at www.TraditionEnergy.com/USCommunities using your U.S. Communities account information.</p>

HVAC Products, Installation & Services	Existing Customers	New Customers
	<p>For existing customers, contact Greg Spencer at GSSPENCER@TRANE.COM or call 972-406-6090.</p>	<p>To get started, call 832-551-7999 or email tranecoop@irco.com.</p>

Technology & Cloud	Existing or New Customers
	<p>To place an order:</p> <ul style="list-style-type: none"> • Call Toll Free: (800) 681-2378 • Fax: (703) 222-5212 • E-mail: USCommunities@unicomgov.com <p>UNICOM Government will build a technical and firm fixed pricing proposal based on your Cloud project specifications.</p>



**Interpreter &
Translation Services**

Existing or New Customers



Please contact our Customer Care Team at 844-508-2257 or via email at uscommunities@languageselect.com for more information regarding Language Select's award-winning services. You may also visit us at: www.languageselect.com/uscommunities.

Education Furniture

Existing Customers

New Customers



Contact your Virco Education Furniture Account Manager to have the U.S. Communities program linked to your existing account.

If you are a Virco customer and you have not yet received a password, please contact your local Sales Representative or call our Customer Service at 1-800-448-4726.

Registered customers log in:
https://www.virco.com/b2b_virco/b2b/init.do

If you would like to establish or re-establish an account with Virco, please submit an [account request form](#). A Virco Sales Representative will contact you.