



Department of Transformation and Shared Services

Governor Asa Hutchinson
Secretary Amy Fecher
Director Edward Armstrong

MANSFIELD OIL Motor Fuels OMNIA Contract # 53315 State of Arkansas Contract # 4600045818

Arkansas State Agencies/Political Subdivision User Instructions

SCOPE: This is a cooperative contract for Mansfield Oil motor fuel products made available at discounted pricing to State agencies and political subdivisions.

How to Get Started

1. Go to the Mansfield Oil website here: <https://mansfield.energy/>
2. If you have an account, you will need to email your PO to your local Mansfield dealer. Be sure to tell them you want to purchase off of the State of Arkansas', OMNIA contract. *See Account Setup for help with an account.*

Ordering Procedures

FOR STATE AGENCY USE: When utilizing this contract, if the total projected amount (TPA) of all items on a single purchase order is \$20,000 or greater, a purchase requisition (PR) must be created in AASIS. In addition, both your agency's purchase order and the outline agreement number must reference the purchase requisition number.

Purchase orders are best submitted by email, but they can also be submitted by fax or U.S. mail.

For Questions or Assistance Contact

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