

# Contract Use Information

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The City of Round Rock has contracted with Walmart Business through the OMNIA Partners Cooperative Contract for the purchase of good and services needed to support City operations.

This Business Account is Tax Exempt and approved to be used by City Pcard holders for the purchase of office supplies, related products and services needed to support City Operations.

- Online ordering can be done through the City's Walmart Business Account. This gives visibility, accountability and control at contracted pricing.
  - Most department Admins are setup for online ordering
  - Business account has been set up with tax exempt
  - Do **not** use Walmart.com or create new accounts!
- Contact Purchasing for a user login to City's Walmart Business Account.
- Online purchases outside of the Walmart Business account will be charged tax.
- Online orders can be delivered to your city location or pick up at the local Walmart store location.
- Must download Walmart Business app on your phone to pay at store for tax exemption application.
- Free shipping, no minimum, free delivery from store, limited-time offers.
- Excludes marketplace and oversized items, location & freight surcharges. \$35 order minimum, restrictions apply, additional fee applies for Express delivery.
- Must download Walmart Business app on your phone to pay at store for tax exemption application.

If you have any questions or issues using this account, please contact:

**Walmart Business**

Contact: Lindsay Mitchell

Email: [Lindsay.Mitchell@walmart.com](mailto:Lindsay.Mitchell@walmart.com)

Ph: 618-719-9176

**City of Round Rock**

**Purchasing Department**