ATLAS
PROCUREMENT

CUSTOMER GUIDE

Start with a well defined request

Who we serve

County purchasing and strategic procurement departments, public institutions and private purchasing teams seeking goods with clear specifications, transparent pricing and coordinated delivery.

What to send

Provide organization and authorized contact; solicitation or RFQ reference; exact manufacturer and model or minimum performance specifications; quantity and unit of measure; delivery address and deadline; required warranty; and whether equivalents are permitted.

Public purchase requests

Use the agency's official solicitation portal and designated procurement contact. A website inquiry does not replace a formal bid response or authorize a purchase. Do not send restricted security layouts, personal information or payment credentials through an initial inquiry.

Private purchase requests

Email a specification or item list. Include the delivery location, intended use and required date. Atlas reviews sourcing feasibility before issuing a written quote. Any paid advisory work requires a separate written scope and fee agreement.

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How your order moves forward

1 Confirm the scope

We clarify specifications, quantity, acceptable alternatives and delivery conditions. Installation, configuration and training are separate scope items unless expressly included.

2 Review the quote

Check manufacturer and model, quantities, unit prices, freight, taxes or exemption treatment, total delivered cost, availability date, quote expiration, warranty and return limitations. A quote is not a reservation of inventory unless expressly stated.

3 Authorize the purchase

Public buyers follow their agency's award and purchase order process. Private buyers accept the written terms and agreed payment arrangements. Atlas confirms acceptance and supply before committing to fulfillment.

4 Receive and close out

Check shipment quantity and condition on receipt. Record discrepancies promptly and retain packing slips. Warranty and return eligibility follow the accepted quote and applicable manufacturer terms. Invoices reference the purchase order and accepted line items.

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How to evaluate value

Compare the same requirement

Use the same model, quantity, shipping destination, warranty and delivery date. A lower unit price can conceal freight, accessories, licensing or support costs.

Use total delivered cost

Compare goods, freight, required accessories, installation if included, recurring costs over the same period and applicable taxes. Separately document exclusions and assumptions. Savings are evaluated case by case and are not guaranteed.

Illustrative comparison only

Retail goods $1,000 + freight $100 = $1,100. Sourced goods $940 + freight $90 = $1,030. Illustrative difference: $70, or 6.36% of $1,100. These figures are an example, not an Atlas quote or historical result.

Respect the purchasing route

The buying entity determines the lawful method, approvals and thresholds. Do not split purchases to avoid competition. Cooperative or other existing contracts may be used only when the agency verifies eligibility, scope, terms and authority.

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Buyer questions and next steps

Are you a county agency or approved contract holder

Atlas is an independent private supplier. Registration, certification and contract status are agency specific. Request current verification for the particular transaction; a registration application is not proof of award or approval.

Can you guarantee a lower price or a delivery date

No blanket price or delivery guarantee applies. The accepted written quote identifies actual pricing, availability, commitments and any conditions. We evaluate the delivered cost against comparable alternatives.

Can you substitute an equivalent product

Only when the solicitation or customer terms permit it and the authorized buyer provides required written approval. We identify deviations rather than silently substitute.

How do we begin

Contact Gabriel Torrellas, President, at gabriel@atlas-procurement.com or 404-620-0602. Send the item list, quantity, required date and delivery location. Formal solicitations continue through the agency's prescribed channel.