

# Ordering Instructions

Statewide Contract

LIGHT22

Light Bulbs and Ballasts

**STATE AGENCY - Ordering Requirements** – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to State Electric Supply Co. for Items covered by this contract.

**Special Instructions-** Minimum Shipment shall be \$100.00 per order.

**Approval Required-**None.

**Vendor Contact Information:**

**Justin Bailey, Director of Lighting and Project Management**

**Office-304-766-0500**

**Direct-304-633-7160**

**FAX-304-766-0518**

**Email- [justin.bailey@stateelectric.com](mailto:justin.bailey@stateelectric.com)**

**Catalog link-** Coming soon

**Instructions to set up your agency for catalog ordering:** Coming Soon

**Type of Delivery Order** - An ADO should be created in Oasis with the appropriate documentation attached.

**How to submit the completed order to the Vendor** - assemble document, print and submit the ADO to the vendor.

**POLITICAL SUBDIVISIONS-** Contact Vendor to confirm that Contract pricing is available.