

# **Ordering Instructions**

**Statewide Contract**

**LIGHT23**

**Light Bulbs and Ballasts**

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

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

**Approval Required-**None.

**Vendor Contact Information:**

**Jeff Floyd, V.P. of Power Systems Division**

**Office-304-525-0361**

**Direct-304-399-4514**

**Email- [jeff.floyd@wvsupply.com](mailto:jeff.floyd@wvsupply.com)**

**Catalog link-** 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.