

Ordering Instructions Statewide Contract

AEBATTERY21

Automotive & Equipment Batteries

STATE AGENCY - Ordering Requirements – Spending Unit(s) will issue a wvOASIS Agency Delivery Order (ADO) to Taylor & Blackburn Battery Co. for Items covered by this contract.

Special Instructions– State agencies are exempt from using this Contract for orders totaling \$200.00 or less per month.

Approvals Required- None

Agency and/or Vendor Contact Information: Vanda Perdue
T: 304-949-2841
F: 304-949-2989

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order - An ADO must 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 or CDO to the vendor.

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