

Ordering Instructions - Statewide Contract

AEBATTERY25

Automotive & Equipment Batteries

STATE AGENCY - Ordering Requirements – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to East Penn Manufacturing 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

Vendor Contact Information:

Pam Carpenter – Warehouse Lead

Email: PCarpenter@dekabatteries.com

T: 304-949-2841

F: 304-949-2989

Randy Woodruff – District Sales Manager

Email: randyw2@dekabatteries.com

T: 304-949-2841

F: 304-949-2989

C: 304-542-2774

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

How to submit the completed order to the Vendor - assemble document, print and submit the Delivery Order to the vendor.

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