

Ordering Instructions

Statewide Contract

(Optional use by Agencies)

CMA 0212 COMTRKRN20

Enterprise Rent-a-Car

STATE AGENCIES: Ordering Requirements – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to the Enterprise Rent A Car Company location. Non-wvOasis agencies should order using appropriate agency ordering procedures.

Special Instructions – State of WV User Code: **WVTRUCK** State of WV User Code **WVTRUCK** must be used when reserving a vehicle through the Commercial Truck branches. This code can be used either via phone, in-person, or via the website www.enterprisetrucks.combranches.

Approvals Required - None

Agency and/or Vendor Contact Information:

Rob Halloy, Business Sales Director
148 Carrier Way, Suite H
Scott Depot, WV 25560
304-720-6890 ext. 146
Robert.F.Halloy@ehi.com

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 ADO with the user code **WVTRUCK** to the vendor at time of rental.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.