

Ordering Instructions

Statewide Contract

CMA 0212 COMTRKRN22

Enterprise Rent-a-Car

STATE AGENCIES: Ordering Requirements – Spending Unit(s) should issue a wvOASIS Agency Delivery Order (ADO) to the EAN Holdings, LLC dba 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 .

Emergency Roadside Assistance Phone: 1-888-736-8287 Option 3

Agency and/or Vendor Contact Information:

Scott Davisson, Account Manager
148 Carrier Way, Suite H
Scott Depot, WV 25560
304-415-3278
Scott.A.Davisson@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.