

# **Ordering Instructions**

**Statewide Contract**

**CMA PBKCR10B**

**Rental Car - Enterprise**

**STATE AGENCIES: Ordering Requirements** – Spending Unit (s) shall issue a wvOASIS Agency Delivery Order (ADO) to Enterprise Rent A Car Company or order using appropriate agency ordering procedures.

**Special Instructions** – Refer to the most current Change Order with NASPO ValuePoint Price Sheet attached. Use **State of WV User Code: XZ68WWV** to obtain discount. This discount is available nationally at any Enterprise Rent A Car Company location.

**Approvals Required** - None

**Agency and/or Vendor Contact Information:**

Enterprise Rent A Car  
Any Location

**Type of Delivery Order** – An ADO may 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.