

Ordering Instructions

Statewide Contract

FOOD16A

Ordering Requirements – Agency should process an ADO (Agency Delivery Order) when ordering. After all ordering information has been inputted, the document must be validated, assembled, and submitted. The agency will then submit the completed ADO to the vendor.

Special Instructions– A minimum shipment shall be \$200 mixed. Agencies may choose to order less than the minimum by paying the freight charges. All freight charges must be prepaid, but orders for less than the minimum shall have the freight bill attached to the invoice.

Approvals Required -None

Agency and/or Vendor Contact Information:

AF Wendling
Lori Harris
304-472-5500

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-ADO

How to submit the completed order to the Vendor-Agencies contact the vendor at 304-472-5500

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