

Ordering Instructions

Statewide Contract

LIGHT18

Light Bulbs and Ballasts

STATE AGENCY - Ordering Requirements – Spending Unit(s) will issue a wvOASIS Agency Delivery Order (ADO) to W. Va. Electric Supply Co. for Items covered by this contract.

Special Instructions- Minimum Shipment shall be \$100.00 per order.

Approval Required-None.

Vendor Contact Information:

Toll Free- 833-501-4739 (this number is for statewide contract only)

Direct-304-399-4567

FAX-304-523-5337

Email- STATE.CONTRACTS@WVAELECTRIC.COM

Catalog link- <http://www.wvaelectric.com/wvpricingrequest>

Instructions: complete the requested information and submit. You will receive an email with a PDF copy of the catalog.

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 - An ADO must 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 or CDO to the vendor.

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