

# Ordering Instructions

Statewide Contract

LIGHT18

Light Bulbs and Ballasts

**STATE AGENCY - Ordering Requirements** – Spending Unit(s) should 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:**

Valarie Tomblin, Branch Manager [valarie.tomblin@wvsupply.com](mailto:valarie.tomblin@wvsupply.com)

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

Direct-304-255-5067

FAX-304-523-5337

Email- [STATE.CONTRACTS@WVAELECTRIC.COM](mailto: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 should 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.