

# **Southern California PPE Consortium Program**

## **Buyer Onboarding Instructions**

### **Instructions to complete the Letter of Agreement (LOA) and begin ordering PPE from Dell Corning.**

1. Review Letter of Agreement (LOA):
  - A. **3-Year LOA:** Prices guaranteed for three years, then renegotiated.
2. Select PPE items to purchase (see LOA Exhibit A-1: Products and Price Schedule, pages 3 - 6).
3. Decide if PPE will be purchased directly with Dell Corning, or through a Distributor:
  - A. Purchase Direct with Dell Corning:
    - I. Buyer will provide Dell Corning with estimated volumes by SKU to be purchased during contract period.
    - II. Buyer will sign LOA and email to Dell Corning with the completed new customer form at [PPE@DellCorning.com](mailto:PPE@DellCorning.com). Dell Corning will countersign LOA.
    - III. Buyer can begin ordering PPE directly from Dell Corning via email. All orders will be acknowledged when received. EDI is available; certain criteria must be met.
  - B. Purchase through a Distributor:
    - I. Buyer will instruct Distributor to purchase supplies from Dell Corning, and make introduction between Distributor and Dell Corning. Email: [PPE@DellCorning.com](mailto:PPE@DellCorning.com).
    - II. Buyer to provide estimated volumes by SKU, and negotiate terms with Dell Corning to begin purchasing items.
    - III. Buyer will complete New Customer form, and complete and sign LOA with Dell Corning. Dell Corning will countersign LOA.
    - IV. Once agreement is complete, Buyer will begin ordering PPE through Distributor.

All products are warehoused in, and will be shipped from, Southern California.

### **Dell Corning contact information:**

**Email:** [PPE@DellCorning.com](mailto:PPE@DellCorning.com)

**Telephone:** (888) 883-3355

#### **Address:**

**Dell Corning  
575 John Dodd Road  
Spartanburg, SC 29303**