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. 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.
      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

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

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