

**GOVERNMENT, GOVERNMENT CONTRACTORS, AND LAW
ENFORCEMENT DISTRIBUTORS ORDERS**

1. *Government Order Entry*

- A. *If there is an existing account number place the order under the account number. The ship to or Bill to address may have to be changed in the partners screen. If the agency does not have an account number and they need to be billed on a purchase order they will need to open an account. If they have an account and want to pay in advance or pay by credit card enter the order under the account number and change the payment terms. If the agency does not have an account number and they want to pay in advance or pay by credit card the order needs to be placed on LEFEDERAL.*
- B. *All government orders should include a contract or purchase order number in the designated field. If they are a small branch of an agency and can not provide a purchase order number make sure the requestors name is on the order. If the order is not being shipped to the requestors attention put the requestors name in the header text.*
- C. *All government orders should be placed on UPS ground in less they have provided specific shipping instructions that are different or they are having the order shipped to a post office box.*
- D. *All government orders must reflect the exact pricing and total that is on their purchase order. If the pricing does not match contact Tom Nagle.*
- E. *Any DPAS contracts that are requested notify Tom Nagle if he does not have a copy you will have to fax him a copy. Any large DPAS orders that are entered should be followed with an email of notification including the order number, total, and contract number to Tom Nagle, Bob Longo, Danny Evans, John Loscion, Lois Stone, and Greg Drake.*
- F. *All orders should be on agency letterhead or on a contract and you must have a copy of the contract on file. You may also place the order from a email request, several small branches email me their orders direct.*

2. *Government Contractors and Law Enforcement Distributors*

- A. *If there is an existing account number place the order under the account number. If there is not an account number they will need to fill out the proper account information to open an R account or Ship to.*
- B. *All order should include a purchase order number in the designated field.*
- C. *All large orders should be shipped UPS ground.*
- D. *If the order does not reflect the pricing requested on the purchase order contact the buyer and give them the price difference. If they choose to order make not on the purchase order of who authorized the price discrepancy. If they do not agree with the pricing or insist that they have a contract with us for the specific pricing they must provide Remington with the contract or quote.*
- E. *Any large orders notify John Loscion.*