



BUREAU OF CORRECTIONAL ENTERPRISES

Phone: (608) 240-5200 | Fax: (608) 240-3321 | shopbce.com

February 2, 2022

RE: FURNITURE ORDER DEADLINE FOR PURCHASE ORDERS

Dear Customer:

Starting **Monday March 7, 2022**, customer lead times for all furniture orders will have an extended delivery due date. This is due to a combination of BCE's standard fiscal year-end procedures, coupled with the world-wide supply chain delays that dealers and manufacturers through the world are currently experiencing. BCE wants to do everything we can to ensure the products and raw materials are available in a timely fashion to fulfill your orders using this fiscal year's funds. The schedule below shows the order-by dates, along with each accompanying due date. BCE thanks you all for your business!

<u>ORDER DATE:</u>	<u>DUE DATE:</u>
3/7/22 - 3/18/22	7/15/22
3/21/22 - 4/1/22	7/22/22
4/4/22 - 4/15/22	7/29/22
4/18/22 - 4/29/22	8/5/22

BCE cannot invoice prior to product delivery.

On Monday May 2, 2022 all customer lead times for furniture orders will return back to BCE's standards lead times.

Quick ship orders need to be placed with the BCE sales team no later than June 3, 2022 to ensure billing by June 17, 2022.

Monitor Arms and Sit Stand units need to be placed with the BCE sales team no later than May 27, 2022 to ensure billing by June 17, 2022.

REMINDER: If you are a State of Wisconsin agency or University, BCE would like to remind you that purchasing BCE products using a P.O. may allow you to carry over the allocated funds into fiscal year 2021-2022. BCE just wants you to know that so you don't get put into a situation where you lose funds all together, by using another form of payment other than P.O. Again, for the allocated funds to carry over, a P.O. must be the chosen form of payment. Please contact your specific Purchasing personnel for information on this P.O. carry over opportunity. If you have any further questions about this please contact BCE for assistance.

Sincerely,
BCE Management