

## Instructions for Barnes & Noble Bookstore - The Woodlands

*Barnes & Noble will accept CISD purchase orders for delivery or pickup at the store.*

### For Vendor Quote:

Mention Bid# 19-08-01A for contracted pricing

Matt Rogers or Jessica Muse at the store: (281) 465-8744  
can also email [CRM2200@bn.com](mailto:CRM2200@bn.com)

### When entering the purchase requisition:

*You must list each book as a separate line item. There is a 30-line limit per requisition for orders shipping to the warehouse.*

Vendor Number:	50000981 - B & N (Lake Woodlands Dr. Store)
Comment Line:	RFP #19-08-01A
Commodity:	300-004 for <u>library books</u> listed on req 300-005 for <u>non-library books</u> listed on req
Account Code:	6325
Description Lines:	<b>ISBN #</b> followed by title
Notes:	Quote # and pickup info if applicable *see below
Ship To:	Warehouse – 727W – <b>or</b> – Campus *see below

**\*Attach the Barnes & Noble quote to the requisition**

#### \*If you are picking up at the store:

- State in the Notes “To be Picked up at Store” and list a contact name and phone number. The store will call when the order is ready.
- List “Ship to” as your campus
- You must receive the items in eFinancePlus once picked up

Contact Buyer Emily Deska in purchasing with questions.