

## Instructions for Lakeshore Learning

***\*\*We are no longer accepting online carts as quotes for vendors that have a formal option. Please see and follow instructions below to obtain formal quotes from this vendor***

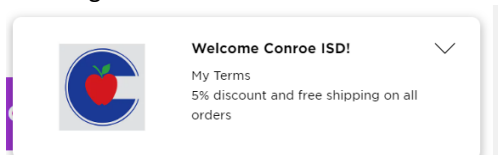
### For Vendor Quote:

Customer Service: (800) 421-5354 x8501  
can also email [quotes@lakeshorelearning.com](mailto:quotes@lakeshorelearning.com)

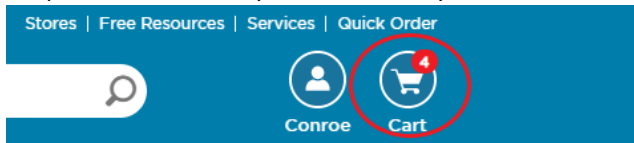
**-OR-**

Log on to <https://www.lakeshorelearning.com/>

Sign in using the username (in email field) and password provided by Purchasing. **Contact the CISD Purchasing Department for the User Name & Password if you do not have one.** You should see the CISD logo and terms in the lower right corner of the screen:





Shop and add items to your cart. When you are done, click on the cart icon at the top right of the screen:



Click on the "Request a Quote" link as shown below to request a quote for the items currently listed in your cart:

A screenshot of the "My Cart" page on the Lakeshore Learning website. The page has a white background. At the top, there's a navigation bar with links: "Import", "Request a Quote" (circled in red), "Print", "Email Cart", and "Save Cart to Shopping List". Below this is a table with columns: "Item", "Your Price", "Qty", and "Total".

Item	Your Price	Qty	Total
 <b>Dig &amp; Discover Dinosaur Eggs</b> Item # DD169	<b>\$23.74</b> reg. \$24.99	1	\$23.74
<a href="#">Move to Shopping List</a>   <a href="#">Remove</a>			
 <b>Bright Giant Washable Color Ink Pads - Set</b>	<b>\$21.84</b>	2	\$43.68

**Order Summary**  
**Subtotal** \$105.41  
**Shipping** FREE  
Enter Coupon Code

You will need to fill out the entire form below for the quote to be generated (*Please ensure the shipping and billing addresses are correct*) After you have filled in the information above, click on the green “Continue” button:

**Request a Quote**

Please fill out the form below to request a quote. Fields in **bold** are required.

**Quote Recipient Email**

Quote Recipient Email:  Select Name  Additional Recipients:  Enter Email

**Shipping** HAUKE BLDG - 701 N 3rd St, Conroe, TX 77301-2637

**First Name**  **Last Name**  **Phone Number**

**School/Institution** HAUKE BLDG  **Email**

**Address 1** 701 N 3rd St  **Address 2**

**City** Conroe  **State** Texas  **Zip** 77301-2637  **Country** United States

**Continue**

**Billing** Conroe ISD - 3205 WEST DAVIS, CONROE, TX 77304

**Comments**

The next popup is where you will confirm the details and then click the blue “Submit Quote” button:

**Request a Quote**

Please fill out the form below to request a quote. Fields in **bold** are required.

**Quote Recipient Email**

Quote Recipient Email: edeska628@gmail.com  Conroe ISD  Additional Recipients:  Enter Email

**Shipping** Emily Deska - Bradley Elementary - 4200 Falls Lake Dr, Spring, TX 77386-4658 - (936) 709-7247 - edeska@conroeisd.net

**Billing** Conroe ISD - 3205 WEST DAVIS, CONROE, TX 77304

**Comments**

**Submit Quote**

**Request a Quote**

Thank you! Quote # B56811 has been successfully submitted. You'll receive an email shortly with your quote details. [View Quote](#)

The quote you will need to attach to your requisition will appear in your inbox within 5 minutes after submission.

**When entering the purchase requisition:**

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

Vendor Number:	00008544 – Lakeshore Learning Materials LLC
Comment Line:	RFP #19-08-01A
Commodity:	300-(XXX) ; choose code most appropriate for <u>instructional</u> items listed on req
Account Code:	6399
Description Lines:	<b>Item #</b> followed by description
Notes:	Quote #
Ship To:	Warehouse – 727W

**\*Attach the quote to the requisition**

Contact Buyer Emily Deska in purchasing with questions.