

Instructions for Nasco Education

*****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:

Discount/account #: **call purchasing for reference number**

Customer Service: (800) 558-9595

can also email: lbauler@nascoeducation.com and CC: quotes@nascoeducation.com

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:	00004048 – Nasco Education 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:	Item # followed by description
Notes:	Quote #
Ship To:	Warehouse – 727W

***Attach the quote to the requisition**

Contact Buyer Emily Deska in purchasing with questions.