

Instructions for Oriental Trading

*****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:

Instructional supplies, awards & incentives discount code/account #: 468645

Party supplies/decorations contract: CP #22/038SG-27 X8/23

Customer Service: (800) 228-0038

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:	00001017 – Oriental Trading
Comment Line:	RFP #20-04-08 or CP #22/038SG-27 X8/23
Commodity:	300-(XXX) ; choose code most appropriate for <u>instructional</u> items listed on req 600-002 for <u>awards/incentives</u> items (like for treasure boxes) listed on req 600-008 for <u>party supplies/decoration</u> items listed on req
Account Code:	6399
Description Lines:	Item # followed by description
Notes:	Quote # (include all parts of main quote number – example xxx-01, xxx-02, etc)
Ship To:	Warehouse – 727W

***Attach the quote to the requisition**

Contact Buyer Emily Deska in purchasing with questions.