

Instructions for J.W. Pepper & Son, Inc.

*****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:

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

Customer Service: (800) 345-6296

can also email orders@jwpepper.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:	00009029 – JW Pepper & Son Inc
Comment Line:	RFP #19-08-01A
Commodity:	300-018 for <u>sheet music</u> listed on req 300-014 for <u>musical supplies</u> listed on req
Account Code:	6397 for <u>sheet music</u> 6399 for <u>supplies</u>
Description Lines:	Item # followed by description
Notes:	Quote #
Ship To:	Warehouse – 727W
Shipping cost:	Please make sure there is always a shipping cost on your quote. If there isn't one, please reach out back to the vendor.

***Attach the quote to the requisition**

Contact Buyer Emily Deska in purchasing with questions.