Instructions for Michaels Pro Education

For Vendor Quote:

Customer Care: 1-833-645-3776 can also email: mikproedu@michaels.com

-OR-

Log on to Michaels Pro Education. Do not register. (email Emily Deska if you need a login and password)

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



Right click on the screen and select "Print...":

Shopping	Cart	Clear Cart		Order Summary
You can quickly ad Cart	d items to the cart by entering their item	numbers belov	w and clicking Add to	Subtotal (1 item) \$86.94
Enter Item Numbe	- 1 +		Add to Cart	Estimated Shipping TBD Estimated Tax TBD
	8 Pack: Siser® Metal He Transfer Vinyl Item # MP67248 Color: Red	eat	Original Price: <u>691.52</u> Your Price: \$86.94 \$10.87 cs. 133 Available	Total: \$86.94 You're saving \$4.58 with MichaelsPro
- 1 +	Save for Later Remove	Back Forward Netoad Sere as Print.	Alt-Left Aroov Alt-Right Aroov OnleR OnleS OnleP	Upload.Item.List
Save for L	ater	Search images with Search analysis of Translate to Single View page source Impest	In Google for this page sh c Ctri+U	

Choose "Microsoft Print to PDF" and save the file on your computer. This file must be attached to your requisition as a quote.

<u>Do not</u> submit the cart or proceed to checkout. Once you have saved the PDF to your computer, clear your cart and exit the website.

When entering the purchase requisition:

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

Vendor Number:	42001146– Michaels Stores Inc & Subs		
Comment Line:	OMNIA PARTNERS #20-SEH20 X3/25		
Commodity:	Choose code most appropriate for items listed on req		
Account Code:	6399		
Description Lines:	Item # followed by description		
Notes:	PDF Quote attached		
Ship To:	Warehouse – 727W		

*Attach the PDF quote to the requisition

Free shipping on orders over \$49 to one ship to location, \$6.95 shipping for orders under \$49; add \$0.00 shipping line to <u>all</u> orders to allow possible adjustments.

Contact Buyer Emily Deska in purchasing with questions.

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