How to make an educational purchase order in the US

Created by Jessica Califano

https://learn.adafruit.com/how-to-make-an-educational-purchase-order-in-the-us

Last updated on 2024-06-03 01:32:03 PM EDT

Table of Contents

Do you qualify to place a purchase order?

Placing a purchase order with Adafruit is easy as pi! (Actually it's much easier than mathematical constants). To begin, ask yourself these questions to see if you qualify to place a purchase order with Adafruit:

1. Am I an educational institution?
2. Is my order $100 or more?
3. Is my institution located in the US?

If you answered "Yes" to all of the above questions, congratulations! You can choose purchase order as your payment method!

Our payment terms are Net 30

Creating a quote

If you would like to create an order or a quote, please create an account at Adafruit.com.

Go here to sign up: https://accounts.adafruit.com/users/sign_up (https://adafru.it/dAQ)

SIGN UP

The best way to shop with Adafruit is to create an account which allows you to shop faster, track the status of your current orders, review your previous orders and take advantage of our other member benefits.

FIRST NAME

LAST NAME

EMAIL

USERNAME

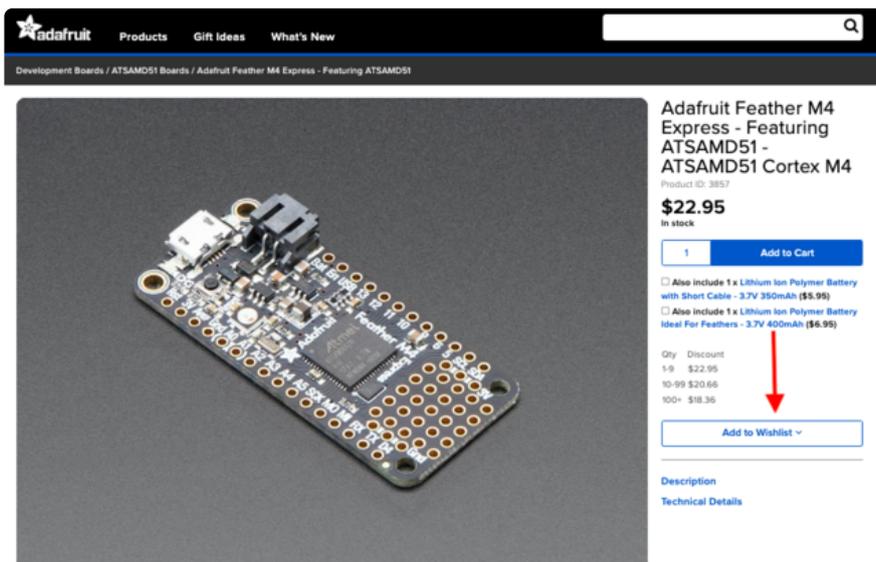Username is viewable to the public on the forums, Adafruit IO, and elsewhere.

PASSWORD

CREATE ACCOUNT

HAVE AN ADAFRUIT ACCOUNT?

SIGN IN

Once you have signed up for an Adafruit account you will be able to generate a quote. The best way to generate a quote is using the Wishlist tool. To add items to your Wishlist go to the product page and click the "Add to Wishlist" button (not shopping cart).

After adding all the items that you need to your wishlist you can generate a quote by clicking "Account", then "Wishlists" in the top right corner of your screen. Then, select

the wishlist you'd like to get a quote for and click the "Get Quote" button. From there, you will be able to choose an address and shipping method for your order.

You will then have a nice looking quote to do what you wish with!

Placing your purchase order online

Please be sure to sign in to your Adafruit.com account before placing your purchase order. Purchase orders are not accepted by guest accounts.

When your institution is ready to place your purchase order, you can then select the option in My Wishlist to "Add All to Cart".

You can add the whole wishlist or select specific items!

During "Step 4. Payment Information" of the checkout process, choose "purchase order" as your payment method and select "check" underneath that.

You can enter your Purchase Order Number during "Step 5: Special Instructions" of the checkout process before submitting your order during Step 6.

Send us a hard copy

After you have placed your order online, don't forget to send a PDF version of the hard copy of your institution's purchase order on your institution's letterhead to support@adafruit.com (we also accept faxes to: 917-210-3397).

Please make sure the hard copy has an itemized list of the products in your order and that the totals match up as well. Please mention your Adafruit Order number when you send the hard copy so that we can quickly link your Adafruit and Purchase Orders together for processing and shipping.

Our payment terms are Net 30 and our billing team will contact you once your order has shipped.

That's it! If you need any more information such as a w-9 or our tax ID please email support@adafruit.com and we will assist you right away!