



How to make an educational purchase order in the US

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

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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://accounts.adafruit.com/users/sign_up)

Sign In 1 Item

adafruit SHOP BLOG LEARN FORUMS

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

PASSWORD

CREATE ACCOUNT

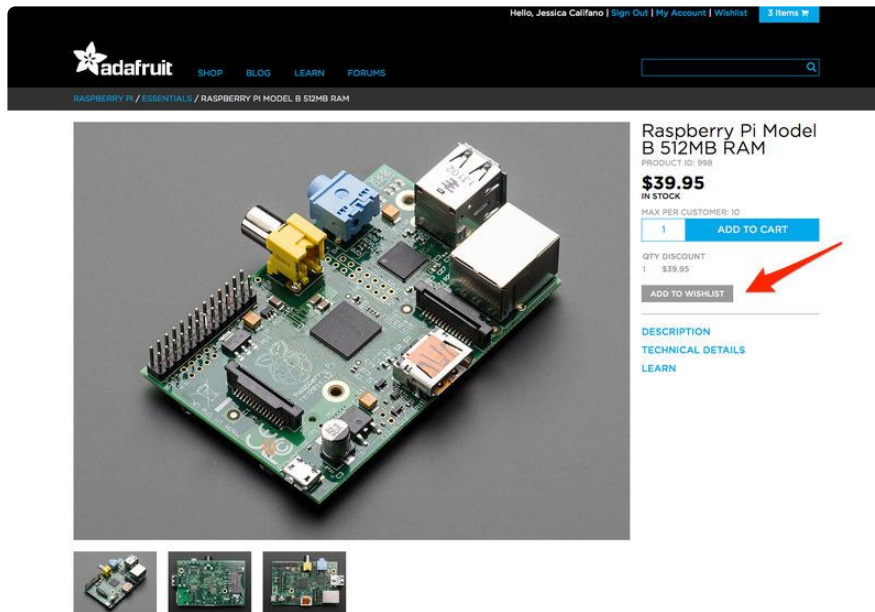
HAVE AN ADAFRUIT ACCOUNT?

SIGN IN

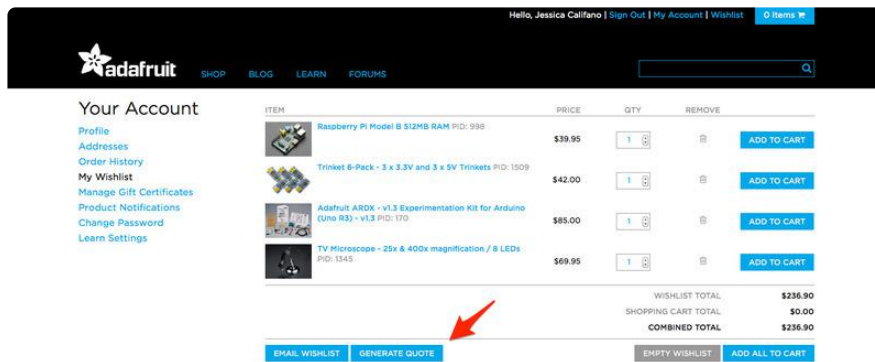
CONTACT
SUPPORT
DISTRIBUTORS
EDUCATORS
JOBS
FAQ
SHIPPING & RETURNS
TERMS OF SERVICE
PRIVACY NOTICE
ABOUT US

"The cheapest, fastest, and most reliable components are those that aren't there"
- Gordon Bell

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 the "Wishlist" button in the top right corner of your screen. Then, simply click the "Generate Quote" button and you will be able to choose an address and a shipping method for your order.



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

--- Quote Only ---

SHIP TO

Jessica Califano

SOLD TO

Jessica Califano

PRODUCTS



(1)

Raspberry Pi Model B 512MB RAM

INFO

PID: 998
SID:

PRICE

\$39.95

TOTAL

\$39.95



(1)

Trinket 6-Pack - 3 x 3.3V and 3 x 5V Trinkets

PID: 1509
SID:

\$42.00

\$42.00



(1)

Adafruit ARDX - v1.3 Experimentation Kit for Arduino (Uno R3)

v1.3
PID: 170
SID:

\$85.00

\$85.00



(1)

TV Microscope - 25x & 400x magnification / 8 LEDs

PID: 1345
SID:

\$69.95

\$69.95

Sub-Total: \$236.90

Tax: \$21.02

United Parcel Service (1 pkg x 2.50 lbs total) (UPS GROUND (recommended) Shipping: \$0.00

Total: \$257.92

Placing your purchase order online

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

ITEM	PRICE	QTY	REMOVE	
Raspberry Pi Model B 512MB RAM PID: 998	\$39.95	1		ADD TO CART
Trinket 6-Pack - 3 x 3.3V and 3 x 5V Trinkets PID: 1509	\$42.00	1		ADD TO CART
Adafruit ARDX - v1.3 Experimentation Kit for Arduino (Uno R3) - v1.3 PID: 170	\$85.00	1		ADD TO CART
TV Microscope - 25x & 400x magnification / 8 LEDs PID: 1345	\$69.95	1		ADD TO CART
		WISHLIST TOTAL		\$236.90
		SHOPPING CART TOTAL		\$0.00
		COMBINED TOTAL		\$236.90

[EMAIL WISHLIST](#) [GENERATE QUOTE](#) [EMPTY WISHLIST](#) [ADD ALL TO CART](#)

Choose "purchase order" as your payment method and select "check" underneath that.

You can select Purchase Order as the payment method in the final stage and enter the Purchase Order Number to associate with the order.

STEP 5: SPECIAL INSTRUCTIONS

Internal PO Number (optional)

We'll put this number on your shipment confirmations and packing lists for your convenience.

ADA1234

SAVE AND CONTINUE >

STEP 6: SUBMIT ORDER

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!