



How to make an educational purchase order in the US

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Guide Contents

Guide Contents	2
Do you qualify to place a purchase order?	3
Creating a quote	4
Placing your purchase order online	7
Send us a hard copy	8

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 \$200 or more?
3. Is my institution located in the US?

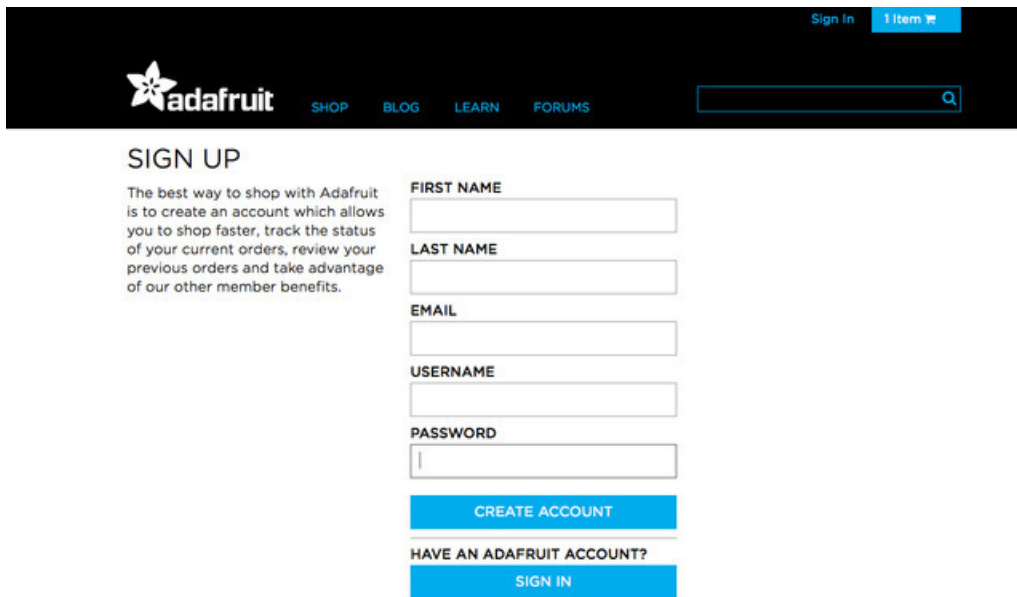
If you answered "Yes" to all of the above questions, congratulations! You can choose purchase order as your payment method!

Our payment terms are Net 30

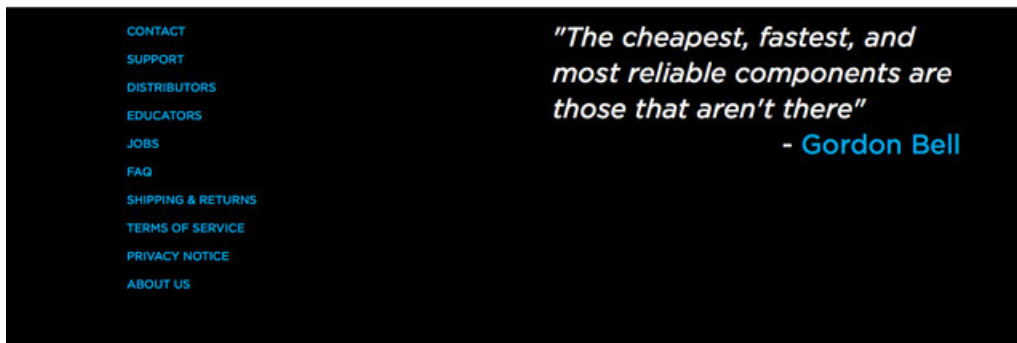
Creating a quote

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

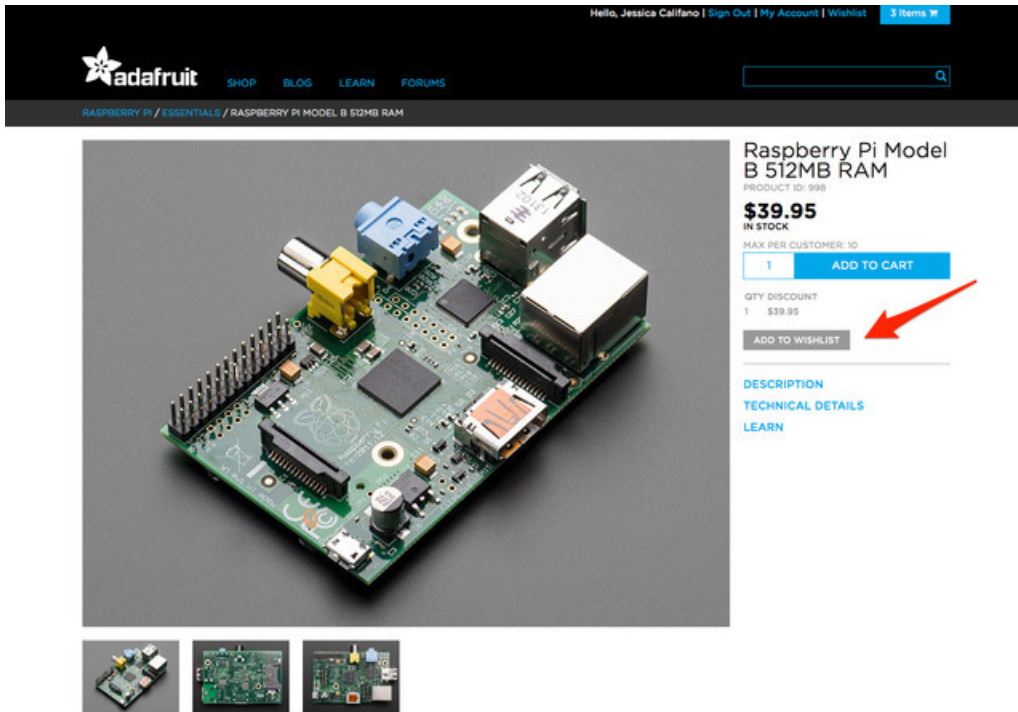
Go here to sign up: https://accounts.adafruit.com/users/sign_up (<https://adafru.it/dAQ>)



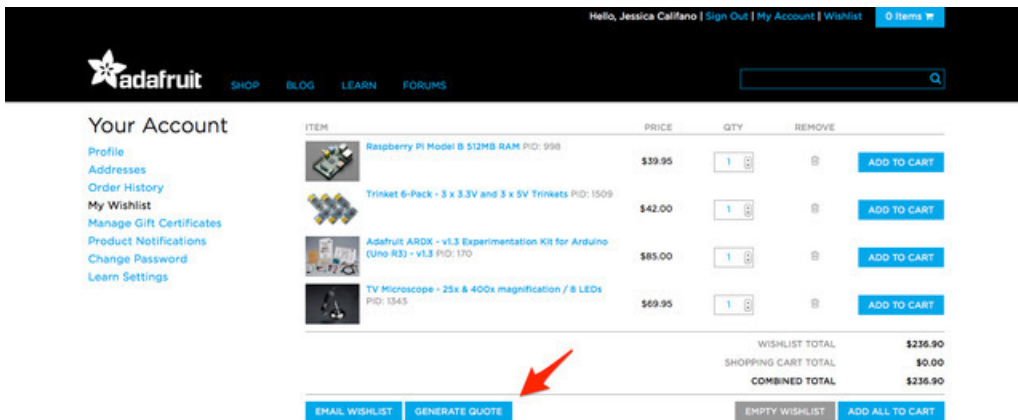
The screenshot shows the top navigation bar of the Adafruit website. On the right, there are links for "Sign In" and a shopping cart icon showing "1 Item". The main navigation includes "SHOP", "BLOG", "LEARN", and "FORUMS". A search bar is located on the right side of the navigation bar. Below the navigation bar, the "SIGN UP" section is displayed. It features a paragraph explaining the benefits of creating an account: "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." To the right of this text is a form with the following fields: "FIRST NAME", "LAST NAME", "EMAIL", "USERNAME", and "PASSWORD". Below the form are two buttons: "CREATE ACCOUNT" and "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 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 TOTAL

\$39.95 \$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.

▲ Please select a payment method for your order.

- CREDIT CARD
- PAYPAL EXPRESS CHECKOUT
- GOOGLE WALLET
- PAY WITH BITCOIN
- AMAZON PAYMENTS
- PURCHASE ORDER

- CHECK
- WIRE TRANSFER (\$25 FEE)

Please note purchase orders are only for qualified schools, institutions, and businesses with a \$250 minimum. Please contact us before placing a purchase order (especially if you need a W9). Once an order has been placed, remit the order email (or printed out webpage) invoice to your purchasing dept and have them fax OR email us the formal PO request to (917) 210-3397 or email it: support@adafruit.com. Your order will ship once we have both the online order and the PO.

[SAVE AND CONTINUE >](#)

STEP 5: SUBMIT ORDER

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.

[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!