

## How to purchase an order in a few easy steps

**Step 1:** You must have the current blanket purchasing order (BPO) for your vendor (usually Grainger, Digi-Key, McMaster Carr, Mouser, Sparkfun). If you don't have it, contact Dr. Daily.

**Step 2:** Go to the vendor's website, sign up, add desired items into cart.

**Step 3:** Get Dr. Daily's approval for items that he does not know about.

**Step 4:** At check out, for billing information and shipping information, please use: (these are Mouser format, if your vendor's format is different and you are not sure, please double check with Dr. Daily)



### Billing Information

\* Required Field

|                  |                                    |                         |                                    |
|------------------|------------------------------------|-------------------------|------------------------------------|
| Country *        | <div>United States ▼</div>         |                         |                                    |
| First Name *     | <div>Jeremy</div>                  | Last Name *             | <div>Daily</div>                   |
| Email Address *  | <div>jeremy-daily@utulsa.edu</div> | Confirm Email Address * | <div>jeremy-daily@utulsa.edu</div> |
| Phone *          | <div>918-631-3056</div>            | Ext.                    | <div></div>                        |
| Company Name     | <div>The University of Tulsa</div> | Attention               | <div>Accounts Payable</div>        |
| Address Line 1 * | <div>800 S TUCKER DRIVE</div>      | Address Line 2          | <div></div>                        |
| City *           | <div>TULSA</div>                   | State *                 | <div>Oklahoma ▼</div>              |
|                  |                                    | Postal Code *           | <div>74104</div>                   |



## Shipping Information

\* Required Field

Choose or Add a Shipping Address

(Default) Jeremy Daily, The University of Tulsa, 800 S TUCKER DRIVE, TULSA, OK 74104, United States ▼

Country \*

United States ▼

First Name \*

Jeremy

Last Name \*

Daily

Phone \*

918-631-3056

Ext.

Company Name

The University of Tulsa

Attention

Jeremy Daily

Address Line 1 \*

800 S TUCKER DRIVE

Address Line 2

City \*

TULSA

State \*

Oklahoma ▼

Postal Code \*

74104


Address Type \*






Commercial ▼

☒ Set as Default

**Step 5:** Choose standard shipping, Net30 for payment with corresponding BPO number (usually B0009xxx), and select non-taxable.

**Payment**


 **Payment Method**

☐ Credit Card/Debit Card     


☒ **Net 30**  
Available to businesses, schools and agencies. Same-day approvals and order shipment in most cases.

☐ Wire Transfer / Proforma

☐ COD

Purchase Order Number: 

Vendor's BPO number

 **Sales Tax Information**

☐ Taxable

☒ **Non-Taxable** (In order to be non-taxable your company must have a resale or exemption certificate.)

Please verify the correct certificate is selected below.

UNIVERSITY OF TULSA - OK - 524840 ▼

**Step 6:** After finishing the order, send an email to Luann Moon ([luann-moon@utulsa.edu](mailto:luann-moon@utulsa.edu)) with the attached confirmation page for record.