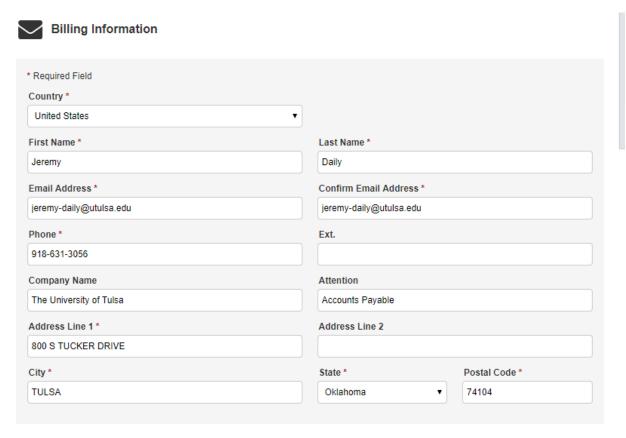
How to purchase an order in a few easy steps

- **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)

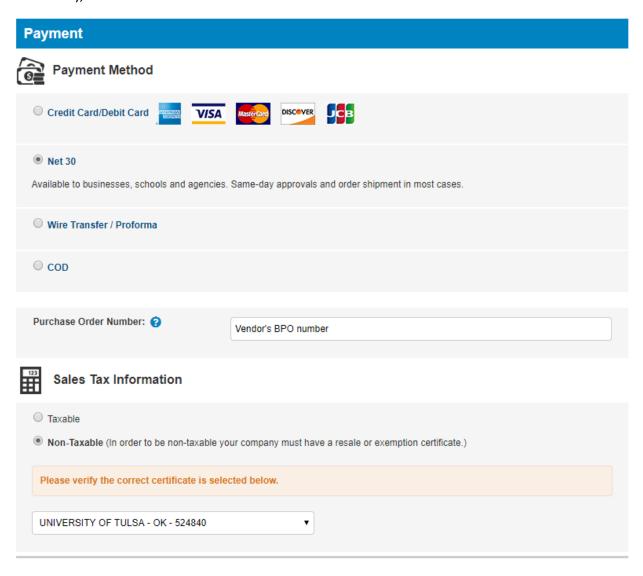




Shipping Information

Choose or Add a Shipping Address				
(Default) Jeremy Daily, The University of Tulsa,	800 S TUCKER DRIVE, TULSA, OK 74104,	United State	S	
Country *				
United States	▼			
First Name *	Last Name *			
Jeremy	Daily	Daily		
Phone *	Ext.			
918-631-3056				
Company Name	Attention	Attention		
The University of Tulsa	Jeremy Daily	Jeremy Daily		
Address Line 1 *	Address Line 2	Address Line 2		
800 S TUCKER DRIVE				
City *	State *		Postal Code *	
TULSA	Oklahoma	•	74104	
Address Type *				
Commercial	•			

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



Step 6: After finishing the order, send an email to Luann Moon (<u>luann-moon@utulsa.edu</u>) with the attached confirmation page for record.